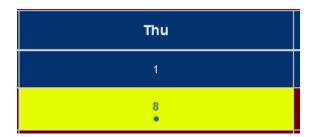


## Registering for Video Conference Appearances through the Interactive Public Calendar (IPC)

- Navigate to the event date on the IPC calendar. The IPC can be found at <u>https://ecf.nynb.uscourts.gov/ipc.html</u> or on the website:
  *Judges' Information -> Court/341 Hearing Calendars*
- 2. Click on event date



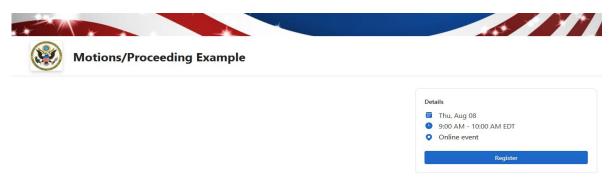
3. Click on event time

## 9:00 - PATRICK G RADEL - UTICA COURTROOM

4. Click on registration "Link" in the event. (Note: If in a web browser, you must right click the "Link" and open in a new tab or window)



5. Click Register to register for the event



6. Complete the Registration Form and click Register once again. Upon registration you will receive an email for the event with a "Join event" button. This will join you to the event via Microsoft Teams.

## Join event

If joining from a phone or tablet it is recommended to download the Microsoft Teams application prior to joining the event.

Link for Apple iTunes Store:

https://apps.apple.com/us/app/microsoft-teams/id1113153706

Link for Android Google Play:

https://play.google.com/store/apps/details?id=com.microsoft.teams

For questions or concerns, email the respective courtroom deputy for your hearing's/proceeding's physical location.

For Albany hearings: <a href="https://www.nynbuscourts.gov"><u>NYNBCRDALB@nynb.uscourts.gov</u></a>

For Syracuse hearings: <a href="https://www.nynb.uscourts.gov">NYNBCRD@nynb.uscourts.gov</a>

For Utica hearings: <a href="https://www.nynb.uscourts.gov">NYNBCRDUTI@nynb.uscourts.gov</a>