

Instructions:

- Click on the link
<https://outlook.office365.com/owa/calendar/DeerIslandCommunitySchoolParentTeacherInterviews@nbed.onmicrosoft.com/bookings/>
- Select either Thursday, December 3rd, 5:30-7:30 pm or Friday, December 4th, 9:00 am-12:00 pm from the calendar.
- Select the teacher you would like to meet with from the drop-down menu on the right. If you wish to see multiple teachers, you will have to book them individually.
- Once you select the teacher, the available timeslots will be shown, and then you would choose the one you want.
- On the bottom left, enter your name and email address. If you desire a phone interview, include your phone number, and make this request known in the 'Notes' box on the right.
- Click the 'Book' button on the bottom to confirm, at which time both you and the requested teacher will receive an email invite to the Teams conference.
- If you are unable to set up a conference during the allotted days/times, please email your teacher to set up a phone interview at a later date/time.