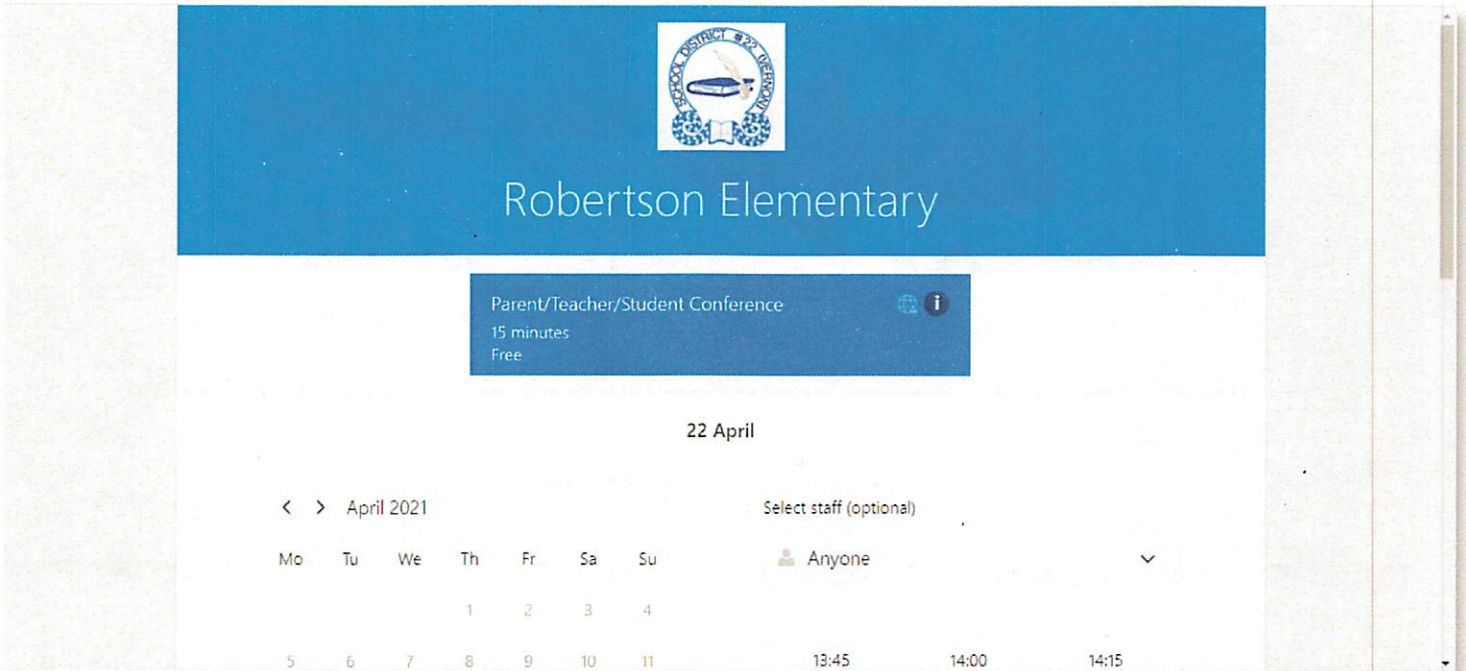
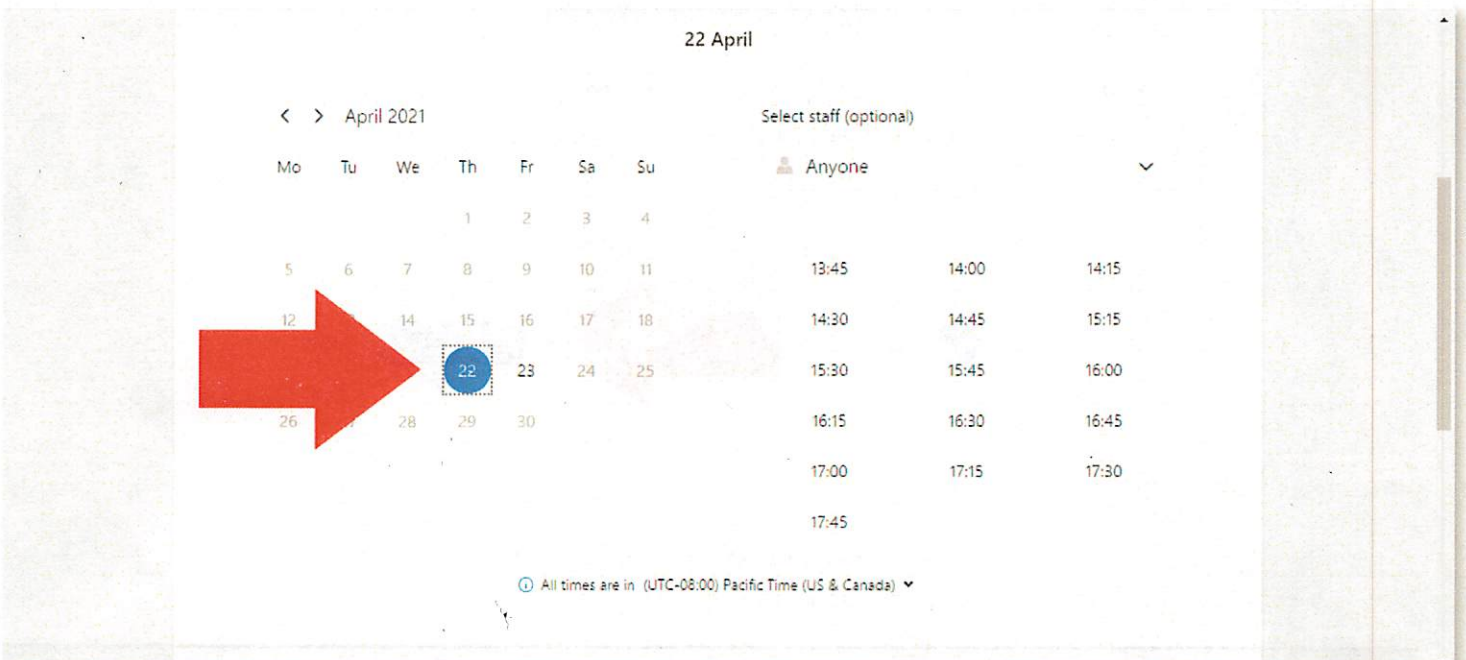


# How to Book a Virtual Student/Parent/Teacher Conference via Microsoft Bookings

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



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



3. 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.**

22 April

< > April 2021

Select staff (optional)

Mo Tu We Th Fr Sa Su

Anyone

Anyone

Brendan Robertson Available

Bradley Ogasawara Not available

15:30 15:45 16:00

16:15 16:30 16:45

17:00 17:15 17:30

17:45

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

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

22 April, 15:45 with Brendan Robertson

< > April 2021

Select staff (optional)

Brendan Robertson

Mo Tu We Th Fr Sa Su

13:45 14:00 14:15

14:30 14:45 15:15

15:45 16:00

16:15 16:30 16:45

17:00 17:15 17:30

17:45

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

5. 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.

Notes (optional)

Phone number (optional)

Address (optional)

Book

Powered by Microsoft Bookings  
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6. 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.

Robertson Elementary

Upcoming booking for  
Bradley Ogasawara

Parent/Teacher/Student Conference  
Free

22 April 2021  
15:45 (15 minutes)

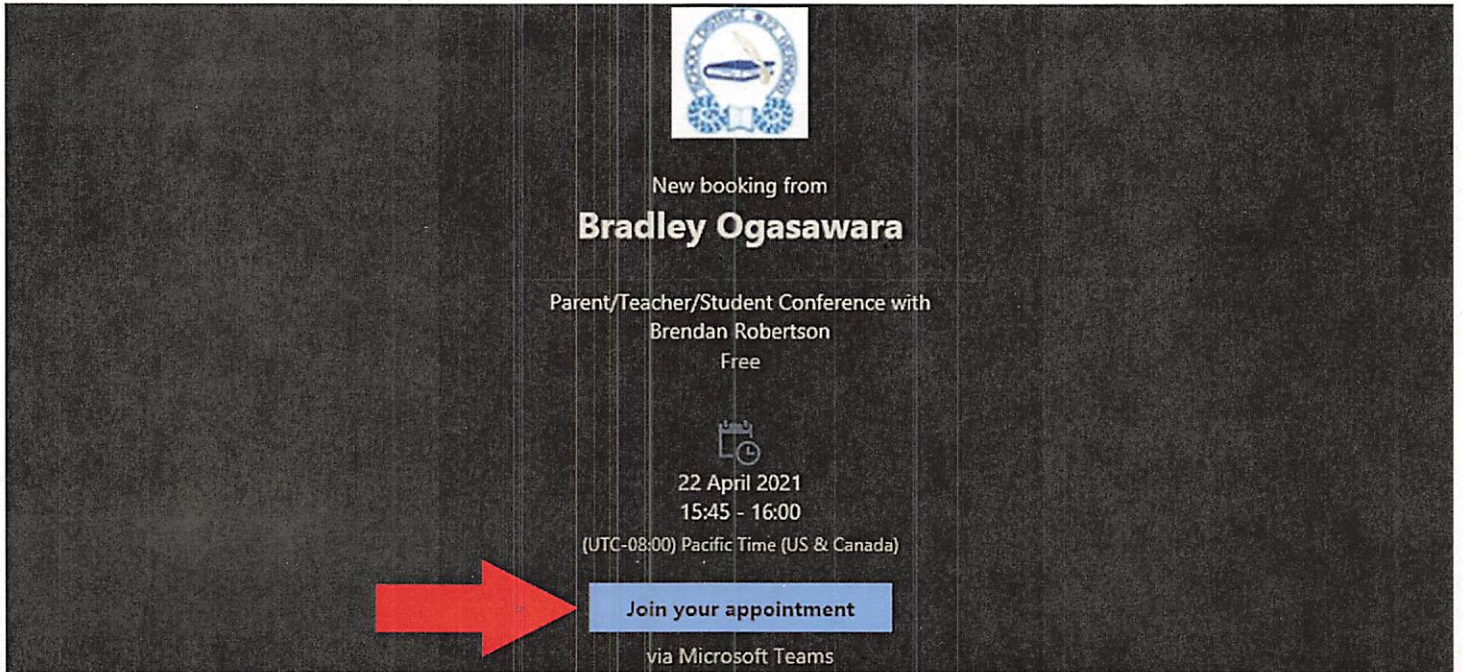
Brendan Robertson

Reschedule

Cancel booking

New booking

7. At the time of your meeting, click on the link in your confirmation email to join the Teams meeting.



The image shows a Microsoft Teams meeting invitation card with a dark background. At the top center is a circular logo with a blue and white design. Below the logo, the text reads: "New booking from **Bradley Ogasawara**". Underneath that, it says "Parent/Teacher/Student Conference with Brendan Robertson" and "Free". A clock icon is positioned above the date and time: "22 April 2021" and "15:45 - 16:00". Below the time, it specifies "(UTC-08:00) Pacific Time (US & Canada)". At the bottom, there is a blue button with the text "Join your appointment" and "via Microsoft Teams" below it. A large red arrow points from the left towards the "Join your appointment" button.