Parent-Teacher Interviews



To join your online parent-teacher interview that was previously booked:

1. Go to the email you received when you booked your parent-teacher interview. It should look something like this.

Your booking is confirmed.	
Booking details	
Service Name	
ONLINE (Surnames N-Y)	
With	
Stewart, Heather (ASD-W)	
When	
April 13, 2022	
5:45 PM - 5:55 PM	
(UTC-04:00) Atlantic Time (Canada)	
i Join your appointment	
🖪 Reschedule	

If you **do not** have the Microsoft Teams software on your computer when you click on this link
Join your appointment these are the options you will see:

How do you want to join your Teams meeting?	Download the Mac app Use the desktop app for the best experience.
	Continue on this browser No download or installation required.
	Open your Teams app Already have it? Go right to your meeting.

3. When you are ready to start the meeting, click on the option above you want to use. The screen will look like this:



- 4. Enter your name and make sure your camera and microphone are turned on. Click Join now when you are ready.
- 5. You will need to wait for the teacher to admit you to the meeting before it can begin.
- 6. Please respect the 10-minute time frame so teachers can meet with other parents who have appointments.