

# Bookings and How to Join the Virtual Meeting with the Teacher using MS Teams

The screenshot shows a booking form titled "Parent Teacher Interviews". At the top, it says "Virtual Meeting 15 minutes Free". Below this is a calendar for October 2020, with the 13th highlighted. The calendar shows slots for 2:00 pm, 2:15 pm, 4:15 pm, and 4:30 pm. Below the calendar is a section titled "Add your details" with fields for Name, Email, and Notes (optional). There is also a section titled "Provide additional information" with a field for "What is your child's name". At the bottom is a green "Book" button.

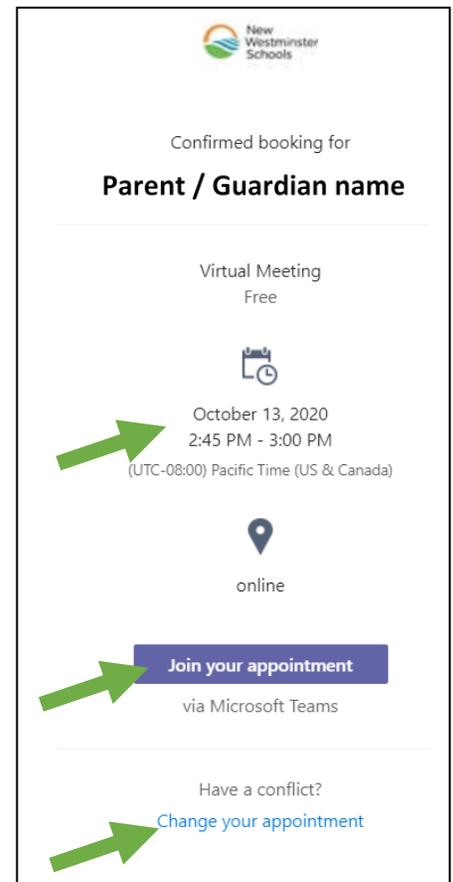
## To Book an online appointment with your teacher:

1. The teacher will send you, by email, a **link to book a meeting**. For example, this could include parent-teacher interviews, 3 way conferencing, student-led conferences, etc.

2. Open the email and **click on the link provided**. The link will open a **booking page** in your browser where you can choose a meeting time and fill out the information required by your teacher and click on Book.

It may look similar to the image on the left.

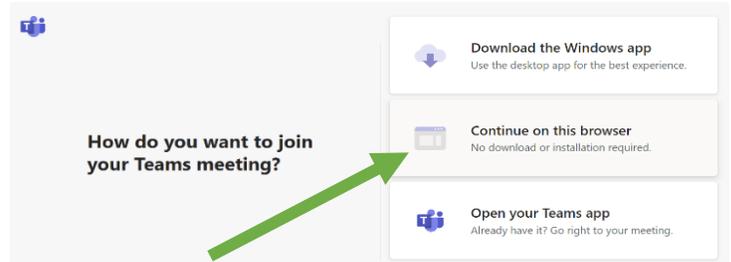
3. **After you have selected a meeting time** you will receive a confirmation email with the information of your booking, that may look like the image to the right.
4. The email will include the **date and time** of your appointment, a clickable link to **Join your appointment** and a link to **change your appointment** should a conflict arise.
5. **Keep this email in your inbox**, as you will need to join the meeting. You may get a reminder email closer to the meeting time.



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### When it is time to join your online appointment with your teacher:

6. **When it is time to join the meeting** click on the **Join your appointment** button provided in the confirmation email.



7. A new page will open, asking **“How do you want to join your teams meeting?”**

8. If you are using a computer or Chromebook, **you do not need to download the app.** Click on **Continue on this browser.** The meeting link will open in your browser.

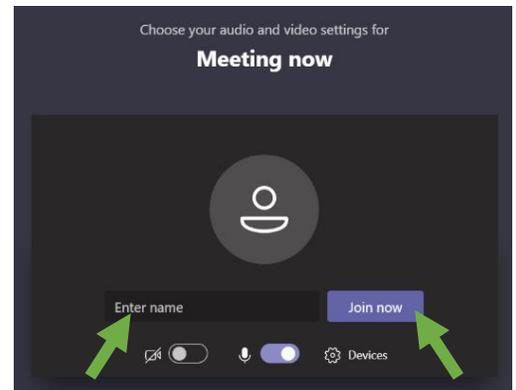
*If you are using a tablet, phone or iPads you may need to install the app.*

*Some computers may automatically open the meeting in MS Teams if you have the app installed on your computer.*

9. You should then see something like this image in your browser.

**Enter your name** (it may automatically appear)

and click on the **Join now** button.



10. If you see this message:

**When the meeting starts, we'll let people know you're waiting.**

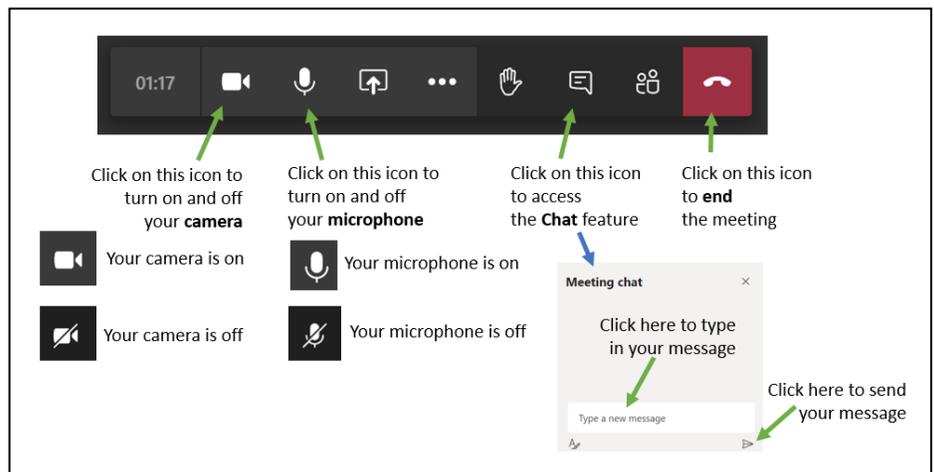
you are early and the teacher hasn't started your meeting. Please wait here until the teacher joins the meeting too.

### Once you are in your online appointment with your teacher:

You have access to a few controls.

You can:

- Mute or unmute your microphone
- Turn on or off the camera
- Use the Chat feature
- Leave the meeting



**If you are having difficulties joining the meeting, please reach out to your teacher!**