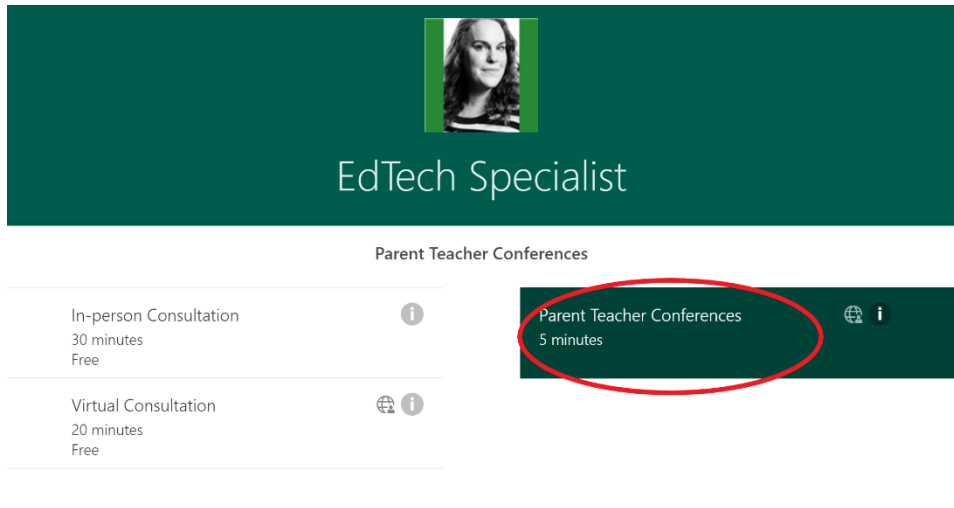


# How to Use Microsoft Bookings to Schedule a Parent/Teacher Conference

1. Open the link to Bookings.
2. Select the Parent Teacher Conferences option on the teacher's page



EdTech Specialist

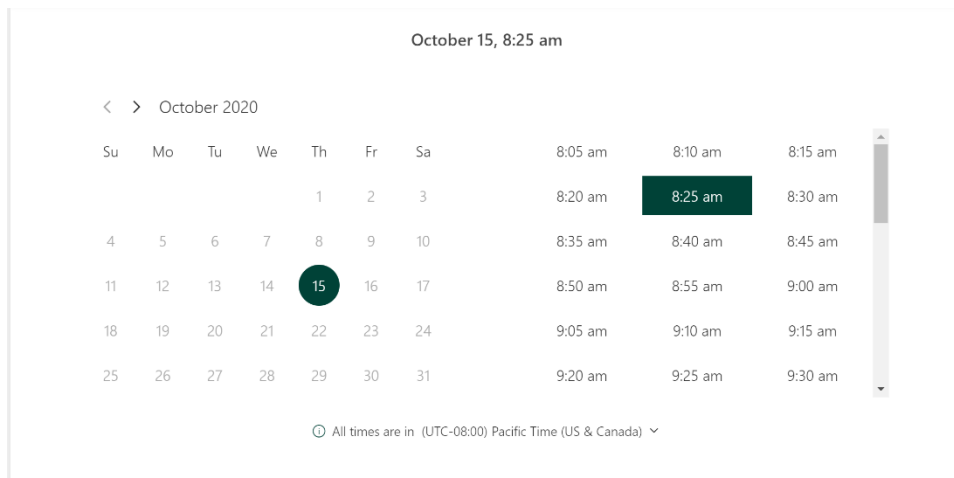
Parent Teacher Conferences

In-person Consultation  
30 minutes  
Free

Virtual Consultation  
20 minutes  
Free

Parent Teacher Conferences  
5 minutes

3. Select the time you want to meet. Select the date if that is an option.



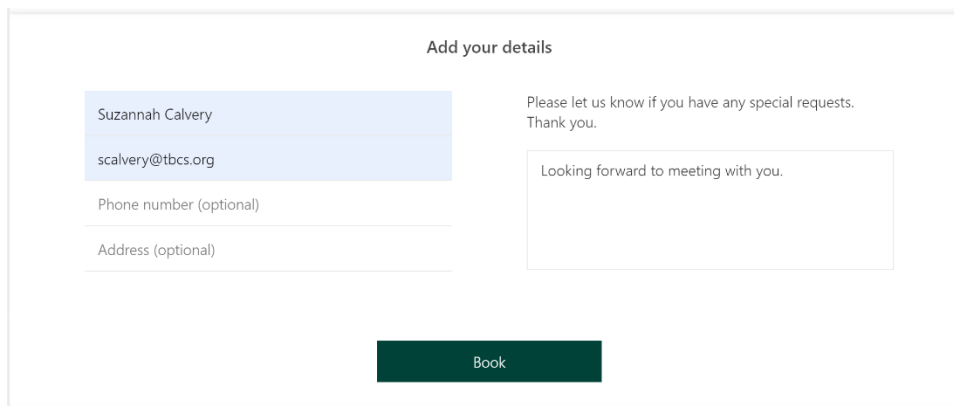
October 15, 8:25 am

< > October 2020

Su	Mo	Tu	We	Th	Fr	Sa	8:05 am	8:10 am	8:15 am
				1	2	3	8:20 am	8:25 am	8:30 am
4	5	6	7	8	9	10	8:35 am	8:40 am	8:45 am
11	12	13	14	15	16	17	8:50 am	8:55 am	9:00 am
18	19	20	21	22	23	24	9:05 am	9:10 am	9:15 am
25	26	27	28	29	30	31	9:20 am	9:25 am	9:30 am

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

4. Enter your contact information.



Add your details

Suzannah Calvery

scalvery@tbcs.org

Phone number (optional)

Address (optional)

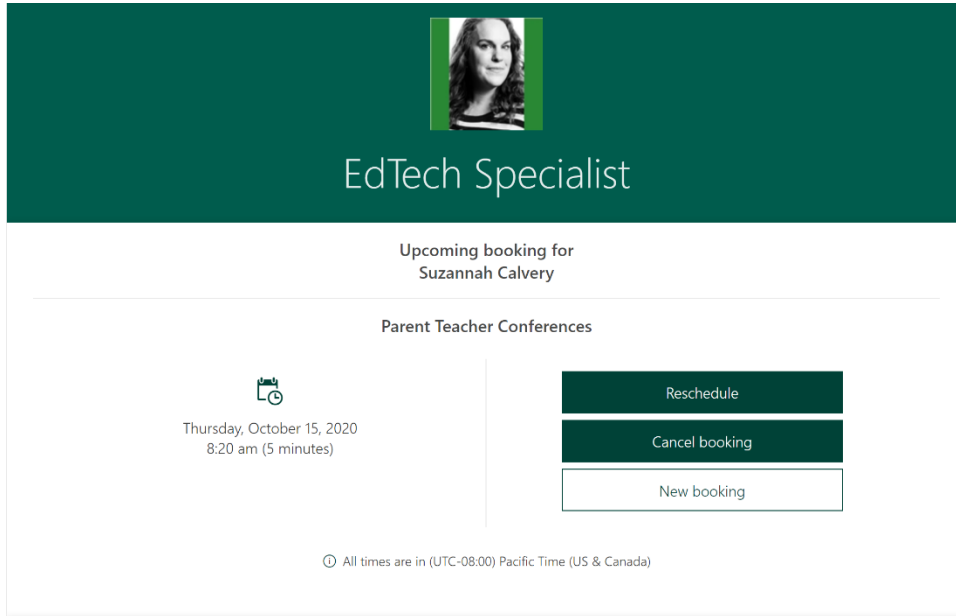
Please let us know if you have any special requests.  
Thank you.

Looking forward to meeting with you.

Book

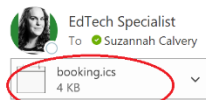
5. Select the “Book” option.

6. You will see a confirmation page within Bookings. You will also receive a confirmation email with the Teams Meeting link included (as well as an .ics calendar invite file that you can download to your calendar app).

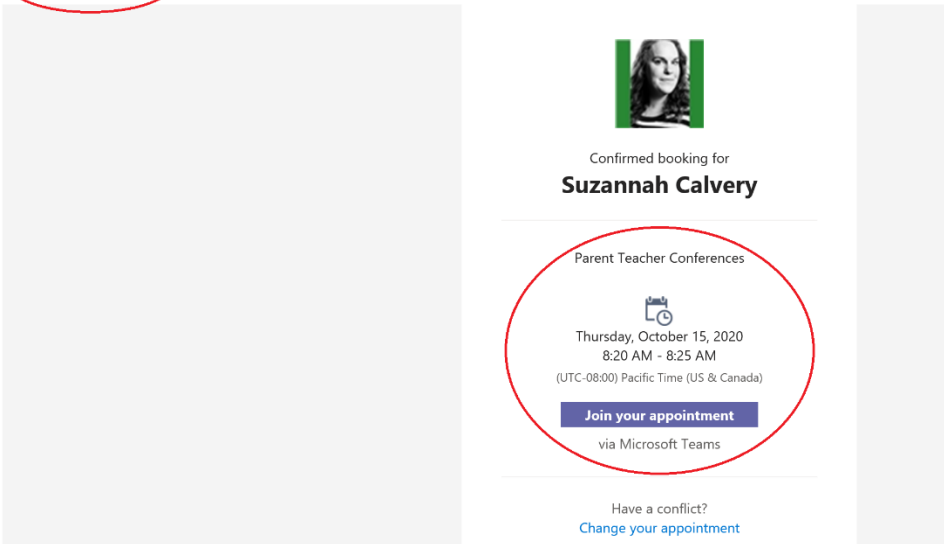


The screenshot shows a booking confirmation page for an "EdTech Specialist". At the top, there is a profile picture of a woman and the text "EdTech Specialist". Below this, it says "Upcoming booking for Suzannah Calvery". The main section is titled "Parent Teacher Conferences" and shows a meeting icon, the date "Thursday, October 15, 2020", and the time "8:20 am (5 minutes)". To the right of the meeting details are three buttons: "Reschedule", "Cancel booking", and "New booking". At the bottom, there is a note: "All times are in (UTC-08:00) Pacific Time (US & Canada)".

Confirmed: Parent Teacher Conferences



The email header shows the sender as "EdTech Specialist" and the recipient as "Suzannah Calvery". Below this, there is a file attachment named "booking.ics" with a size of "4 KB".



The screenshot shows the body of the confirmation email. It features a profile picture of the EdTech Specialist and the text "Confirmed booking for Suzannah Calvery". Below this, the meeting details are repeated: "Parent Teacher Conferences", "Thursday, October 15, 2020", "8:20 AM - 8:25 AM", and "(UTC-08:00) Pacific Time (US & Canada)". A prominent blue button labeled "Join your appointment" is shown, with the text "via Microsoft Teams" below it. At the bottom, there is a link for "Change your appointment" under the heading "Have a conflict?".