
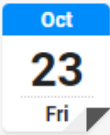


Attending a Virtual Student/Parent/Teacher Conference Via Microsoft Teams

Your student's teacher may send you an email invite to a virtual student/parent/teacher conference via Microsoft teams. The email will look something like this, but may differ depending on the email service you use and device you access it on:


 **Bradley Ogasawara**
to me ▾ 📧 14:10 (2 minutes ago) ☆ ↶ ⋮

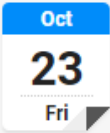
 Oct 23 Fri	Fall Conference - Student Name View on Google Calendar When Fri 23 Oct 2020 2pm – 2:15pm (PDT) Who Bradley Ogasawara* <input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options	Agenda Fri 23 Oct 2020 <i>No earlier events</i> 2pm Fall Conference - Student Name <i>No later events</i>
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[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

In order for you and your child to attend the meeting, please click on the "Join Microsoft Teams Meeting" link included within the body of the email a minute or two before your meeting is scheduled to take place.

 **Bradley Ogasawara**
to me ▾ 📧 14:10 (2 minutes ago) ☆ ↶ ⋮

 Oct 23 Fri	Fall Conference - Student Name View on Google Calendar When Fri 23 Oct 2020 2pm – 2:15pm (PDT) Who Bradley Ogasawara* <input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options	Agenda Fri 23 Oct 2020 <i>No earlier events</i> 2pm Fall Conference - Student Name <i>No later events</i>
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If you are using a mobile device to connect, you will need to download the Microsoft Teams app. If you are using a computer, please make sure that you are using the Chrome web browser.

Helpful Tips

- There are buttons to toggle on/off both the camera and microphone.
- You will need to download the Microsoft Teams app if you would like to use a mobile device.
- Chrome is the preferred web browser if you are planning on using a computer.
- A webcam is required.