

How to Join the Online Meeting

Parents can join an online parent-teacher meeting using Microsoft Teams Application. You can click the link provided in the email confirmation you have received from CBE once you have completed the conference booking process here: <https://sis.cbe.ab.ca>

- 1) Open your conference confirmation email or the calendar invite. Read the entire email.
- 2) It is best to join a school conference from a computer or other home device like an iPad or laptop when connected to the internet using your home WiFi or other WiFi connection that does not incur any additional charges to you.
- 3) Scroll to the connection link: It is recommended to join online conference by Microsoft Teams meeting link. You can also click the link from My Conference portal: Click Start Meeting

Connecting to Microsoft Teams

- 1) Click Microsoft Teams meeting link from your confirmation email. You can choose to either download the Windows app or continue in the browser (this option is most common and advisable to use if you don't have Teams app installed)
- 2) Allow Teams to use your microphone and video (we do need your video on, at least at the beginning of each meeting, to confirm your identity)
- 3) Enter a name for your conference. You may wish to enter your full name and your child's name which will be helpful to the teacher
- 4) Select "Join Now"
- 5) Simply wait, as you are in the lobby of the Teacher's meeting. The Teacher will allow you to enter when the conference before yours is over.
- 6) When your conference ends be sure to "Leave the Meeting" with the red telephone hang-up button.

Connect by phone

You must connect using the phone number and conference ID from your confirmation email. You will have to wait for the Teacher to admit you to the conference during your conference time. If you are connecting by phone only, the phone number must be one that is in our PowerSchool system, to ensure we can confirm your identity.

If you need support, please refer to the School Conferences Parent User Guide. This guide has been shared with you through the School Messenger email. It can also be found on our school website, and on the School Conferences website under Help.