

Instruction Sheet - Using Microsoft Teams

To join a Family Court Conference via video link

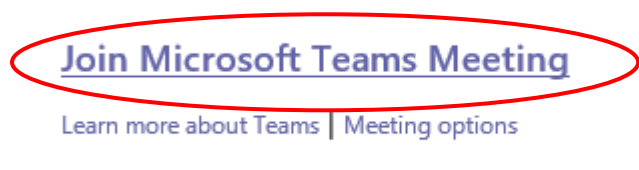
If the Court approves for you to attend a conference using a Microsoft Teams meeting video link, the Court will send you a meeting invite email prior to the conference date. The email may contain some further instructions and directions from the Registrar conducting the conference about the conference video link.

You can join the conference meeting 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 your web browser, you should use either Microsoft Edge or Google Chrome as your browser. It is also important to have a fast internet connection and 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 CONFERENCE

1. Go to the meeting invite email sent to you by the Court and click on “Join Microsoft Teams Meeting” link at the bottom of the email.



2. That will open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it 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 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 organizer will be notified that you're there, and can then admit you.

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.