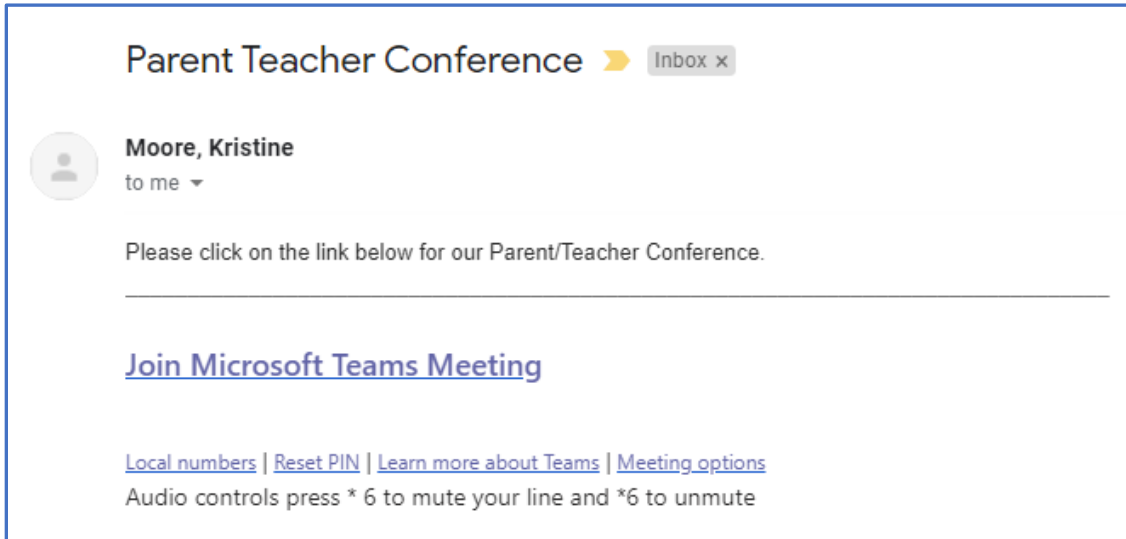




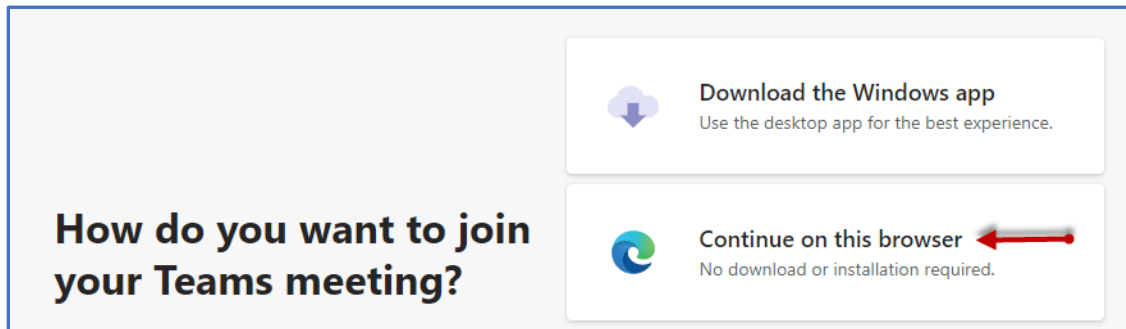
Parent/Teacher Conferences – Parent Instructions

Parent/Teacher conferences are being held remotely through Microsoft Teams. You do not need a Microsoft account in order to meet with your child's Teacher in Teams.

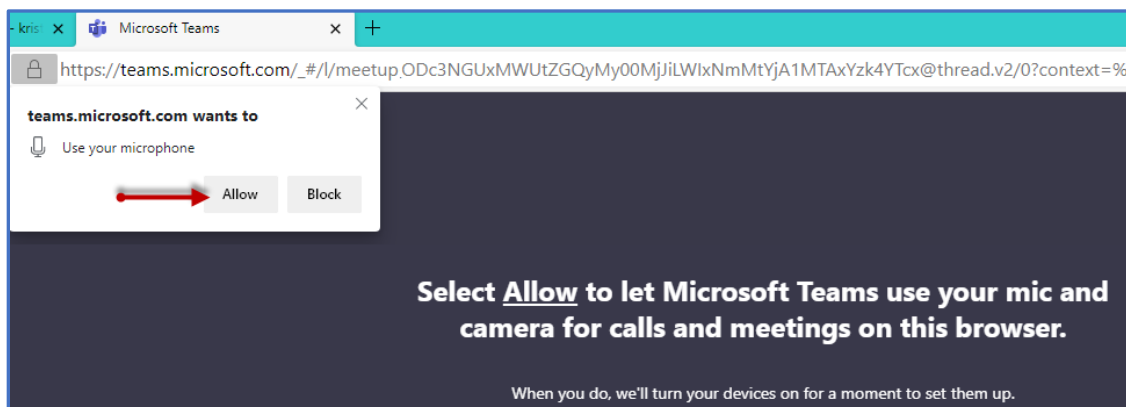
- The Teacher will email you an invitation to the conference that will be held over Teams.
 - It will look something like this example below. *(this example is on a gmail account)*



- At the time of the meeting, click on the link.
 - If you already have Teams and the app is open, this step may be skipped.
- Choose the **browser** to attend the meeting.
 - This is available on any device connected to the internet. (computer, tablet, smartphone)



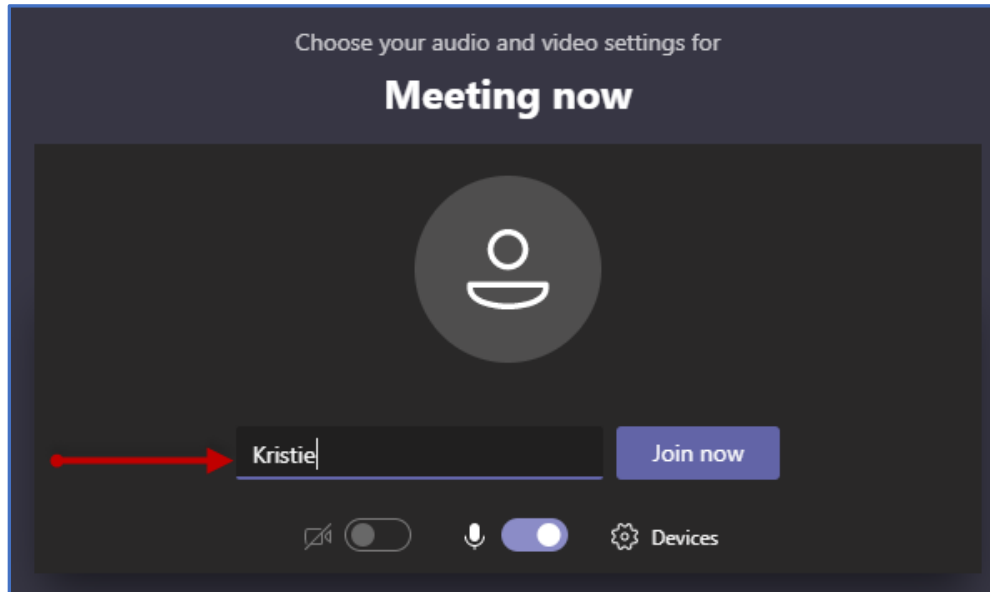
- Click **Allow** to give Teams access to your microphone.



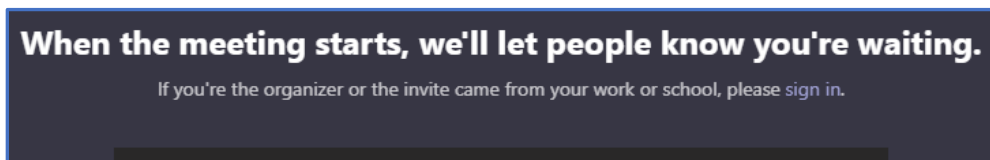


Parent/Teacher Conferences – Parent Instructions

- Type your name and click **Join now**.



- If you are the first one to join the meeting you will see this message.



- Once the meeting begins your screen will look like this with either initials or a picture of the Teacher.
 - Click the **microphone** to mute and unmute your voice.
 - Click the **show conversation** icon to see messages or files.
 - Click the **red telephone** icon to leave the meeting.

