

About Family Conferences and Microsoft Teams

Families can attend their child's scheduled Family-Teacher Conference appointment via Microsoft Teams, the Eau Claire Area School District's virtual meeting platform. Family members do not need a Microsoft account, however, **if joining from a mobile device, you will need the Microsoft Teams app**. If joining from a laptop, you will not need the app and may simply choose to *Join in browser*.

Review this guide for step-by-step instructions on joining the meeting. For questions or additional support, contact IT411 at (715) 852-3411. Thank you!

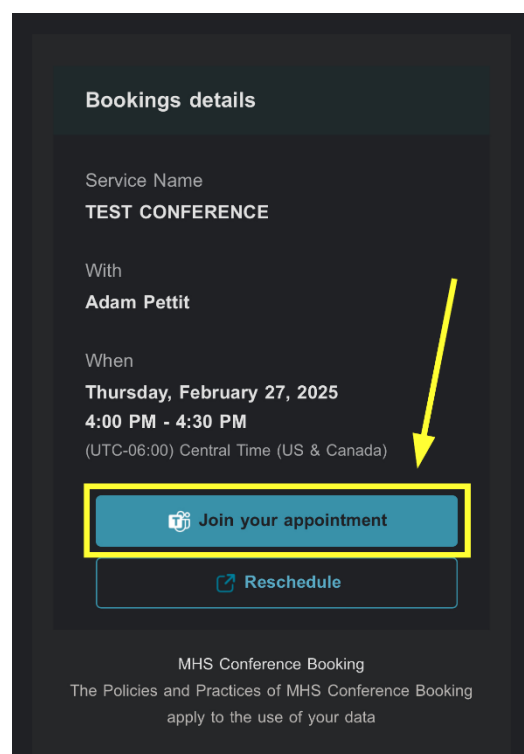
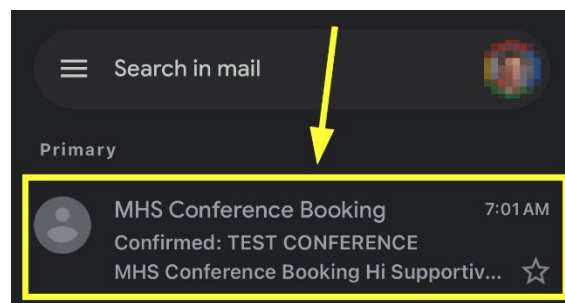
Install Microsoft Teams App (Joining from Mobile Device; iPhone/Android/etc.)

Scan the QR Code or go to go.ecasd.us/teamsapp on your mobile device internet browser.



Join Appointment

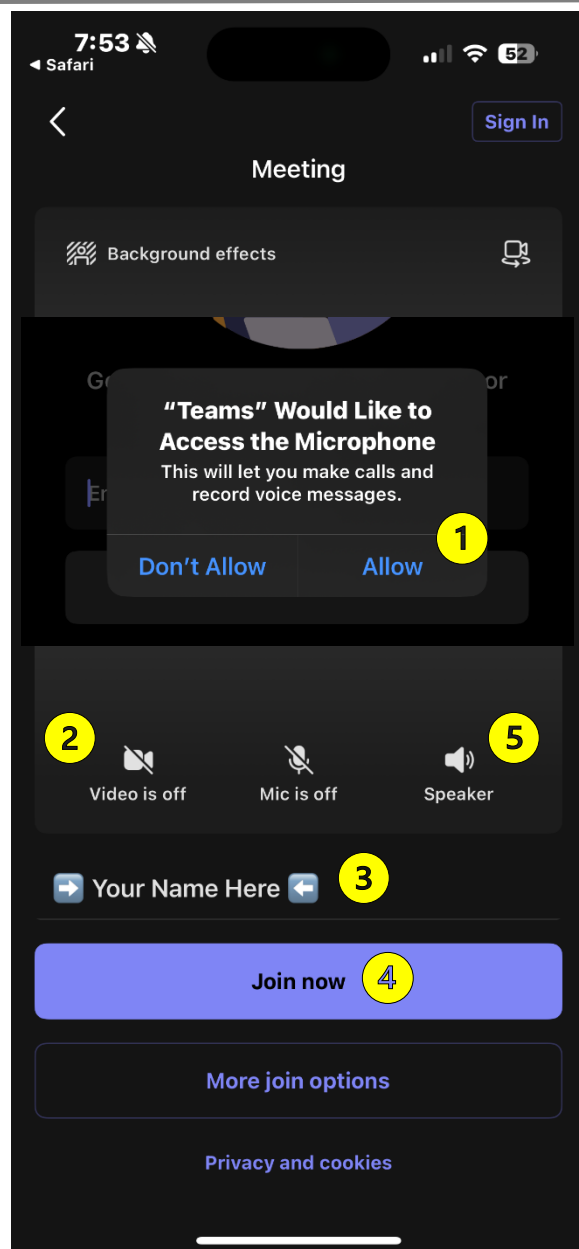
When you signed up for your Family -Teacher Conference, the Microsoft Bookings system sent you a confirmation email.



At the appointment start time, click **Join your appointment**.

Joining the Meeting

1. Click **Allow** to give Teams access to the microphone.
2. Click the camera icon to turn on the camera (encouraged) and click **Allow** to give Teams access to the camera.
3. Enter your Name
4. Click **Join now**
5. [Optional] Click the speaker icon to change where the sound will come from.



Helpful Tips

- Ensure you're in a place with a strong wireless service signal or connect to a Wi-Fi network.
- Please join your appointment on time.
- It is required that the teacher admits you to the meeting, so please be patient. This ensures you know your appointment hasn't been forgotten. In the meantime, check your camera and sound settings.
- If you need to leave the meeting for any reason, click Leave.
- If you get disconnected or accidentally Leave the meeting, simply click Rejoin.

