

Procedures and Guide for Remote Appearances using Microsoft Teams

1. To get set up with Microsoft Teams, the easiest method is to simply have the app on a phone (Apple or Android) or iPad/tablet.

Apple iTunes Store: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Android Google Play:

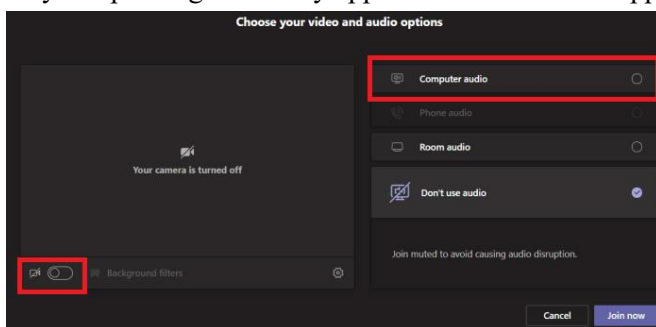
<https://play.google.com/store/apps/details?id=com.microsoft.teams>

2. If you prefer to use a laptop or a desktop with a webcam, you do not need to have the installation of Teams. Simply clicking an invitation link will open a web interface of the MS Teams product. Browsers supported are Microsoft Edge, Mozilla Firefox, or Google Chrome. Internet Explorer and Safari have limited compatibility.

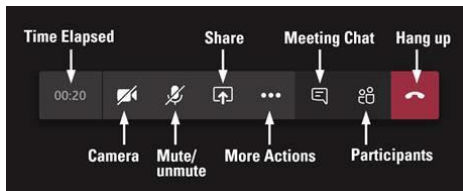
<https://docs.microsoft.com/en-us/microsoftteams/get-clients#web-client>

Download basic version of Teams: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

3. You do not need to create a Microsoft Account or hold a license to use the product. Opening the app on a device will prompt you for a Microsoft login/license. **You do not need to log in.** When clicking an invitation link sent from the Court, the link will launch the app and sign in as guest is an option. The user will use their name to sign in as guest. Both the app on a phone/device or full version on a laptop will need to be granted access to your microphone and video/webcam. **You should select “Allow” when prompted for this access.**
4. Invitations from the Court will come in as a scheduled calendar event. If accepted it will add this event to your calendar on the device calendar or e-mail client. In the calendar event or invitation, under the "note" section, will be a hotlink labeled "Join Teams Meeting". Click this link to join in the meeting. The link is available prior to the meeting and is unique to that meeting.
Note: If accessing from a calendar on the phone, you may have to expand the calendar entry to see the "Join Teams Meeting" link.
5. When entering a meeting you can select whether to be muted and sharing your video. It is best practice to mute audio when not speaking to avoid background noise and interference with those who may be speaking. This may appear different on the Apple or Android App version.



6. During a meeting, these icons can be used to unmute yourself and to show/hide video.



7. As a fallback option all invites sent for a proceeding will include a conference call-in option. If a user has exhausted all options to get into the Microsoft Teams video/app option, they can call into the event.

Example: Dial: (917) 933-2166, Conference ID: 1947739# (Dial-in Number)