

Using Microsoft Teams Meeting (video link)

If the Court approves for you to attend a Court event using a Microsoft Teams meeting video link, the Court will send you a Teams meeting invite email prior to the event date.

The email may contain other instructions and directions about the video link from the judicial officer conducting the event.

You can join the Teams video link from any personal computer, tablet or mobile phone equipped with a video camera and microphone.

If you do not have the Microsoft Teams app installed and are joining via a web browser, you should use Microsoft Edge or Google Chrome as your browser.

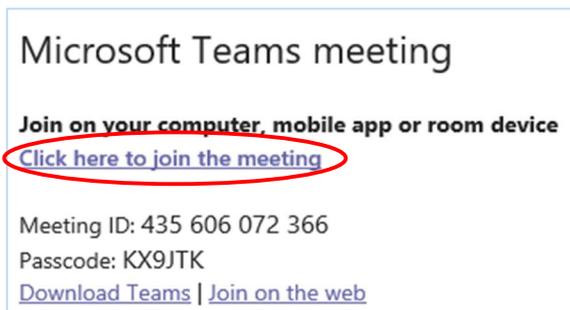
It is also **important to have a fast internet connection**. Connecting with a network cable directly to your modem is faster than Wi-Fi. Otherwise try to be located close to the modem and minimise the number of other devices using the Wi-Fi.

Find an environment where you will not be disturbed or interrupted. No other persons should be in the room.

Please note that you are not permitted to record this event

INSTRUCTION TO JOIN MICROSOFT TEAMS MEETING (Video Link)

1. Go to the meeting invite email sent to you by the Court and click on “Click here to join the meeting” link at the bottom of the email.



2. That will open a web page, where you'll see two choices: **Continue on this browser** and **Join on the Teams app**. If you join on the browser, use Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to click “Allow” so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the Teams meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. The meeting organiser will be notified that you're there and will admit you to the meeting when the Court is ready.

Notes:

If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.