



## Courtroom Microsoft Teams Guide

With Microsoft Teams you can attend court by video conference from a PC/Laptop with a camera and microphone or from a mobile phone or tablet.

### How to Connect to the Teams Meeting

The email you have received from the court will include the links required to attend the court Microsoft Teams meeting. Select the [Click here to join the meeting](#) link.

#### On a Phone or Tablet -

1. The link will open in your default browser. If you don't have the Microsoft Teams app you will first need to download the app. Select **Get Teams** and install the app from the App or Play store.
2. Once the app is installed select the [Click here to join the meeting](#) link again from the email.
3. Select to **Join** the meeting.
4. Enter in your name and select **Join Meeting**
5. If asked, select to allow Teams access to your phones –
  - a. Microphone
  - b. Camera
  - c. Record audio
  - d. Local network
6. You will now be connected to the Teams meeting. You will be placed in the lobby until the court admits you to the call. If you time out from the lobby you will need to reconnect.
7. Ensure that your camera, microphone and speaker are activated and not crossed out.

#### On a PC or Laptop –

1. On a PC your default web browser will open with a page asking **How do you want to join your Teams meeting?**
2. Select to **Continue on this browser**
3. If asked, select to allow Teams access to your microphone and camera
4. Enter in your name and select **Join Now**. You will now be connected to the Teams meeting. You will be placed in the lobby until the court admits you to the call. If you time out from the lobby you will need to reconnect.
5. Ensure that your camera and microphone are activated and not crossed out.
6. If your audio or video are not working, select the **••• More Actions** button and select **Device Settings**. This will allow you to check your **Audio Devices** and **Camera** are correct and working.

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

[justicewa@m.webex.com](mailto:justicewa@m.webex.com)

Video Conference ID: 136 561 919 0

[Alternative VTC instructions](#)

[Learn more](#) | [Meeting options](#)

First you'll need to download the app.

Get Teams



Continue on this browser

No download or installation required.

Enter name

Join now

