

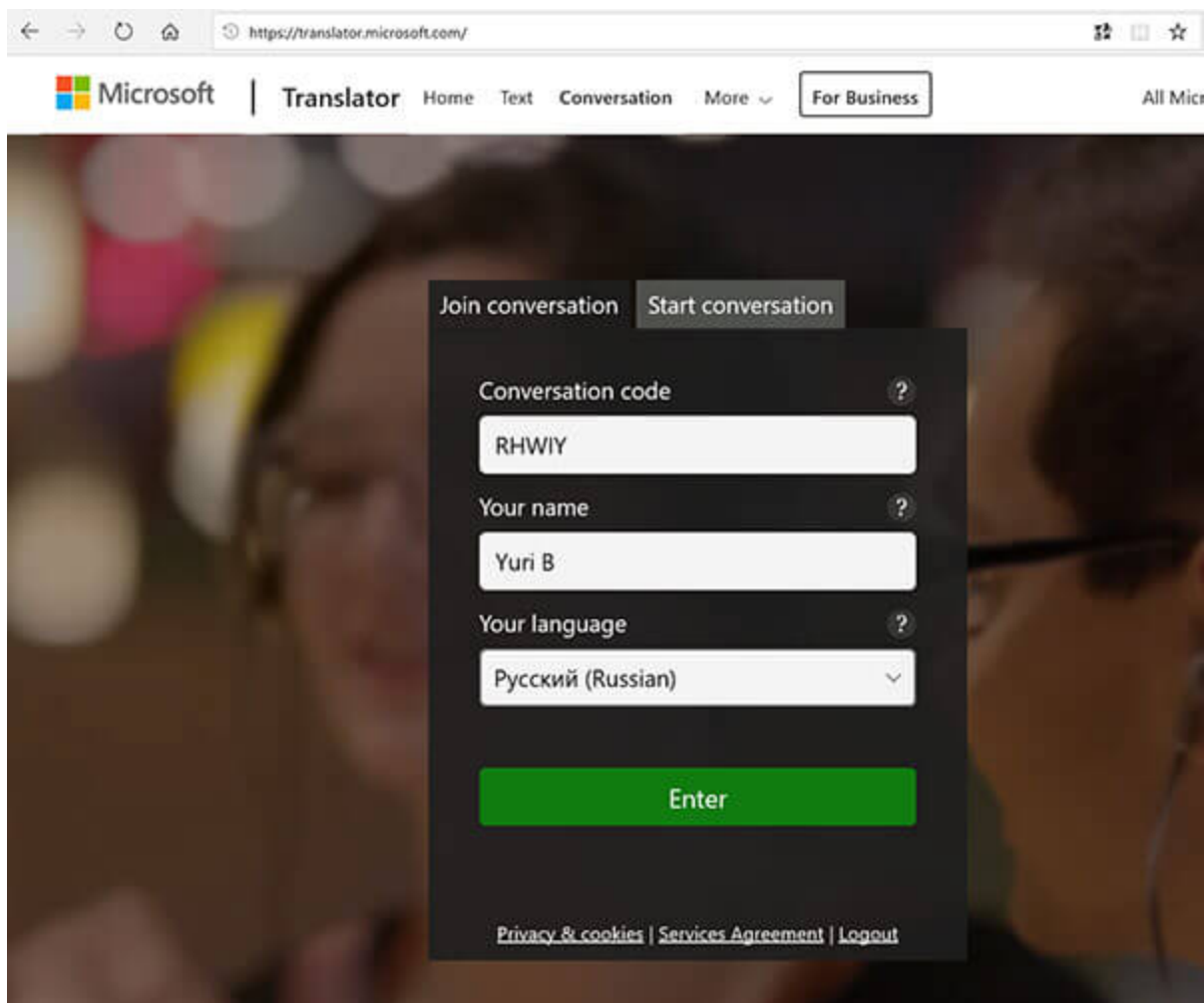
# Using Microsoft Teams and Microsoft Translator to host a multilingual parent-teacher conference

[microsoft.com/en-us/translator/education/microsoft-teams-multilingual-meeting](https://microsoft.com/en-us/translator/education/microsoft-teams-multilingual-meeting)

## Instructions for parents

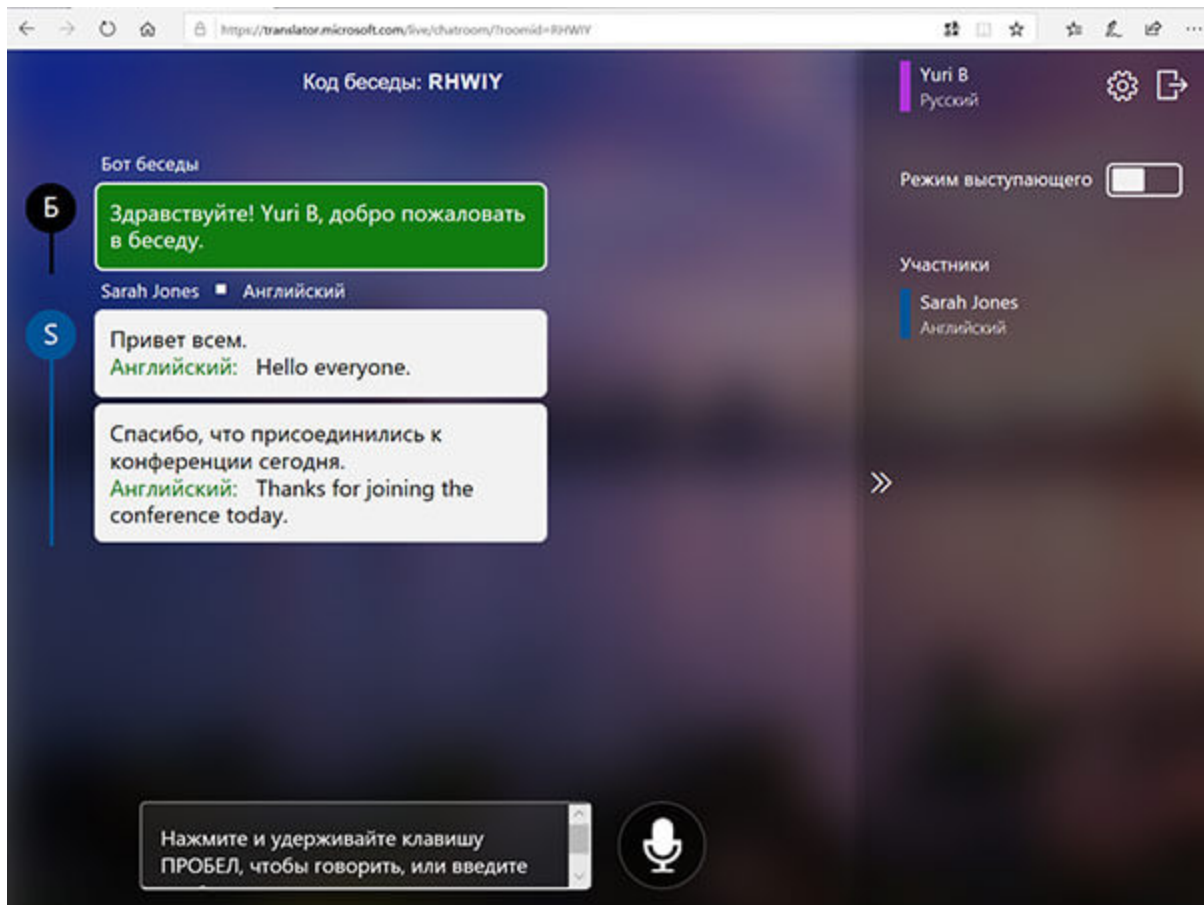
### On a desktop, laptop, or tablet

1. Go to the [Microsoft Translator Conversation](https://translator.microsoft.com/) website, and select the tab titled **Join conversation**.



2. The teacher will give you a code to enter into the “Join code” field.
3. Enter your name in the field labeled “Your name”, select your language in the “Your language” menu, and then select **Enter**.

4. The conversation session will open:



- Speak or type in your own language; the conversation will be translated into the preferred language of the other party.
- Follow these [tips if you are having audio issues](#).

## On iOS or Android

1. [Download the free Microsoft Translator app](#) from your device's app store, then open the Translator app.
2. Select the Conversation icon (the icon that depicts two people talking).
3. Under "Join conversation," enter the 5-letter Conversation code (Join code) shared with you by the teacher, and select **Join**.  
If you receive a QR code, use the **Camera** icon to scan the image.
4. Enter your name in the field labeled "Your name", select your language in the "Your language" menu, and then select **Enter**.
5. The conversation session will open:
  - Speak or type in your own language; the conversation will be translated into the preferred language of the other party. (It's best to press and hold the microphone button while you are talking.)
  - Follow these [tips if you are having audio issues](#).

