

# Crayton Parent Teacher Conference Scheduling

1. Navigate to this link:

<https://outlook.office365.com/owa/calendar/CraytonMiddleSchool@richlandone.org/bookings/>

2. The date is already selected (Oct. 29<sup>th</sup>)

**Crayton Middle School**

Virtual Parent-Teacher Conferences (10/29/21) 10 minutes

October 29

< > October 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select staff (optional)

Anyone

1:00 pm	1:15 pm	1:23 pm
1:30 pm	1:38 pm	1:45 pm
1:53 pm	2:00 pm	2:08 pm
2:15 pm	2:23 pm	2:30 pm
2:45 pm	3:00 pm	3:15 pm
3:30 pm	3:45 pm	

Add your details

Name

Email

Select country coc Phone number

Provide additional information

How would you like to communicate?

--select an option--

Please enter the name of the student to discuss at this specific conference (last, first) example: Lacey, Cathleen.

Book

3. Select which teacher you'd like to schedule a meeting with, you can do this for each of your student's teachers but only one at a time.

4. Next you will select from the available times.\* If no times are shown, the teacher has been completely booked, please email the teacher.

5. Add your full name, email address, and phone number. **Select the country code first.**

6. Next, select if you would like a Teams Video call, or a regular phone call and your student's name. If you select video and have difficulties or do not enter the call, the teacher will use your phone number as a backup and give you a call.

7. Select "BOOK" and you're all set. We look forward to chatting with you on October the 29<sup>th</sup>! Go Cavs!

**\*If there is an error someone may have selected the same time as you and booked it more quickly. Please choose a new time, check all fields, and try again.**