

Microsoft Teams allows parents and teachers to communicate with each other remotely. However, if do they do not speak a common language, communication can be difficult. Microsoft Translator allows parents and teachers to communicate, in-person or virtually, in their preferred languages. Pairing Teams with Microsoft Translator allows teachers to call parents, caption what they are saying, and have it translated for parents. In turn, parents can talk or write back in their preferred language. Multiple parents can join a conference, and each can communicate in their own language.

Below are instructions on how to set up and join a translated parent-teacher conference from a computer or mobile device. Things will work the same for all people regardless of which method they use; for example, it's fine if the teacher joins on a computer and the parent(s) join on a mobile device(s).

Click this link for a step-by-step [video tutorial](#) of these instructions. This [second instructional video](#) features a demonstration of a single multilingual conversation involving three users with each user conversing in a different language.

Instructions for teachers

On a desktop, laptop, or tablet

1. [Initiate your call on Microsoft Teams.](#)
2. Start your browser, go to the [Microsoft Translator Conversation website](#), and select the tab titled **Start conversation**.
3. Sign in. Enter your name in the field labeled “Your name”, select your language in the “Your language” menu, and then select **Enter**.
4. Depending on your setup, you might be asked to test your microphone to make sure things are working.
5. The session will begin and you’ll be shown a **Conversation code** (Join code) that looks like ABCDE and a QR code. Share that code with the parent. You can do this by sharing your screen, or IMing the parent the code.
 - If you are using a headset, which we recommend, you can turn on **Presenter mode** so that you can talk freely. (If you do not have a headset, please see our list of [Recommended Headsets](#).)
 - 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 “Start conversation,” select **Start**.
4. Enter your name in the field labeled “Your name”, select your language in the “Your language” menu, and then select **Enter**.
5. Copy the **Conversation code** (Join code) and select **Enter**. Share that code with the parent.
6. 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](#).

Instructions for parents

On a desktop, laptop, or tablet

1. Go to the [Microsoft Translator Conversation 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](#).