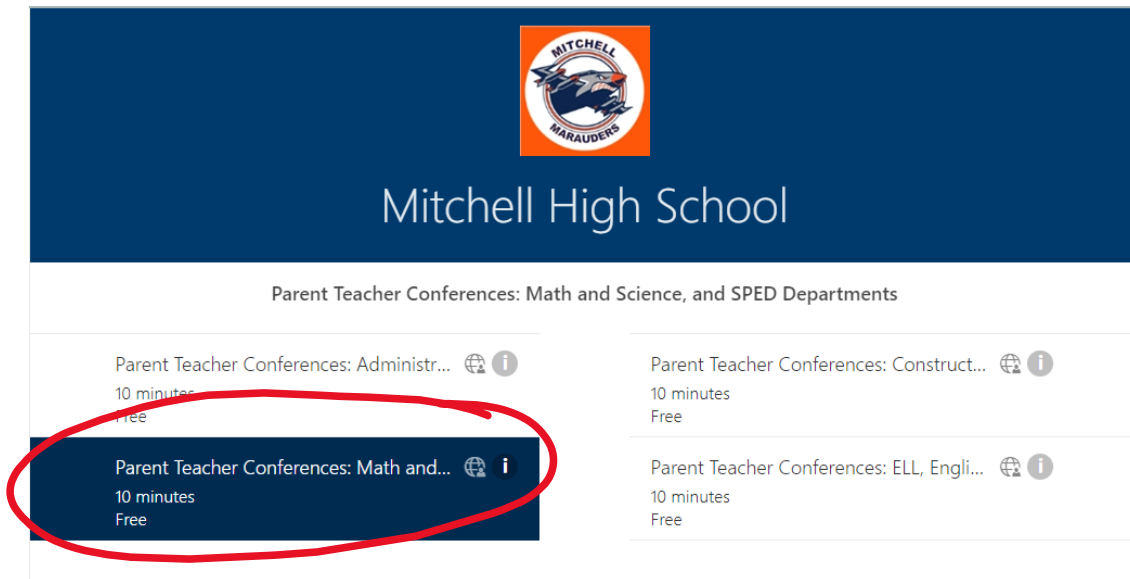
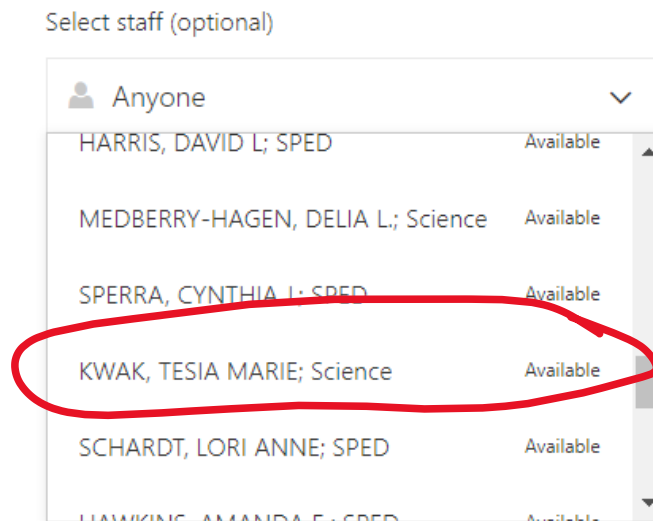


How to Schedule a Parent Teacher Conference

1. Go to:
<https://outlook.office365.com/owa/calendar/MitchellHighSchool@d11.onmicrosoft.com/bookings/>
2. Select the department of the teacher you want to schedule a conference with (ex. Science, Math, Social Studies, English, etc.):



3. Select the teacher you want to schedule a conference with from the drop-down menu:



4. Select the day and time you want to schedule the conference:

October 29

< > October 2020

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

8:05 am	8:15 am	8:20 am
8:25 am	8:30 am	8:35 am
8:40 am	8:45 am	8:50 am
8:55 am	9:00 am	9:05 am
9:10 am	9:15 am	9:20 am
9:25 am	9:30 am	9:35 am

All times are in (UTC-07:00) Mountain Time (US & Canada)

5. Enter your personal and contact information, any additional information you would like to discuss with the teacher, and press the “Book” button at the bottom of the screen:

Add your details

Name

Email

United States +1 Phone number

Provide additional information

I look forward to meeting with you. Please let me know your student's first and last name as well as any particular topic you would like to talk about during our time together.

Get booking confirmation and reminder via text message. Message and data rates may apply.

Book