



## St. Stephen Middle School

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Thursday, April 1, 2021

Dear SSMS Families,

Again, this spring, our school will be offering a virtual format our Parent-Teacher conferences, using Microsoft Teams. This is a secure online connection between you and your child's teacher that is easy to use and book in advance. The booking site for our school can be found here:

<https://outlook.office365.com/owa/calendar/StStephenMiddleSchool1@nbed.onmicrosoft.com/bookings/>

To book, choose the teacher that you would like to meet with in the drop-down menu, select the time you would like to meet with them, fill in the required information and click "Book" at the bottom of the page. You will then receive an email that confirms your booking and provides you a link to join the Microsoft Teams meeting at your scheduled time. A reminder email will also be sent with this information the day before your appointment.

If you would like to attend the virtual meeting using your mobile device, we recommend downloading the Microsoft Teams app in advance.

If you do not have access to a device to take part in a virtual Parent-Teacher conference, please contact the school and we will plan to book a time that you can speak with your child's teacher via phone. If you have any questions, please feel free to contact the school at 466-7311.

For a quick video overview of the online booking process, please see here:

<https://www.youtube.com/watch?v=IGbSBvZwbL0>

For more detailed instructions on booking the virtual meeting, please watch this video:

<https://www.youtube.com/watch?v=bX1zdTpwxvM>

Thank you,

Bronwyn Tanner, SSMS Principal ([bronwyn.tanner@nbed.nb.ca](mailto:bronwyn.tanner@nbed.nb.ca))