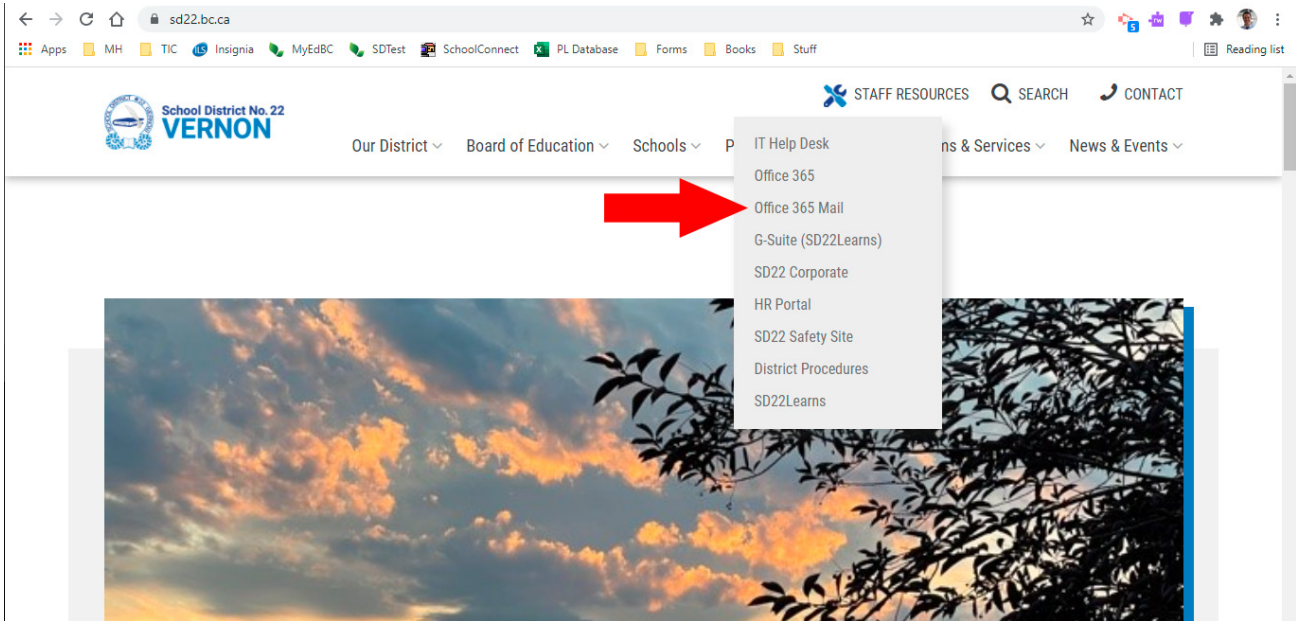


Holding a Microsoft Teams Meeting with a Parent

[Click here for a video tutorial of this process.](#)

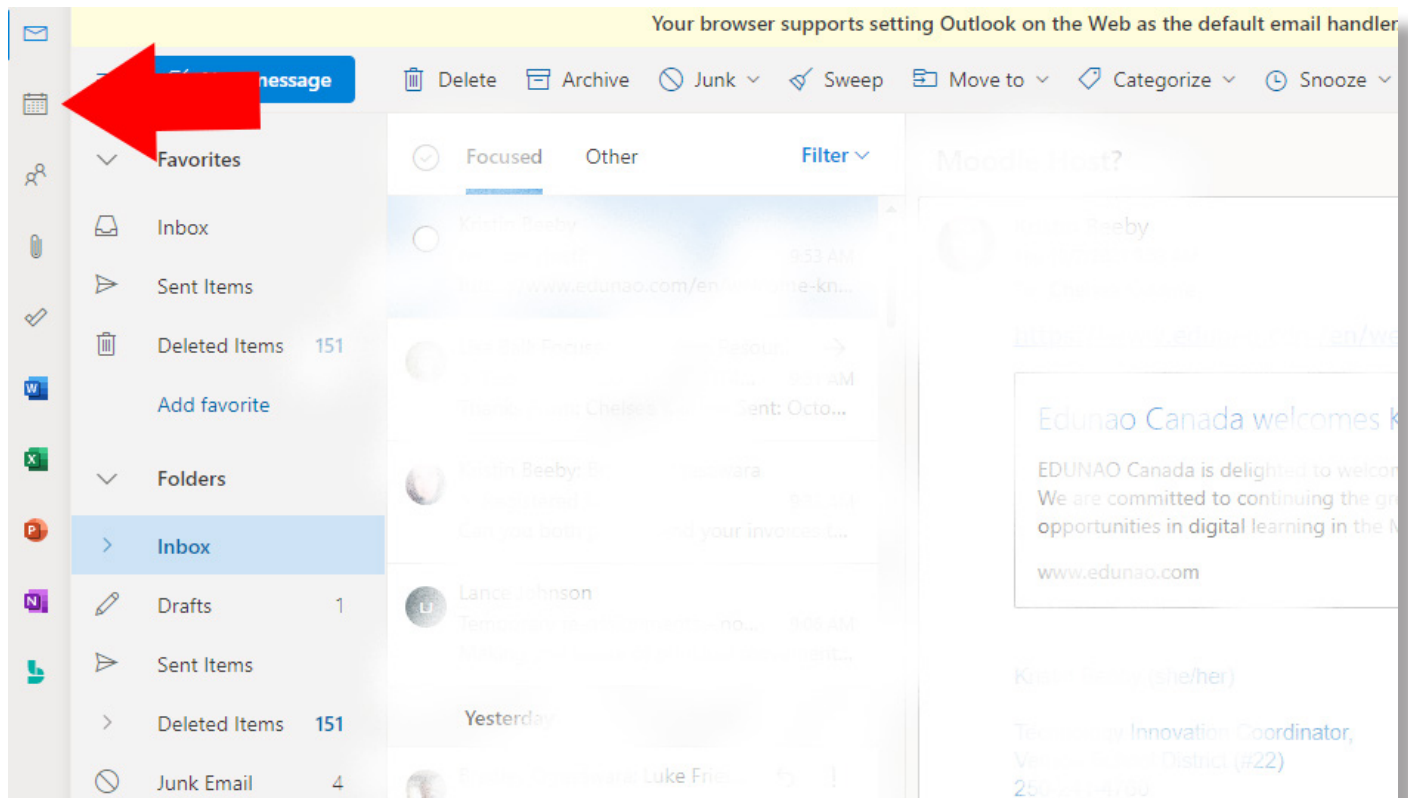
Step 1:

Login to your @sd22.bc.ca webmail by going to www.sd22.bc.ca, clicking on "Staff Resources" at the top of the page, clicking on "Office 365 Mail" and then entering in your username and password.



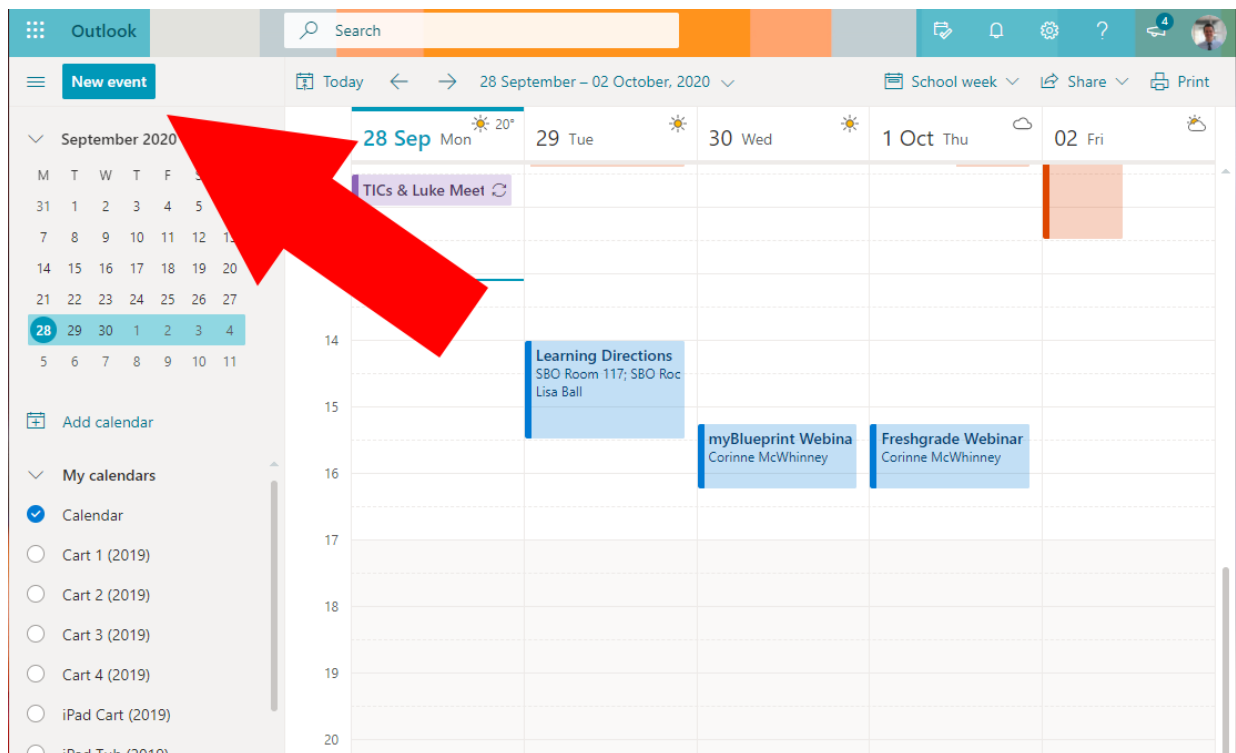
Step 2:

Click on the Calendar icon in the left-hand side to access your Outlook Calendar.



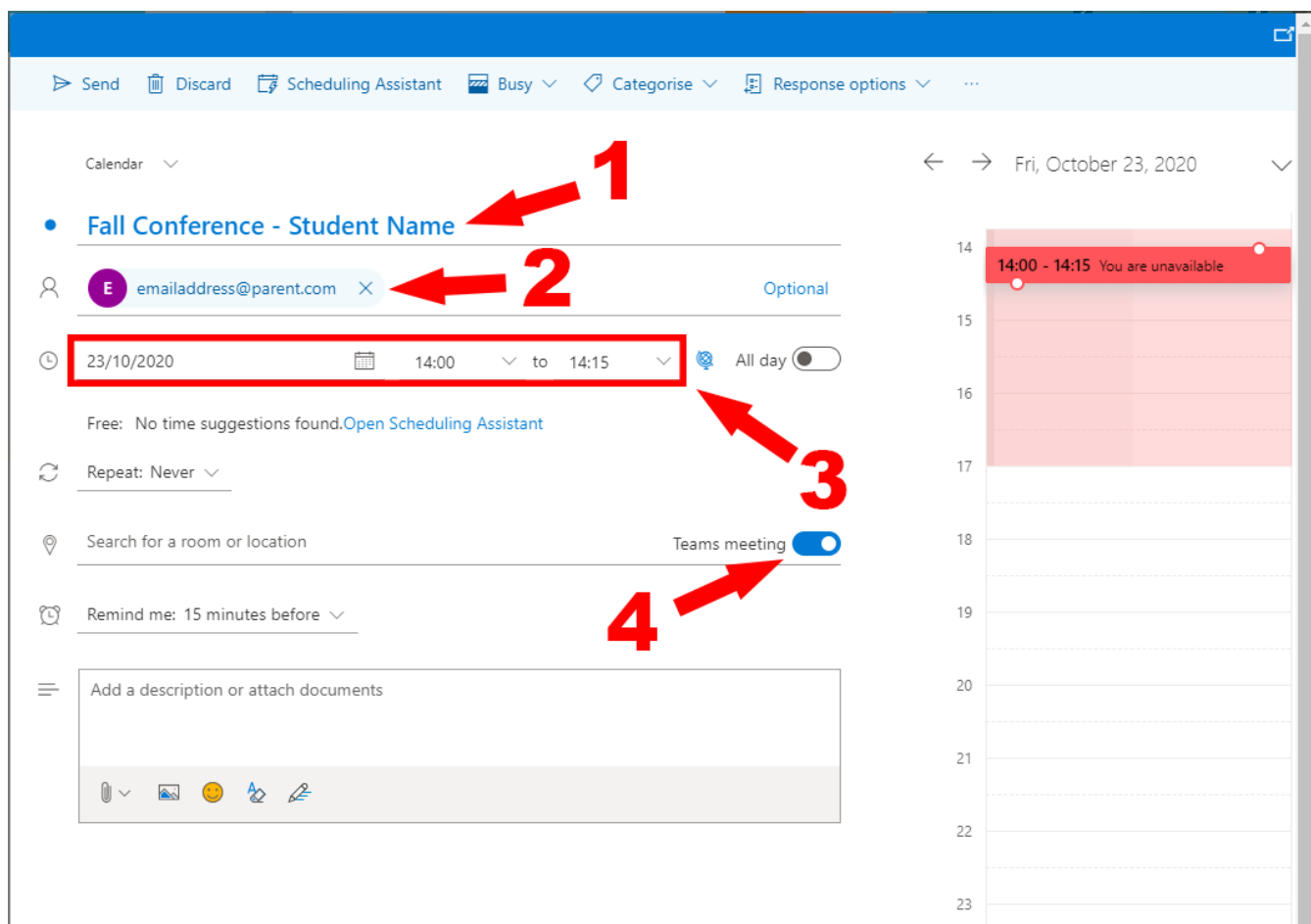
Step 3:

Create a new event in your calendar by clicking on the "New event" button in the top left-hand corner.



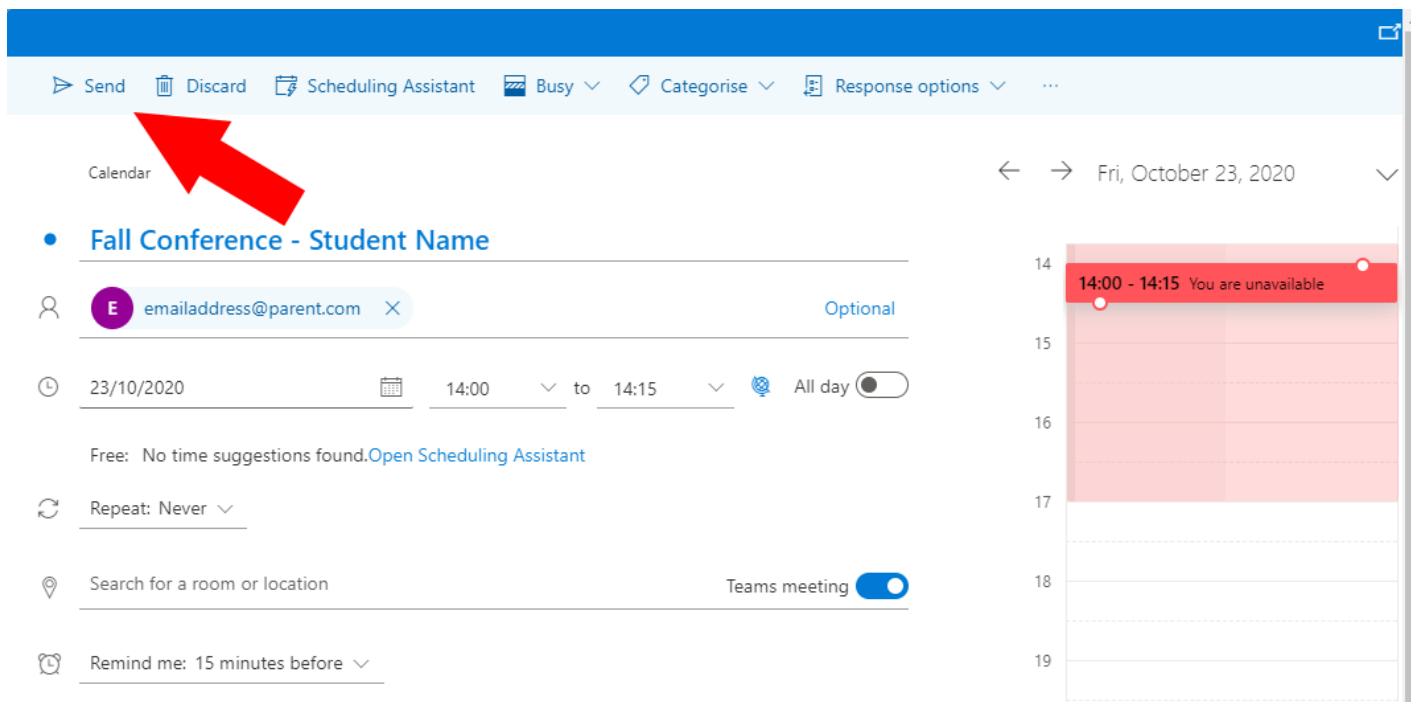
Step 4:

Enter the name of your meeting (1), parent email address (2) and time & date (3) details into the event. Then, make sure to toggle the "Teams meeting" switch to the on position (4).



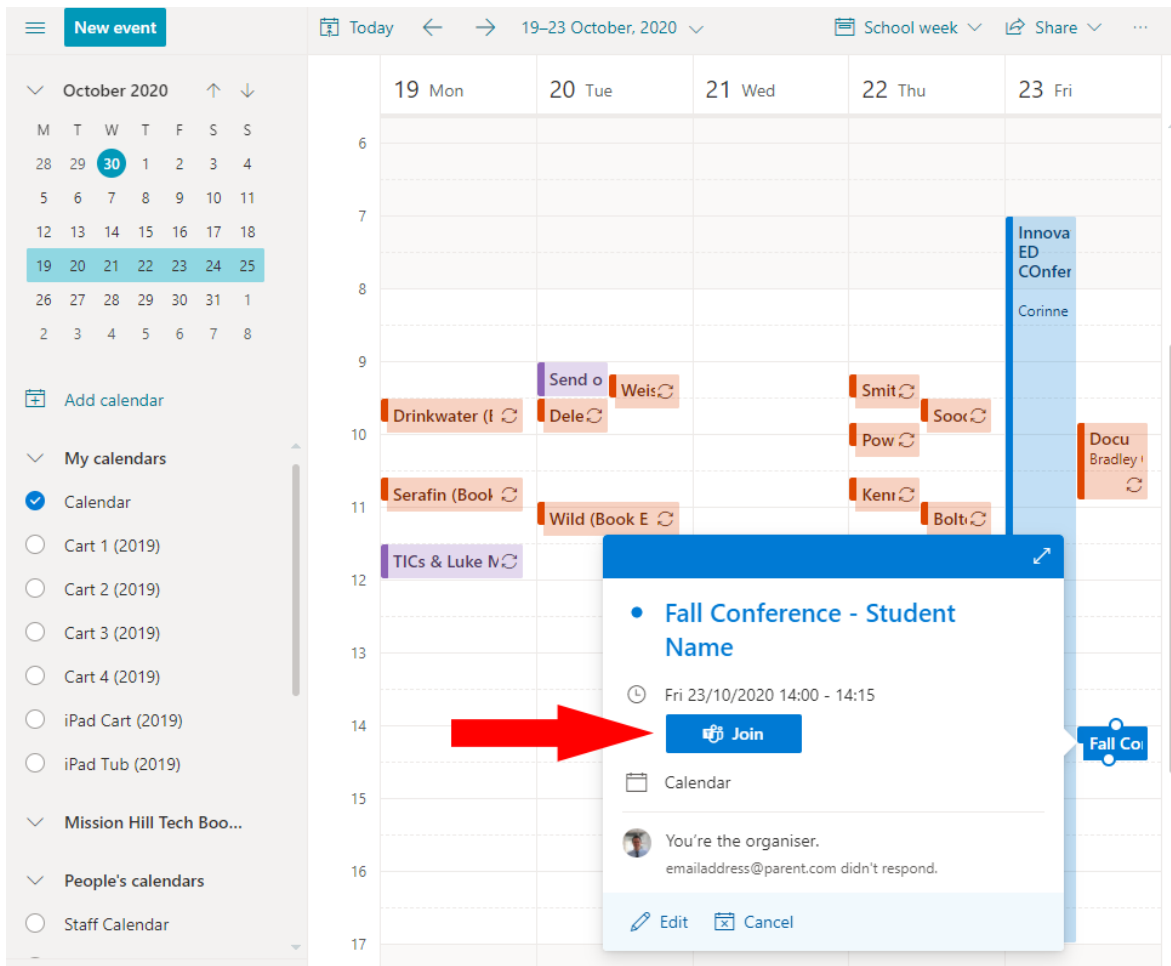
Step 5:

Review the details of your meeting one last time, and then click the "Send" button to invite the parent to your meeting. The parent will receive an email that contains a link to the Teams meeting.



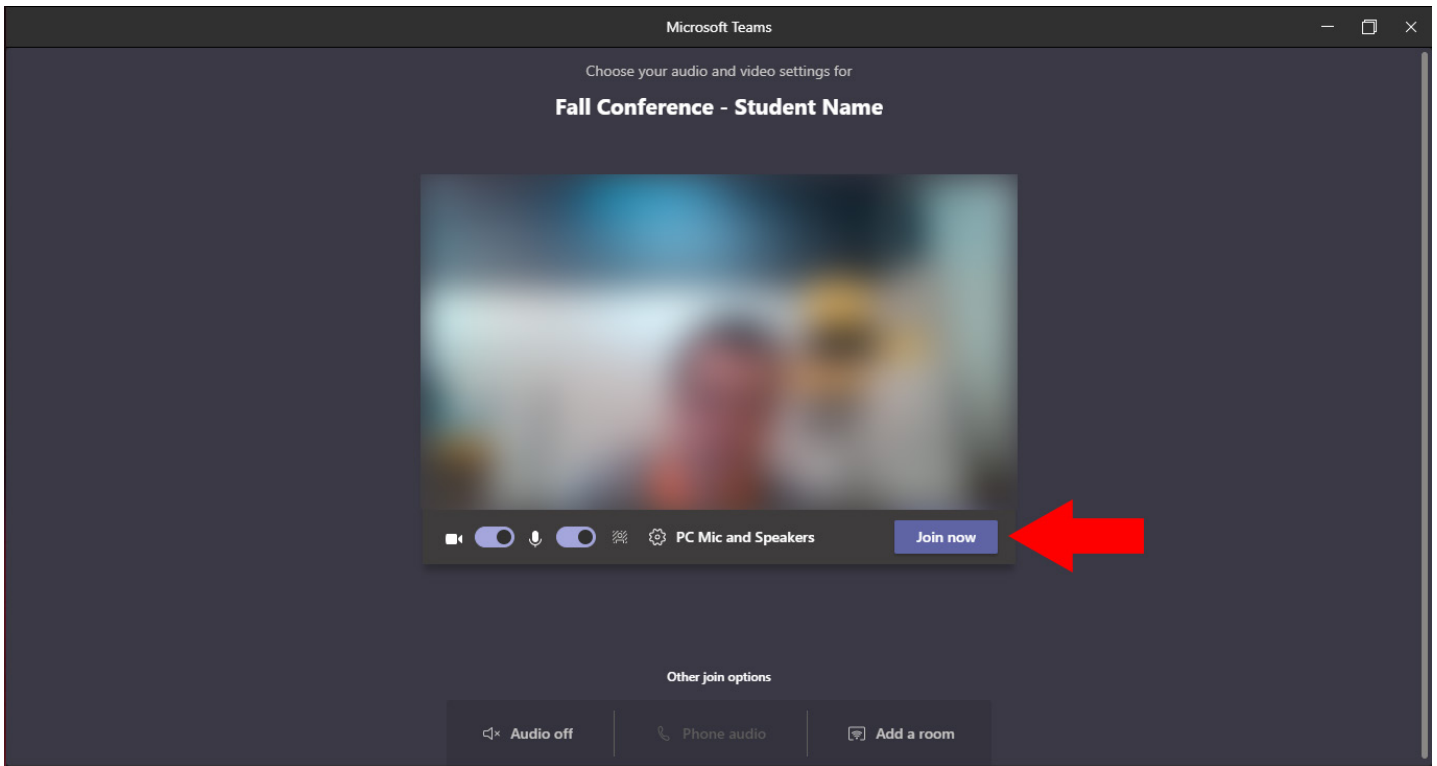
Step 6:

A few minutes before the meeting is intended to start, join the meeting by accessing your calendar again (steps 1 & 2), clicking on the event in your calendar, and clicking on the "Join" button. This should launch Teams.



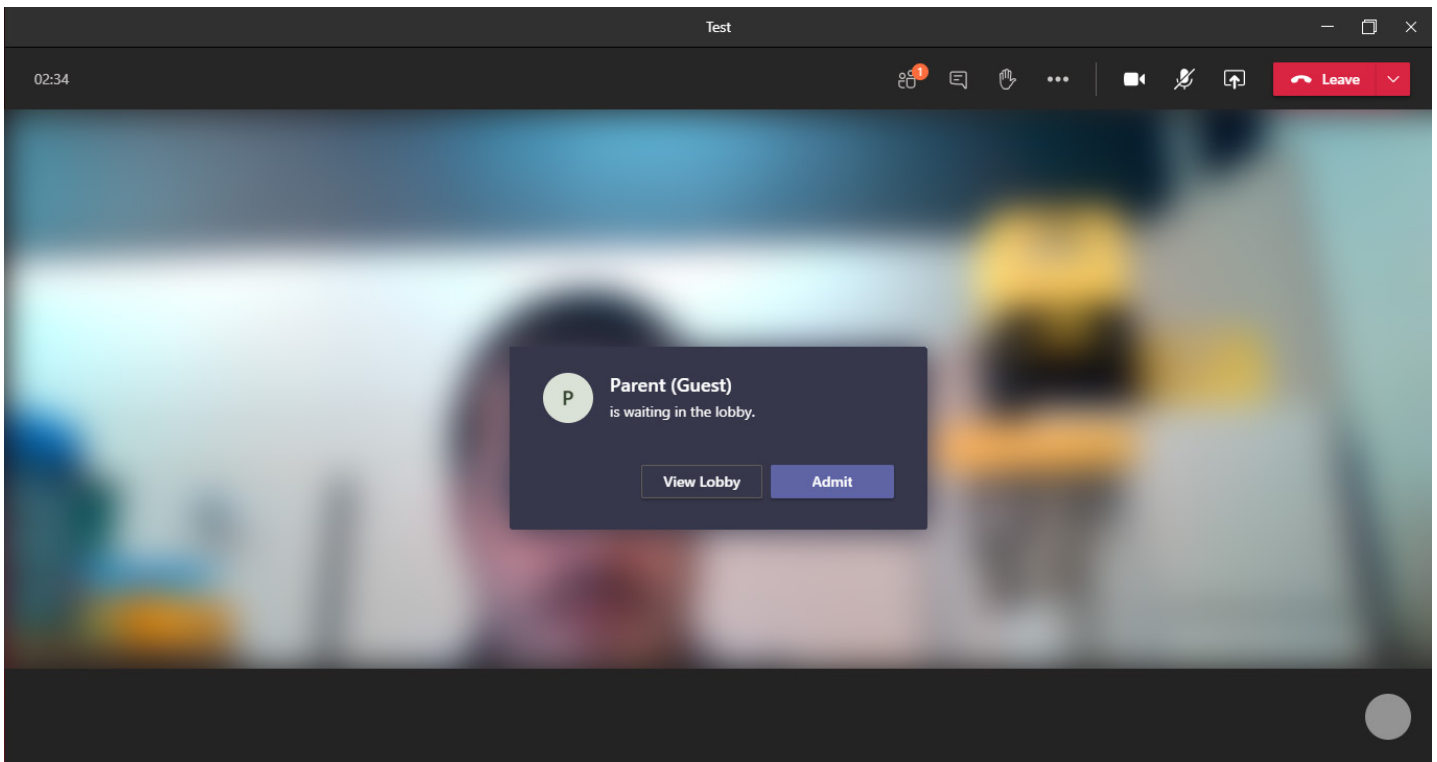
Step 7:

Click on "Join now" to join the Teams meeting.



Step 8:

When the parent clicks on the link in their email to join the meeting, they will be asked to enter their name and click "Join now". Once they do, a window will appear on your screen alerting you that a guest is trying to join your meeting. Please click on "Admit" to let the parent into the meeting.



Helpful Tips

- Go through the process once by inviting a friend via their personal email address to more closely resemble the experience of inviting a parent.
- While not required during a virtual conference, consider trying out screen sharing beforehand to see if this would be a valuable tool for you.
- Reach out to families ahead of time to make sure that they are prepared to participate in a Teams meeting.
- Send a reminder to parents the day before conferences begin.
- Key points to communicate to parents:
 - There are buttons to toggle on/off both the camera and microphone.
 - They will need to download the Microsoft Teams app if they would like to use a mobile device.
 - Chrome is the preferred web browser if they are planning on using a computer.
 - A webcam is required.
- Find a quiet space.