



Hearings via Teams - Quick Guide

Quick Steps to Participate in a Hearing Using Teams

What is Microsoft Teams?

Teams will allow you to participate in a hearing or proceeding remotely. This means you can attend from any location with an internet connection and a computer or mobile device.

Note: If you participate using a mobile device, such as an iPhone, iPad, Android, etc., you need to ensure you are on a wireless connection or be mindful that additional cellular data usage could apply depending on your personal data plan.

How do I Participate?

You will receive an email from judicial staff that will include the date and time of the hearing with the information displayed to the right.

Three Options to Join

Option #1- Join by Link – Choose this option if... you have internet access for a device with a camera, microphone and speaker; such as a laptop, cell phone, or tablet (like an iPad).

1. Left-click (or tap) on the *Join Microsoft Teams Meeting* link in the meeting invitation. A webpage will open for you to choose how to join. *Join on the Web* is the quickest way to join unless you have the app already installed.

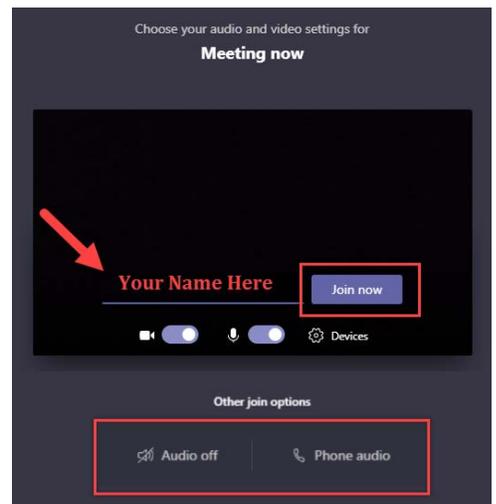
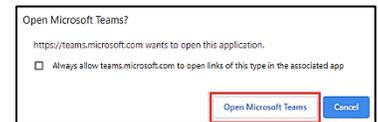
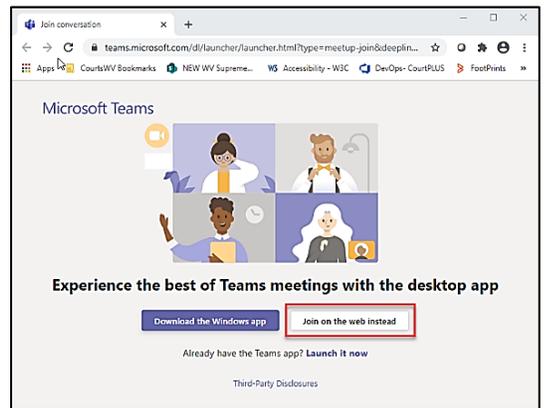
Note: If **Open Microsoft Teams** displays at the top of the screen, you have Teams installed on your device. Click the **Open Microsoft Teams** button or **Cancel** to continue.

2. You may be asked to allow Microsoft Teams to use your microphone and camera. If you grant permission, click **Allow** for the alert in the upper left of the screen. **Note:** If you selected **Block**, you will need to call using the Phone Number and Conference ID sent by the meeting organizer. Complete these steps and continue to **Option #2- Join Using Link and Phone.**

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser.
When you do, we'll turn your devices on for a moment to set them up.



3. After clicking Allow, the **Meeting now** window displays. Ensure your camera and your microphone are turned on so people can see and hear you. **Note:** If you select **Phone audio**, you will need to call using the Phone Number and Conference ID sent by the meeting organizer. Complete these steps and continue to **Option #2- Join Using Link and Phone.**

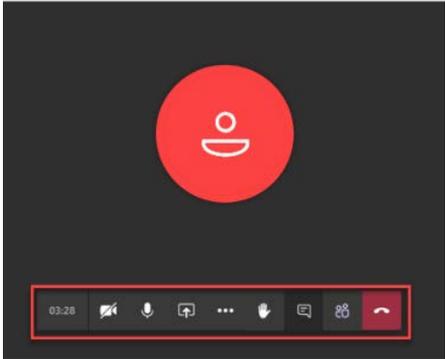




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We've let people in the meeting know you're waiting.
If you're the organizer or the invite came from your work or school, please sign in.

- Click the **Join Now** button to enter the meeting. The meeting organizer will be notified you have been placed in the "lobby". **Note:** While you are in the lobby, you will not be able to see or hear any other participants and they will not see or hear you.
- After the meeting organizer admits you to the meeting and you have been successfully connected, you will see the video or icon of the participants and the meeting controls.



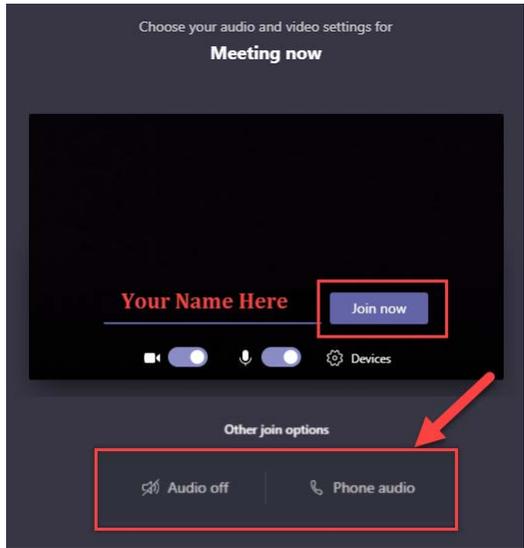
Meeting controls are available to enhance your participation in the meeting:

- Video on/off**
- Mic - microphone off/on.**
- Raise Your Hand**-Signals you would like to be heard.
- Show/Hide Conversation**- Chat.
- Hang Up**- Click to end /leave the meeting.

Option #2- Join Using Link and Phone – Choose this option if...

you selected **Block** in Step #2, you selected **Phone audio** in Step #3, or if you have audio issues.

After completing the steps from Option #1- Join by Link above and selecting **Phone audio in Step #3**, you will need to call using the Phone Number and Conference ID sent by the meeting organizer via email.



Option #3- Phone- Choose this option if... you do not have internet access, or do not have a device with a microphone or speaker.

If you are unable to connect to the meeting, you will need to call using the **Phone number** and **Conference ID** sent by the meeting organizer via email.

Note: You will be able to hear everyone, but you will not be seen or see anyone.



Note: Participants using telephones will receive a notification they have been muted. They will be notified to click *6 on their phone's keypad to unmute. If you are unable to unmute, please use the chat function in the meeting controls by clicking the **Show/Hide Conversation** and typing your message.

To leave the meeting, click the Hang Up in meeting controls and on your phone end your call.