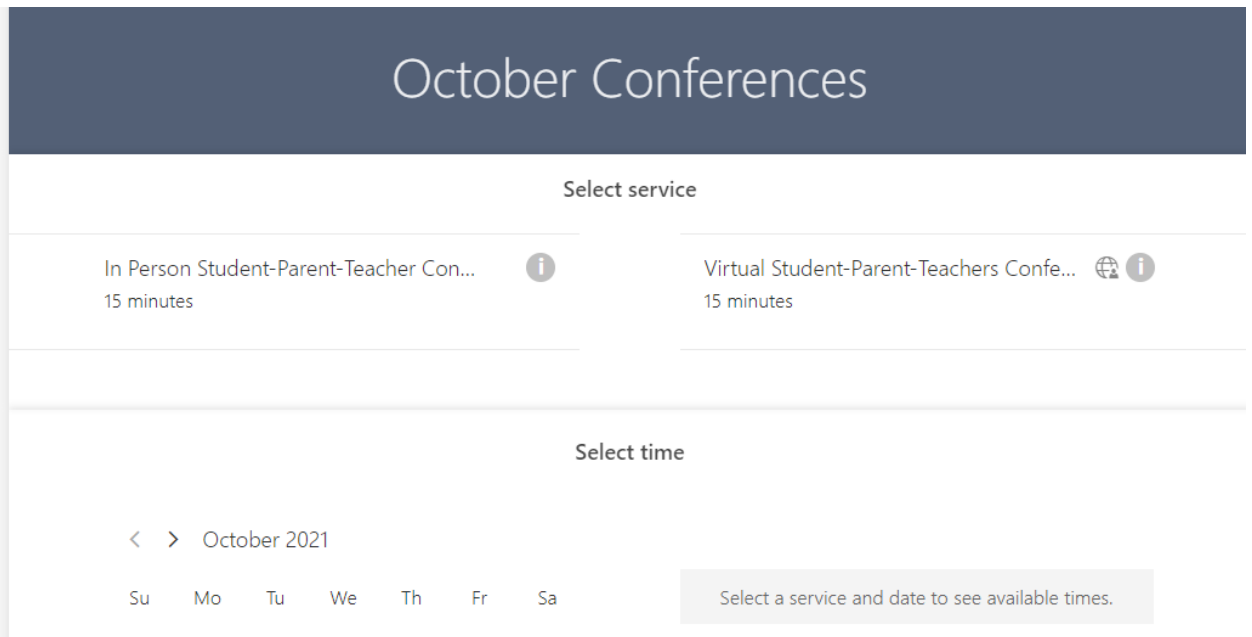
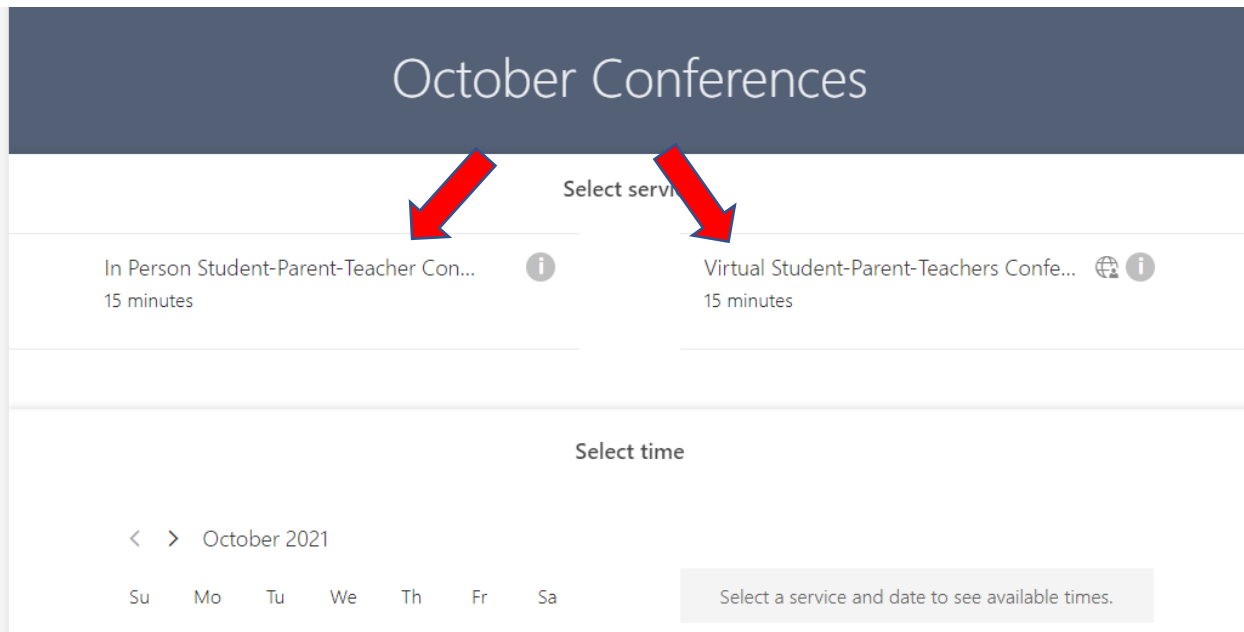


# How to Book a Virtual Student/Parent/Teacher Conference via Microsoft Bookings

1. Navigate to your school's Booking Page by clicking on the link sent to you by your school administrator. The page should look like this:



2. Make a choice between a virtual or an in-person conference by clicking on your option.



3. Choose the date that you would like the meeting to take place on the calendar on the left.

The screenshot shows a meeting booking interface. At the top, there are two meeting options: "In Person Student-Parent-Teacher Con..." (15 minutes) and "Virtual Student-Parent-Teachers Confe..." (15 minutes). Below this is a calendar for "October 2021" with a "Select staff (optional)" dropdown menu set to "Anyone". The calendar shows dates from 1 to 31, with the 28th highlighted. To the right of the calendar is a grid of time slots for "October 28". A red arrow points to the 12:45 pm slot on Saturday, October 9th.

Time	12:00 pm	12:15 pm	12:30 pm
12:45 pm			
1:00 pm			
1:15 pm			
1:30 pm			
1:45 pm			
2:00 pm			
2:15 pm			
2:45 pm			
3:00 pm			

4. Make sure to choose the name of the teacher that you would like to meet with from the drop-down menu on the right. **If you miss this step you may book a meeting with a different staff member altogether.**

This screenshot shows the same meeting booking interface as above, but with the "Select staff (optional)" dropdown menu open. The menu shows "Anyone" as the selected option, with "Chelsea Kiddine" listed below it as an available option. A red arrow points to the "Anyone" option in the dropdown menu.

Time	12:45 pm	1:00 pm	1:15 pm
1:30 pm			
1:45 pm			
2:00 pm			
2:15 pm			
2:45 pm			
3:00 pm			
3:15 pm			
3:30 pm			
3:45 pm			
4:00 pm			
4:15 pm			
4:30 pm			

5. Choose a time that you would like to meet from the available times listed on the right.

Su Mo Tu We Th Fr Sa Chelsea Kiddine

Date	12:00 pm	12:15 pm	12:30 pm
3	12:45 pm	1:00 pm	1:15 pm
10	1:30 pm	1:45 pm	2:00 pm
17	2:15 pm	2:45 pm	3:00 pm
24	3:15 pm	3:30 pm	3:45 pm
31	4:00 pm	4:15 pm	4:30 pm

All times are in (UTC-08:00) Pacific Time (US & Canada)

6. Scroll down and enter in your name and email address in the “Add your details” section and click the blue “Book” button.

**Add your details**

Please let us know if you have any special requests.  
Thank you.

Chelsea Kiddine

ckiddine@sd22.bc.ca

Address (optional)

Phone number (optional)

Notes (optional)

**Book**

- Once the booking is completed, you will automatically be sent a confirmation email and a calendar invite. You will also be redirected to a web page (pictured below) that you can use to alter your booking. This page can be accessed via a link within the calendar invite should you need to visit it again in the future.



- If you chose a virtual meeting you will join your appointment as shown in the picture below.

