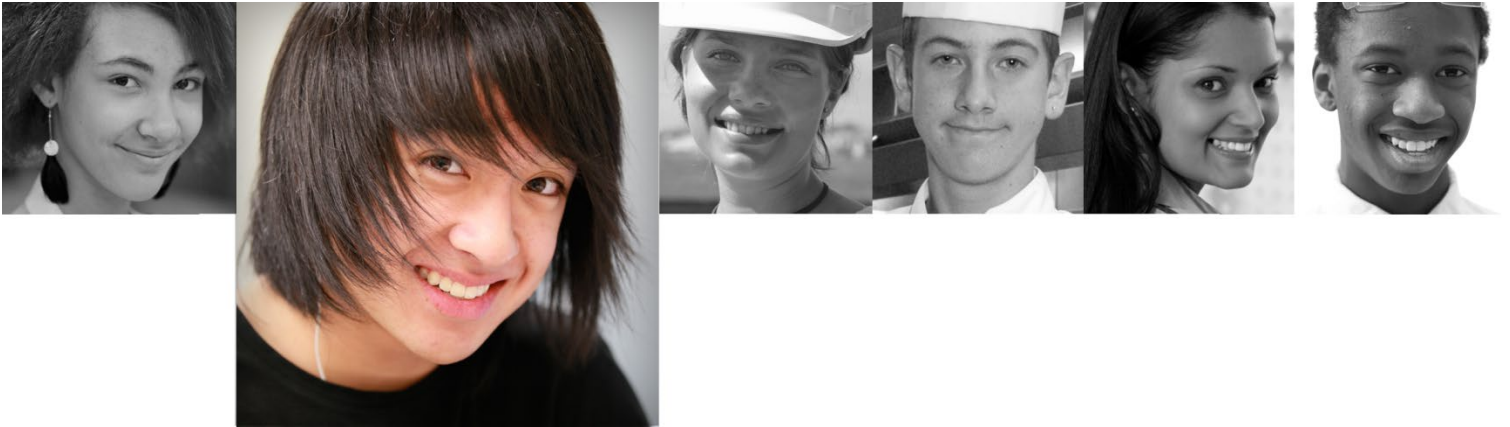


| Guide | [School Conferences](#)



Parents/Guardians User Guide – [Joining Online](#)

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Joining an Online Conference/Meeting

Important | Read the full email instructions and save it.

To join the online conference, open the conference confirmation email (similar to below) or the calendar invitation. Scroll to the connection link and click the link **Join Microsoft Teams Meeting**.

Connect to the conference using the following link or phone information:

Join Microsoft Teams Meeting

In the event, you are unable to join using above url, you can connect using the phone number given below:

Connect By Phone:

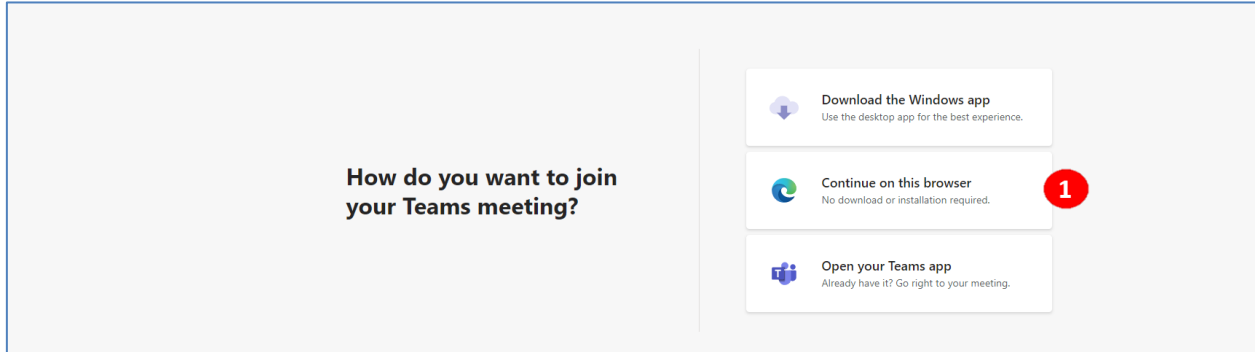
Toll number: +1 587-774-0467

Conference Id:483175300

In the event that the conference confirmation email was misplaced, the Parents/Guardians can reobtain the conference details by calling the school.

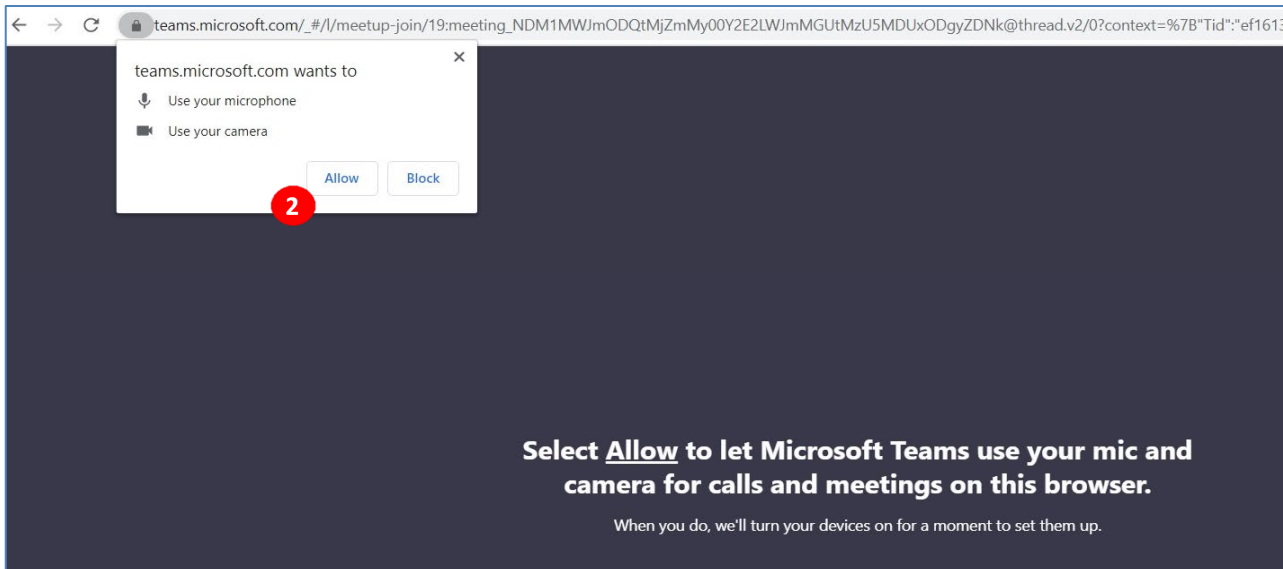
Note: To avoid unwanted data charges, the Parents/Guardians are encouraged to participate in School Conferences using a device that is connected to a home internet service or by using a free, but secure WiFi connection.

1. Click to select the **Continue on this browser** option.



Parent(s)/Guardian(s) Guide – Joining Online School Conferences

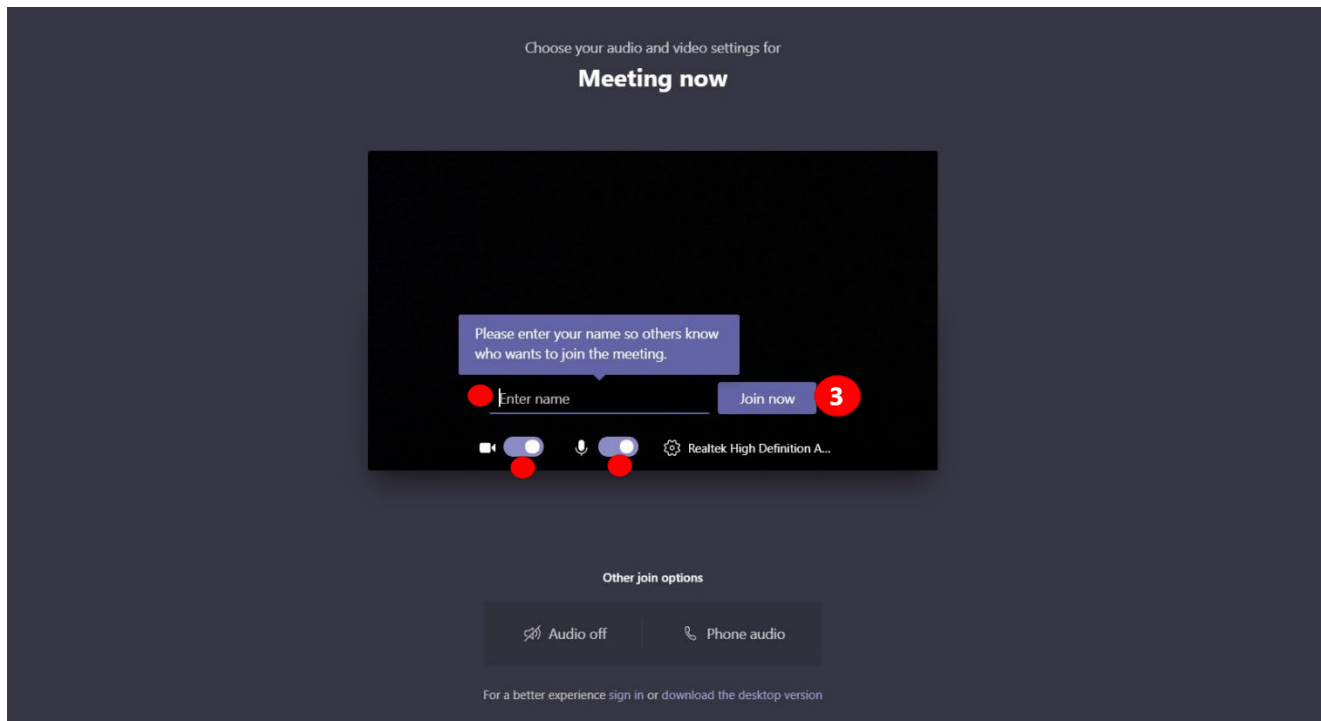
2. A message will display requesting the use of the Parent(s)/Guardian(s) computer's microphone and camera. Click on **Allow** to permit Microsoft Teams to use the computer's microphone and camera.



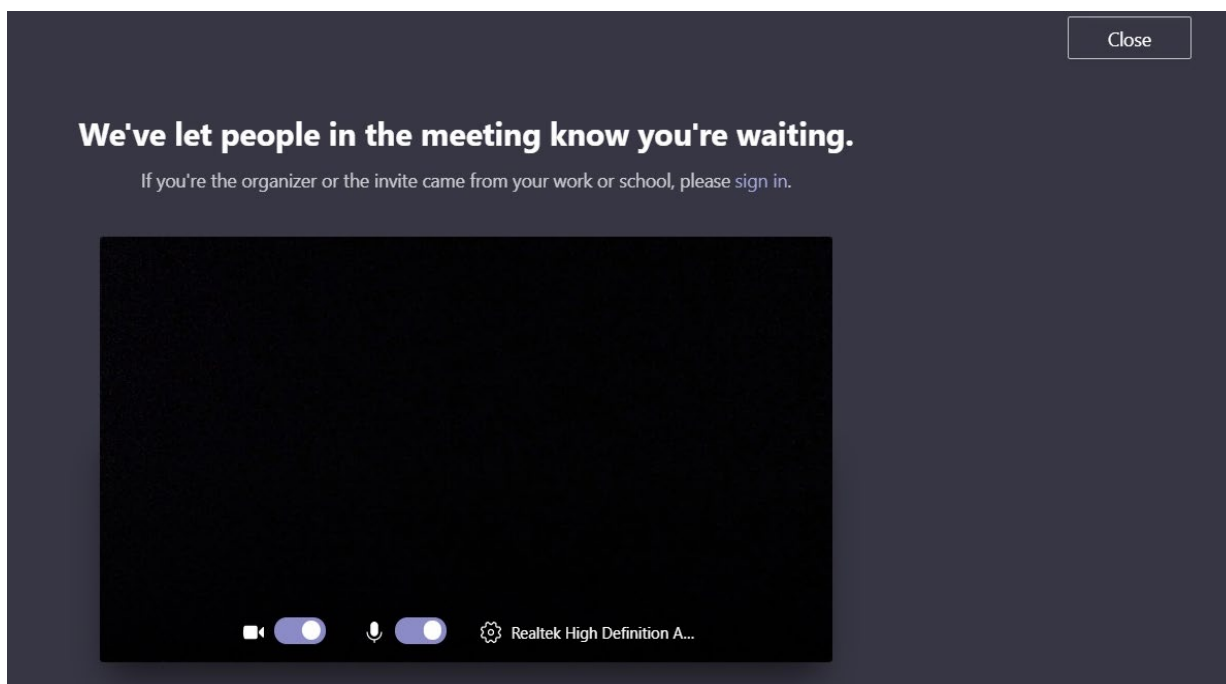
Note: There is no need to create an account or sign-up to use Microsoft Teams.

3. Type the student's full name in the provided space. Ensure that the camera and microphone are enabled by selecting/clicking on the area next to the camera and microphone icons.

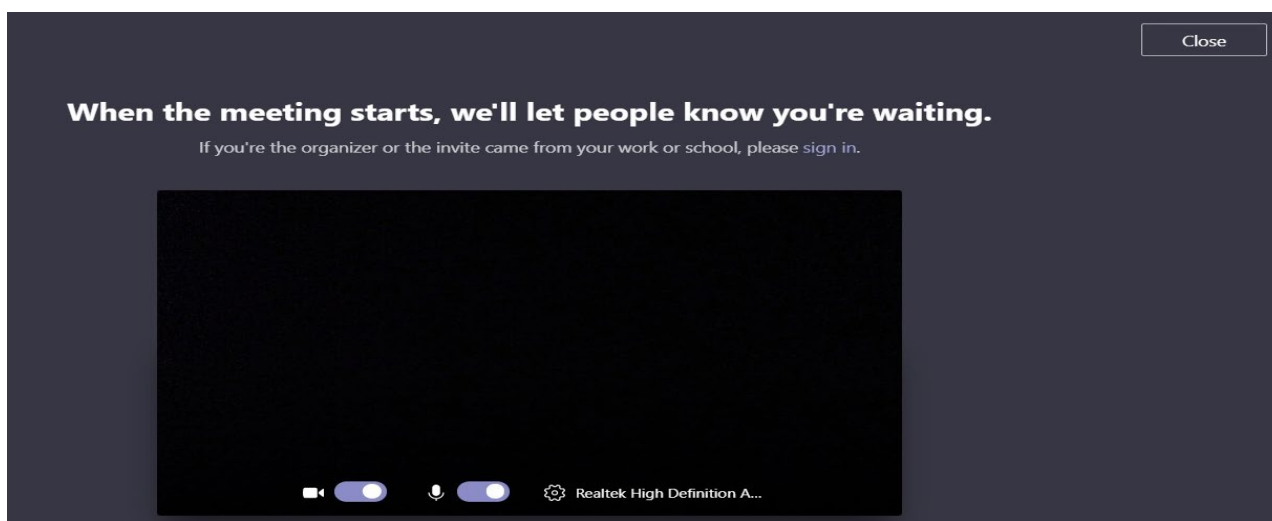
Click on **Join now** to be added to the Conference's Lobby or Waiting Room.



4. The following message will display.



When the conference is joined prior to its starting time, the following statement will display:



Note: Please ignore the sign-in request as you are not the conference organizer.

Removed from the Online Meeting

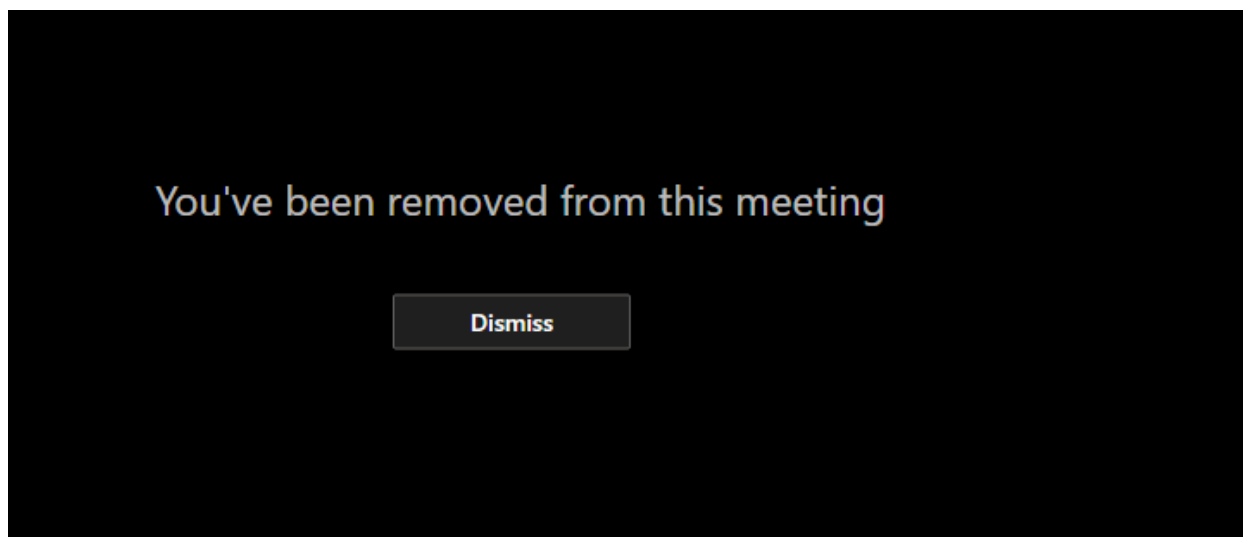
If at any time the "You've been removed from this meeting" message displays, confirm that the conference time is accurate and if so, rejoin. (The teacher may remove someone who has joined too early).

Parent(s)/Guardian(s) Guide – Joining Online School Conferences

Note: When the conference starts, ensure that the device's volume is on and that the speakers are unmuted in order to hear the teacher.

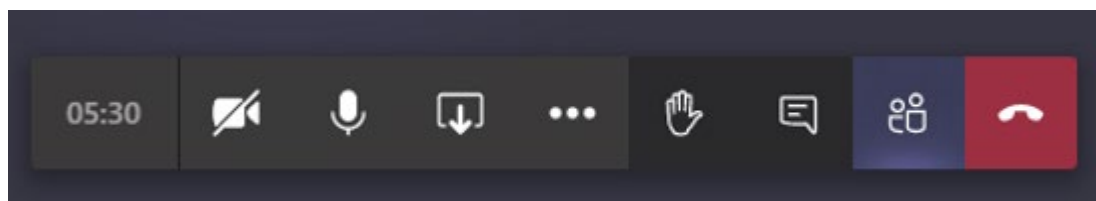
CBE staff as a parent and the Teams Meeting

If the Parent/Guardian is a CBE employee, the CBE email is used to join the meeting at the conference start time. No need to wait in the lobby. The teacher may need to remove you if the conference before yours is not finished. Confirm if the conference time is correct, rejoin after waiting a minute. The teacher most likely needed to complete the conference before yours.



Leaving the Online Meeting

When the conference ends, leave the meeting by pressing on the red phone symbol.



Connecting by phone

The connection is only available by using the phone number and conference ID provided from the confirmation email.

The teacher will enable the conference according to the schedule.

Support

Please contact the school for help.