

# how to

## Join an Online School Conference

For detailed instructions, refer to the Parent Conference Guides in the School Conferences Application.

- 1 | Prepare for the conference by selecting a device and location.
  - i | Use a device with an edge or chrome browser and secure prepaid connectivity to the internet (e.g. home internet).
- 2 | The email sent from School Conferences when the conference was booked, contains the join information for the Teams meeting.
  - i | Join the Teams Meeting at the conference start time.  
**Note:** For Parents who are CBE employees it is very important that you ONLY join the meeting at the scheduled time.
  - v | If the conference appointment was saved in your calendar, join the Teams meeting directly from the link in the calendar. You are not required to install Teams. Simply join by clicking on the "Continue with this browser" option.
  - ii | If the conference appointment was not saved, locate the most recent email received from [schoolconferences-noreply@cbe.ab.ca](mailto:schoolconferences-noreply@cbe.ab.ca) that contains the link to the Teams meeting.
  - iii | In the event that the conference confirmation email was misplaced, parents can join the conference by logging into their MyCBE / PowerSchool account / My School Conferences. Use the Start Meeting link displayed on the conference booking.
- 3 | If you cannot join via the internet, you can join by phone using the phone number and conference ID provided in the confirmation email. The teacher will admit you to the conference according to the schedule.
- 4 | It is important to leave the conference promptly when the scheduled time is over. If you do not leave (hang-up), you will be removed from the conference by the teacher.