



# Hearings via Microsoft Teams - Quick Guide

## 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 a judicial staff member (meeting organizer) that will include the date and time of the hearing with the information to join at the scheduled time. (displayed to the right below)

### Three Options to Join

**Option #1- Join Using 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 the meeting now** 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 to continue or **Cancel**.

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 **Phone Conference ID** sent by the meeting organizer. Complete these steps and continue to **Option #2-Join Using Link and Phone**.

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 Phone Conference ID sent by the meeting organizer. Complete these steps and continue to **Option #2- Join Using Link and Phone**.

### Microsoft Teams [Need help?](#)

**Join the meeting now**

Meeting ID: 252 465 565 450

Passcode: xK3poS

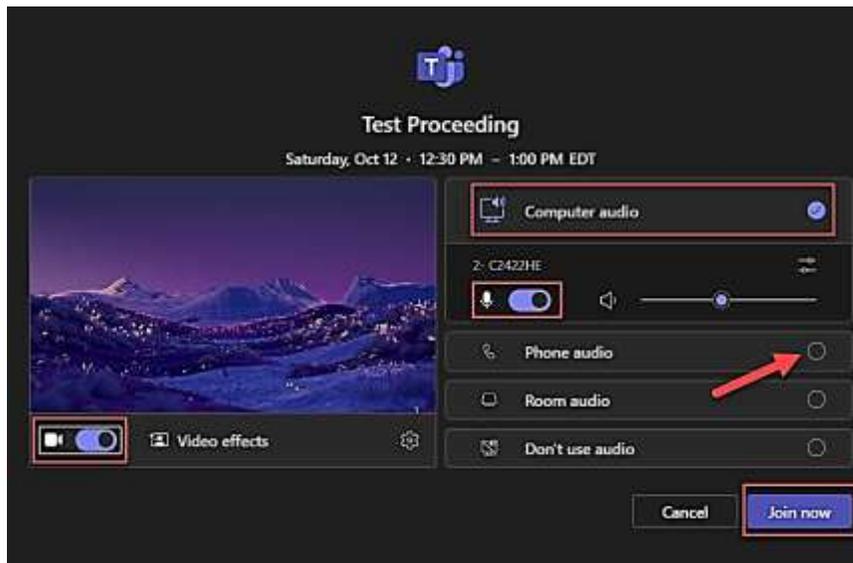
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**Dial in by phone**

**+1 304-807-9240,,829037724#** United States, Charleston

[Find a local number](#)

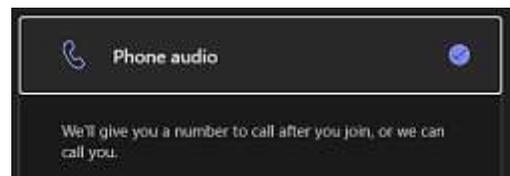
Phone conference ID: 829 037 724#



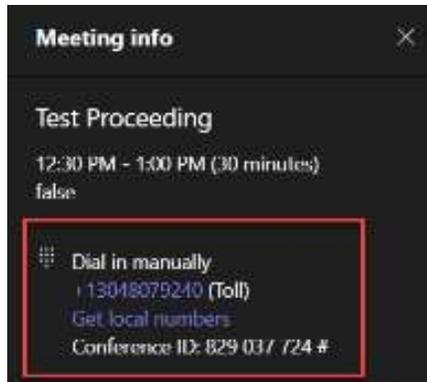
4. Click the **Join Now** button to enter the meeting. The meeting organizer will be notified you have been placed in the “lobby”.

**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.

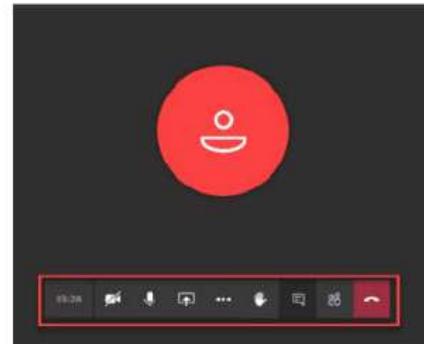
Select **Computer audio** if you wish to use audio through your computer. **Phone audio** is an option that can be selected before clicking **Join Now** and will allow you to dial in using the phone number shared in the meeting invitation or meeting info.



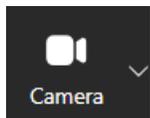
Select **More** and **Meeting info** to view the phone number to dial in manually.



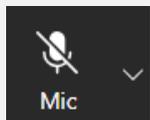
5. After the meeting organizer admits you to the meeting and you have been successfully connected, you will see the video or icon of the participants and the meeting controls.



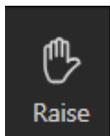
### Meeting controls are available to enhance your participation in the meeting:



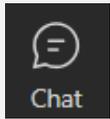
**Camera** – turns your video on/off. Additional camera options including adding video effects and turning on a blurred background are available by selecting the chevron (downward pointing arrow).



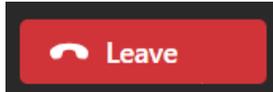
**Mic** – turns your microphone off/on. Additional microphone options including selecting a specific microphone if there is more than one available, can be turned on by selecting the chevron (downward pointing arrow).



**Raise** - Signals you would like to be heard. The meeting organizer will see that your virtual hand is raised. This is a toggle switch that you can click to raise/lower your hand if you wish.



**Chat** - Show/Hide Conversation. Use this option to communicate or as a backup in case you cannot be heard using the microphone. You can use the chat function in the meeting controls to notify the other participants you are experiencing technical difficulties.



**Leave** - Click to end /leave the meeting. The meeting organizer can end the meeting at any time for all participants.

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

you selected Block in Step #2, you selected Phone audio in Step #4, 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 court staff (meeting organizer) via email.

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

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.**

**To learn more about how to use Microsoft Teams**

**visit the following link or scan the QR code:**

[Microsoft Teams video training - Microsoft Support](#)

