Dear Parents,

For your upcoming meeting with staff at your child’s school, we recommend that you download the Microsoft Translator app to your phone. The Microsoft Translator app, specifically the live conversation feature, will be used as a tool to help us communicate during our meeting.

Below are instructions for downloading the app, and how to use it during our meeting. The app supports your native language, X. I’ve also included a list of supported languages for your reference.

Thank you and I look forward to meeting you soon. Please be sure to bring your phone with you to our meeting!

[teacher’s name]

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**Download the Microsoft Translator App**

Android: [Download here](https://play.google.com/store/apps/details?id=com.microsoft.translator)

iOS: [Download here](https://itunes.apple.com/app/microsoft-translator/id1018949559)

Windows 10 Mobile: [Download here](https://www.microsoft.com/en-US/store/p/translator/9wzdncrfj3pg?rtc=1)

Kindle Fire: [Download here](https://www.amazon.com/Microsoft-Corporation-Translator/dp/B01FYI9U6C)

**Here’s how to join a Conversation during your parent-teacher conference**

* Open the Microsoft Translator App on your device. Make sure you have a WiFi or data connection available.
* Tap the multi-person conversation icon.
* Scan the QR code or manually type in the 5-digit code provided by the teacher
* Enter your first name and choose your language. Tap “Enter”.
* After you have entered the conversation, you can start chatting. Use the microphone feature by pressing & speaking (push-to-talk, like a walkie-talkie), or simply type your text.
* The teacher will see your responses in their chosen language. For example, if you speak X and the teacher speaks English, you can choose X as your language and it will translate automatically for the teacher.

**Supported Languages**

* Speech input (microphone feature): [10+ languages](https://www.microsoft.com/en-us/translator/languages.aspx#speech)
* Text input: [60+ languages](https://www.microsoft.com/en-us/translator/languages.aspx)