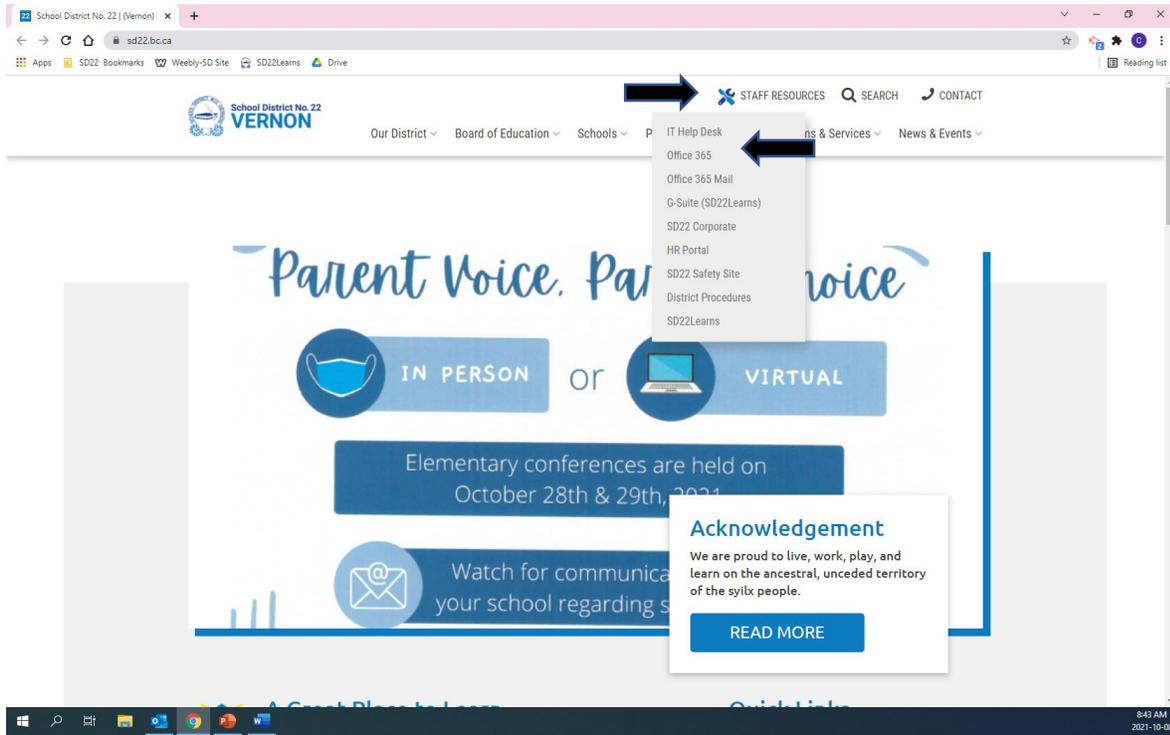
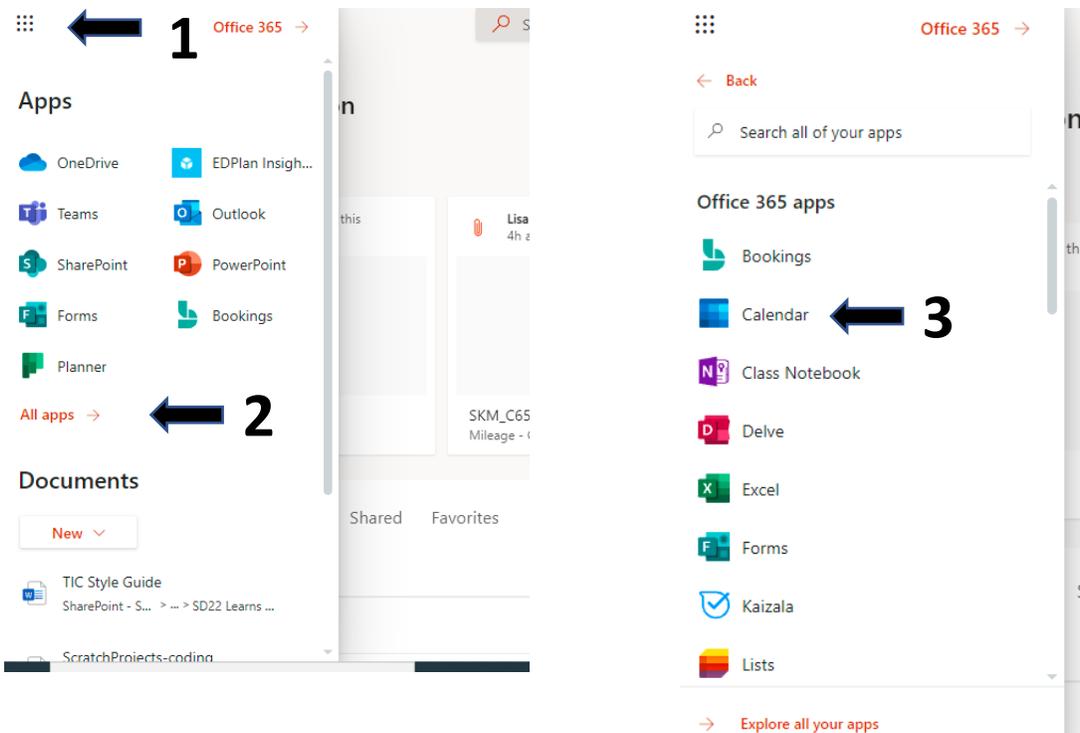


How to Set-up a Bookings Calendar for Fall Conferences

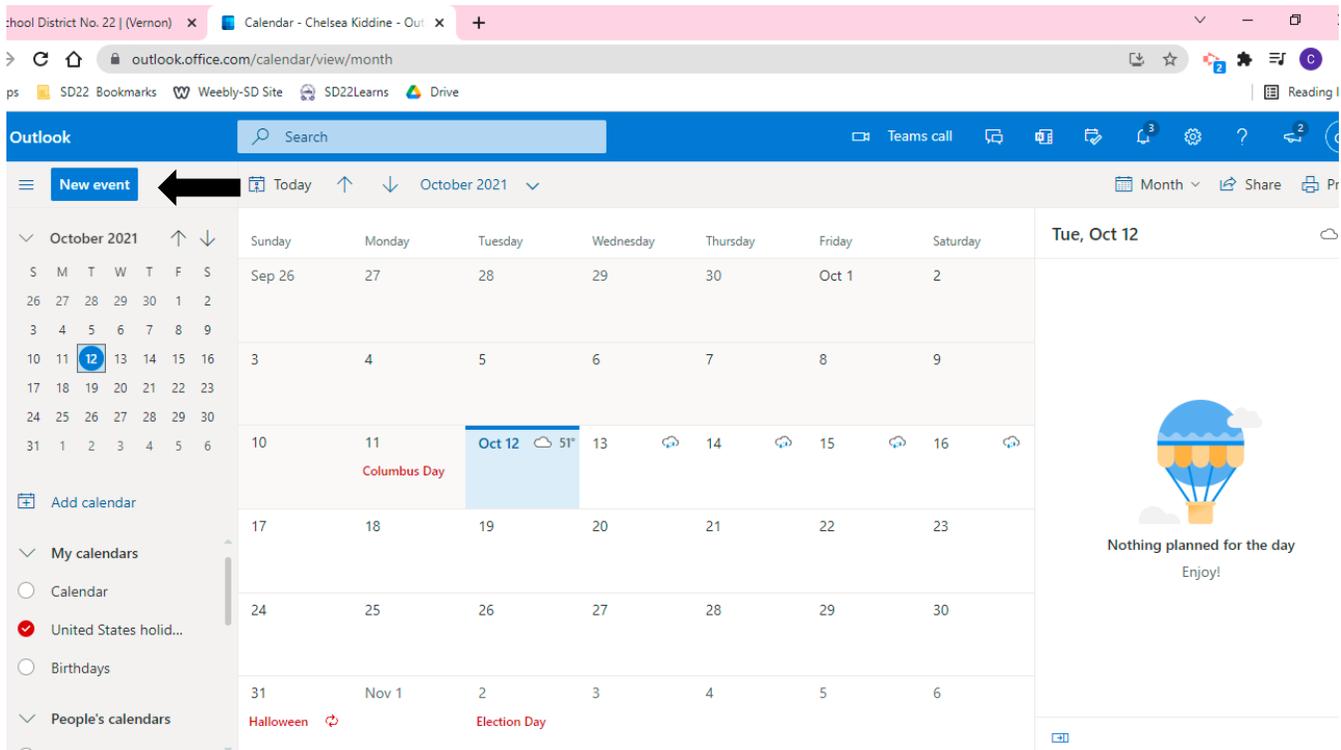
Step 1: Head to www.sd22.bc.ca and access the Office 365 link from staff resources.



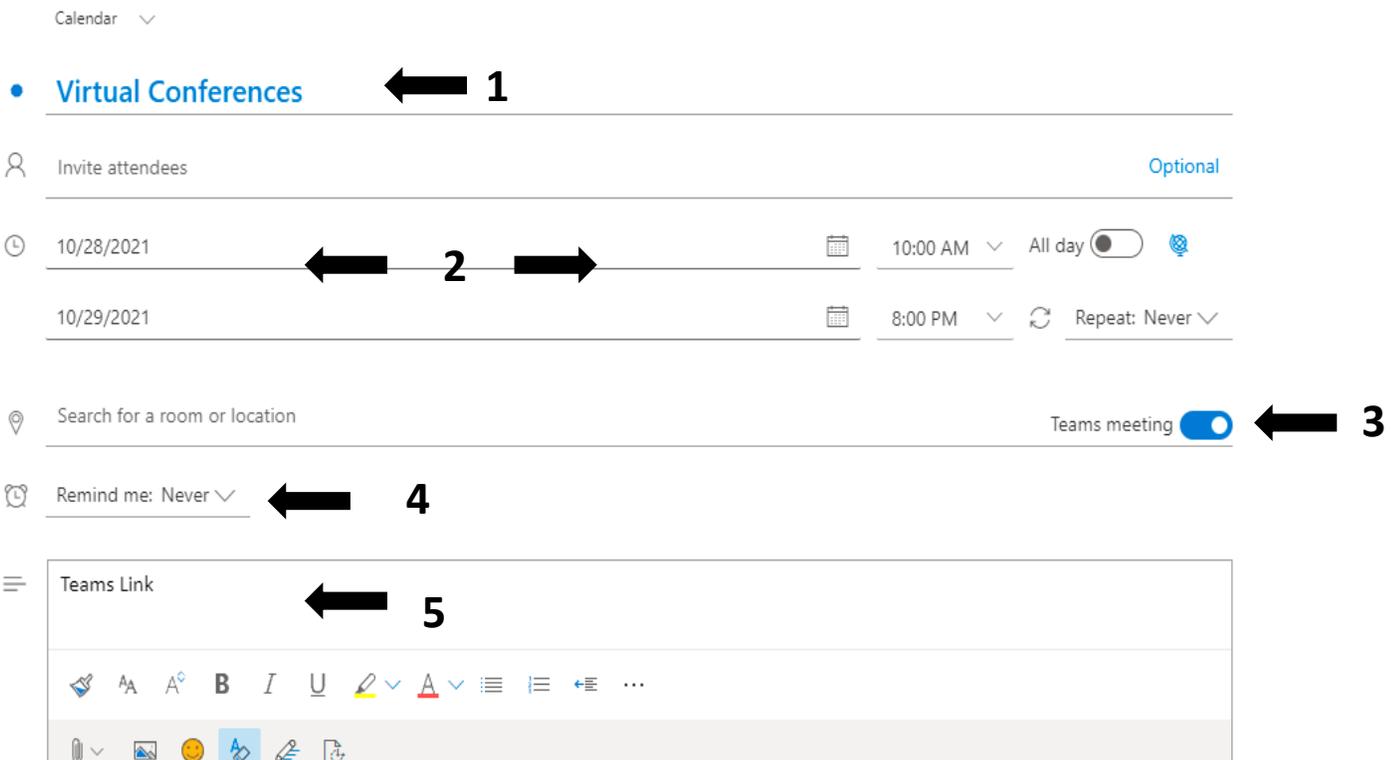
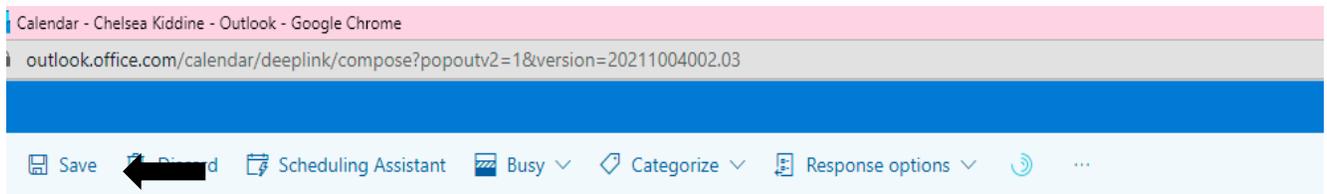
Step 2: Select calendar from the available apps on the left-hand side of the screen. You may need to follow the steps outlined in the diagram as 1,2,3 to locate it on your device.



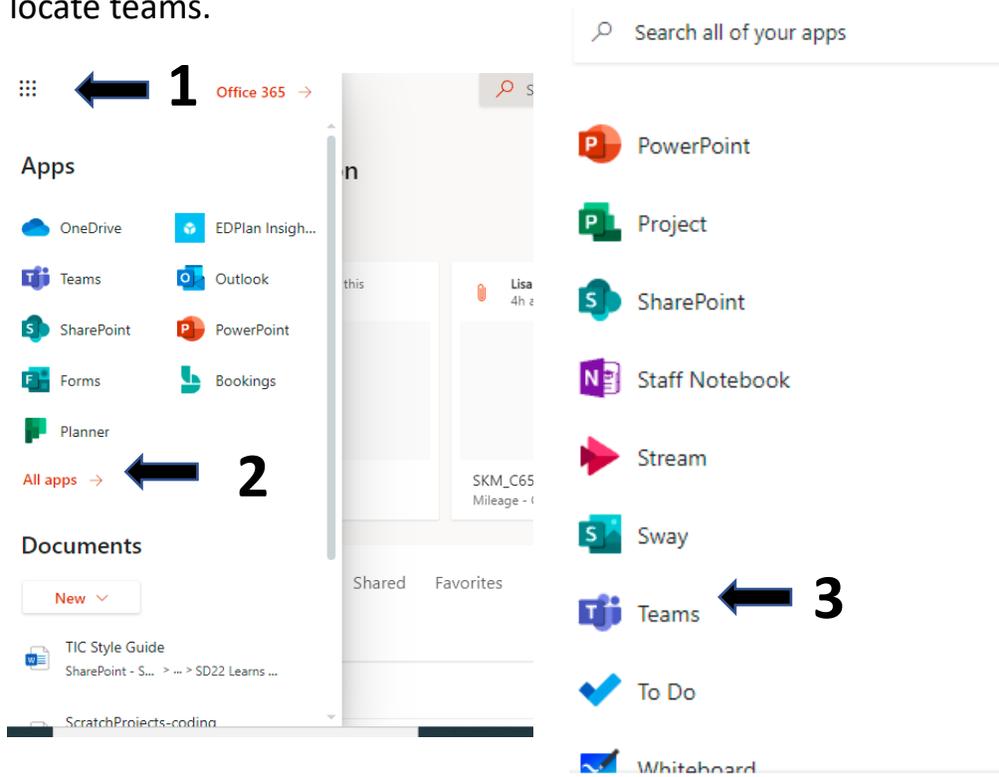
Step 3: When you open the calendar app you will be greeted with this home page. Click "New Event"



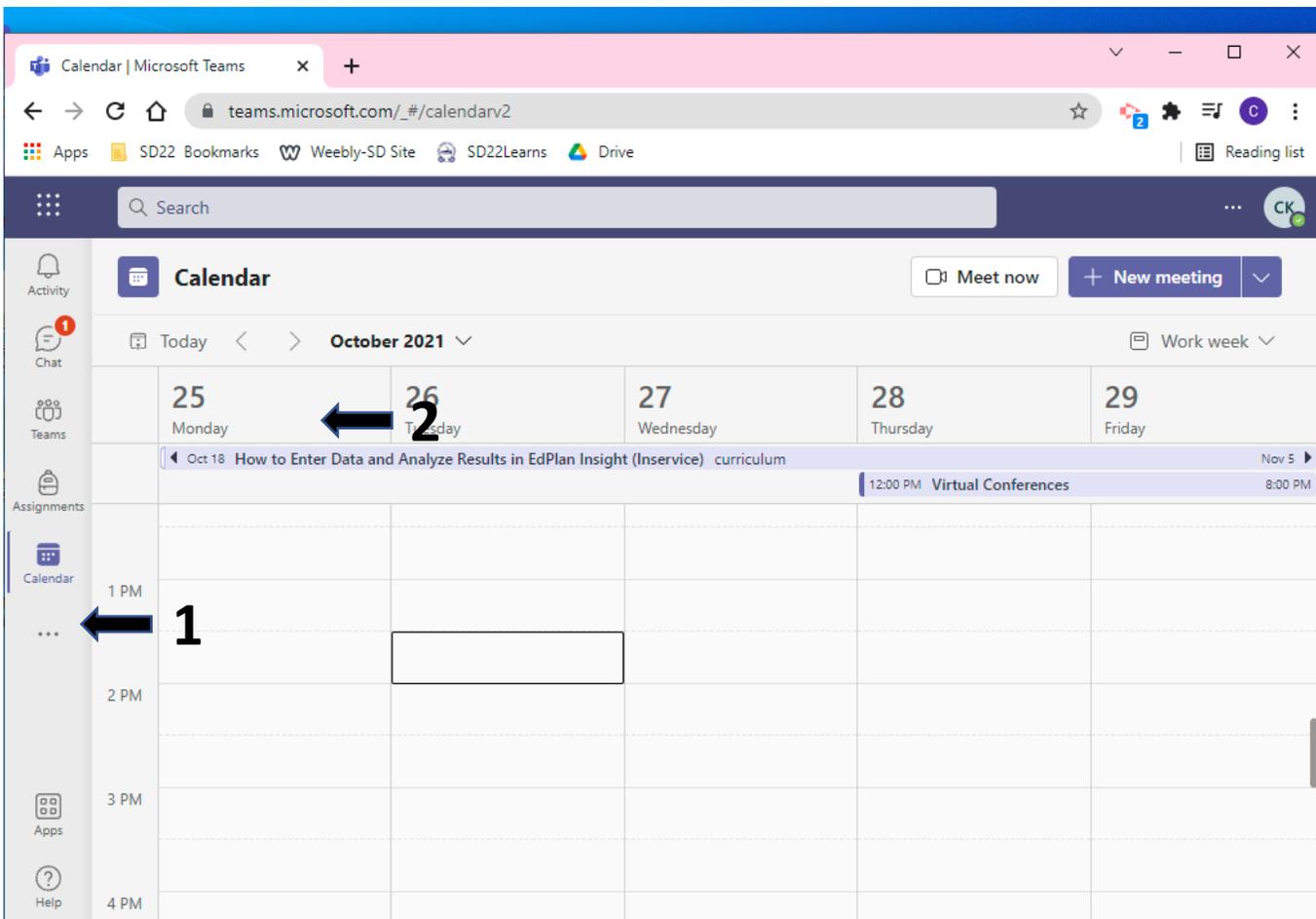
Step 4: We are now personalizing our event. 1. Give the event a title. 2 set dates and times for the event. 3. Turn on the teams meeting toggle. 4. Adjust reminders to your preference. 5. Add a description. Then save your event at the top.



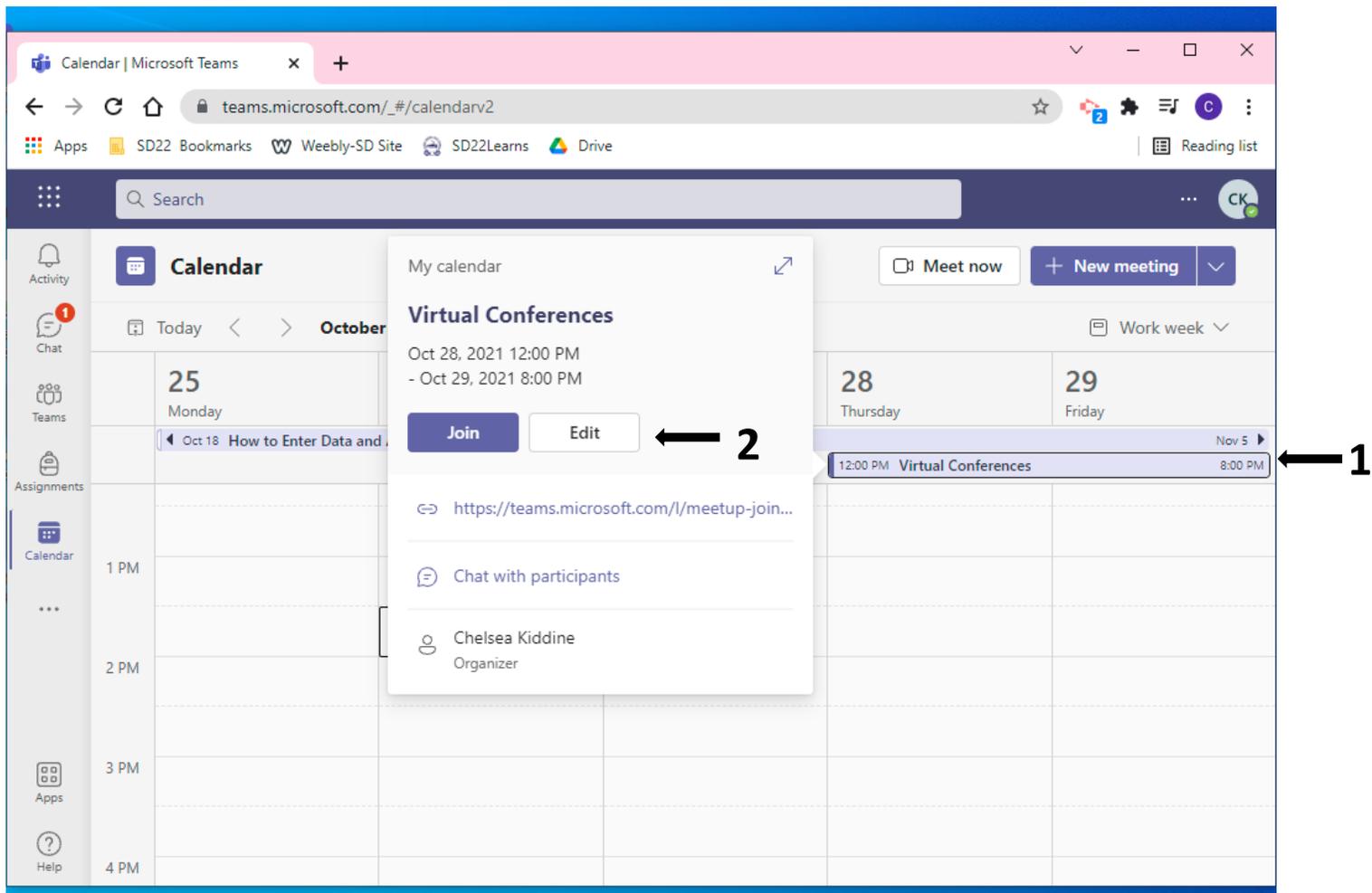
Step 5: Navigate to the Teams app using the left-hand menu shown below. You will need to scroll down to locate teams.



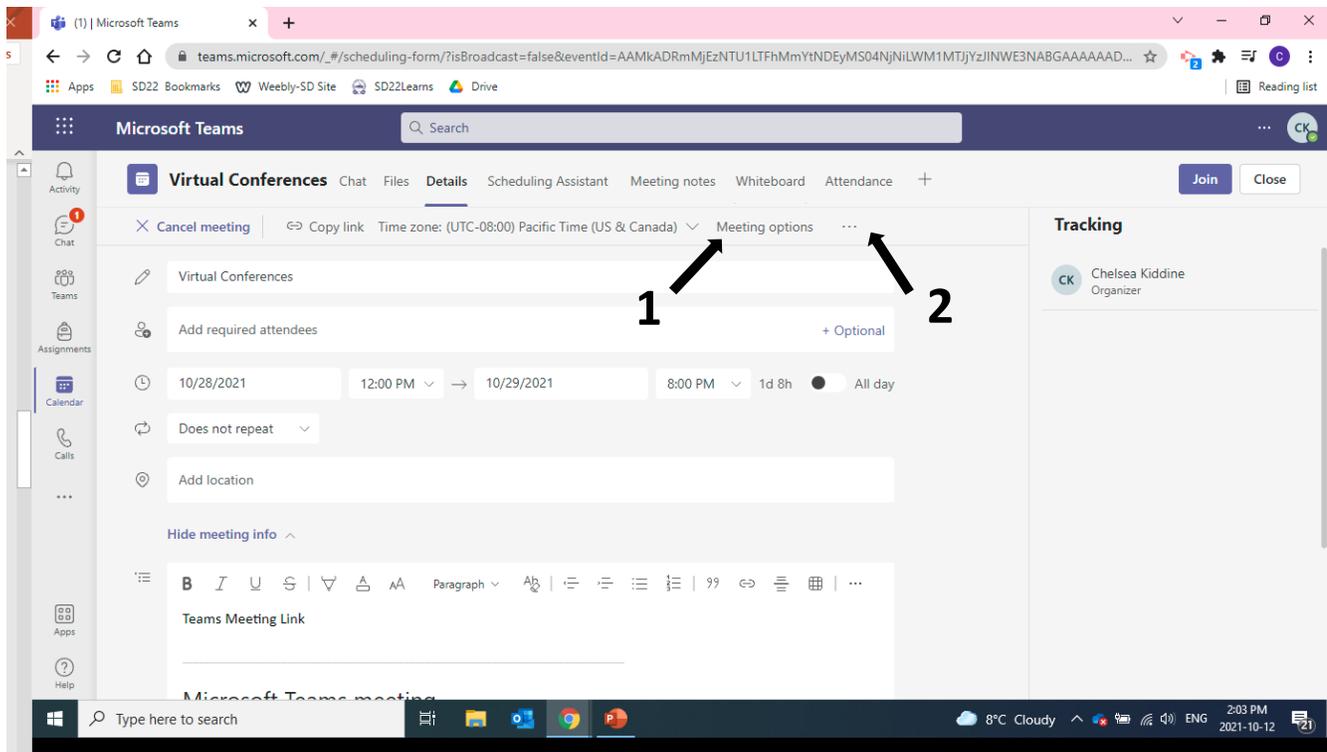
Step 6: Once in the Teams app, 1. Select your calendar from the left side and 2. navigate your calendar so you are looking at the correct week.



Step 7: Click on your event in the calendar and select edit.



Step 8: This is the meeting setting, you set this up in your calendar. 1. Select meeting options, if you don't see it click "...". (2) and select it from the drop down.



Step 9: This is where you are going to set specific settings for you Teams meetings.

1. Ensure this is set to only me, you do not want parents to bypass the lobby and end up in the wrong conference.
2. Announce when callers join or leave, this is a personal preference.
3. Who can present, that is your preference if you want families to be able to share their screen.
4. Allow mic for attendees – yes
5. Allow camera for attendees – Yes
6. Allow meeting chat – We want to disable this; you don't want a parent to type something in the chat as it will be the same chat for all meetings.
7. Save

Options?language=en-us&tenantId=b08d0ea5-01df-4053-adc8-4c2a90194428&organizerId=481fc54c-c843-4886-b203-e5700dfbef22&threadId=19_meeti

SD22Learns  Drive

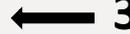


Virtual Conferences

 October 28, 2021, 12:00 PM - 8:00 PM

 Chelsea Kiddine

Meeting options

Who can bypass the lobby?	Only me			1
Always let callers bypass the lobby	No	<input type="checkbox"/>		
Announce when callers join or leave	Yes	<input checked="" type="checkbox"/>		2
Who can present?	Everyone			3
Allow mic for attendees?	Yes	<input checked="" type="checkbox"/>		4
Allow camera for attendees?	Yes	<input checked="" type="checkbox"/>		5
Record automatically	No	<input type="checkbox"/>		
Allow meeting chat	Disabled			6
Allow reactions	Yes	<input checked="" type="checkbox"/>		

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Step 10: Copy the link so that it can be pasted in an email to your parents.

The screenshot displays the Microsoft Teams 'Virtual Conferences' scheduling page. At the top, there are navigation tabs for 'Virtual Conferences', 'Chat', 'Files', 'Details', 'Scheduling Assistant', 'Meeting notes', 'Whiteboard', and 'Attendance'. A search bar is located in the top right. Below the tabs, there are buttons for 'Cancel meeting' and 'Copy link', with a large black arrow pointing to the latter. The meeting details section includes a title 'Virtual Conferences', a field for 'Add required attendees' with a '+ Optional' button, and scheduling information: '10/28/2021' at '12:00 PM' on '10/29/2021' for '8:00 PM' with a duration of '1d 8h'. There is also a 'Does not repeat' dropdown and an 'Add location' field. A 'Hide meeting info' link is visible. Below this is a rich text editor with a toolbar and the text 'Teams Meeting Link'. On the right side, a 'Tracking' sidebar shows the organizer as 'Chelsea Kiddine' with the initials 'CK'. The bottom of the image shows the Windows taskbar with the search bar and system tray.