



Teams Proceedings User Guide

SCHEDULING

Proceedings will be scheduled in their normal course. In the event the assigned judge changes the location of the hearing to videoconference, the judge will communicate that change to the parties via email.

1. The judge sends the parties a meeting invitation via email. **Keep the invitation.** The invitation includes the link to **Join Microsoft Teams Meeting**. You will need this link to access the proceeding.
2. The **title** contains the proceeding type and case number (i.e. Settlement Conference in 123456-CP-1234 or Prehearing Conference in 76543-CP-123).
3. You may add the event to your electronic calendar if you have one. If you use an electronic calendar system such as Outlook, the judge's message and the link to the meeting are transferred to your calendar when you accept the invitation.
4. Check to ensure your **client or witnesses** are included on the invitation. If they are not listed on the invitation, **forward the invitation to them.**

SOFTWARE AND ACCOUNTS

- You **do not need a Teams account.**
- Teams can be accessed from a computer, tablet, or mobile device. Using a computer is recommended for the best experience. Your device must have a microphone and camera.
- If you are using a **computer**, you **do not need to install anything.** You may [download Teams software from Microsoft's website](#) if you wish. Using Teams software allows you to see up to nine people at a time. If you do not have Teams software installed, you can join the meeting through your web browser, but you can **only see one person at a time.** You will still be able to hear everyone.
- If you are using a **tablet or smartphone**, you must **download the Teams app** from your device's App Store **and accept any prompts in the app** before joining the meeting. It is not necessary to log into the app; it **only** needs to be installed on the device. If you are using a tablet or smartphone, prop it up in a way that allows you to participate in the meeting hands-free.

JOIN THE MEETING

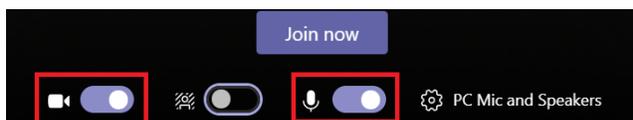
1. Make sure you are in a quiet room where you will not be interrupted.
2. Click the **Join Microsoft Teams Meeting** link found in the meeting invitation. Join before the scheduled time to ensure your software and network are functioning properly.

[Join Microsoft Teams Meeting](#)

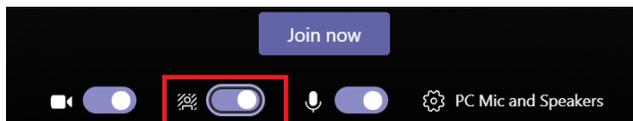
[Learn more about Teams](#) | [Meeting options](#)



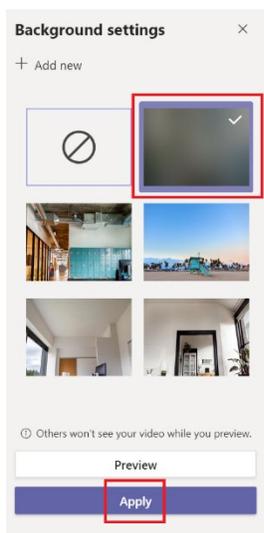
3. You enter the **lobby**.
4. While you are in the lobby, make sure your microphone and video camera are enabled. If there is a line through the camera or microphone icon, it is off. **Click** the camera and microphone **icons** to turn each on and off.



5. If you would like to blur your background or add a custom background, toggle the **background** switch on.



6. Select a background option from the **Background Settings** panel that appears on the right side of your screen and click **Apply**.

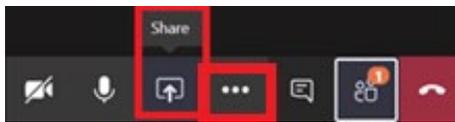


7. When your audio, video, and background settings are complete, click **Join now**.
8. The judge will receive an alert, and will let you into the proceeding.

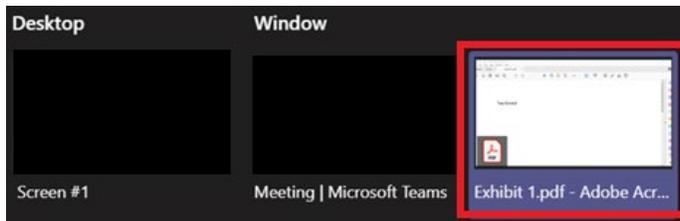
PRESENT EXHIBITS

1. Exhibits must be available on the device you are using.
2. **Open** the exhibit on your device.
3. In Teams, click **Share** on your toolbar.

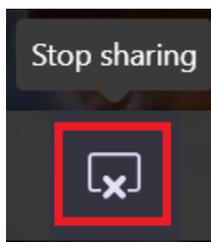
NOTE: If you are using a mobile device, click the ellipsis (...) to find the **Share** option.



4. Under **Window**, click on the document you want to display.



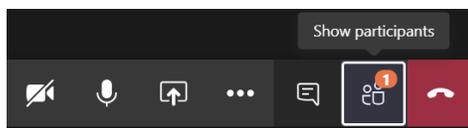
5. When you are done sharing the document, navigate back to the Teams meeting and click **Stop Sharing** on your toolbar.



KEY FEATURES OF TEAMS

Note: Some features may be unavailable on certain mobile devices.

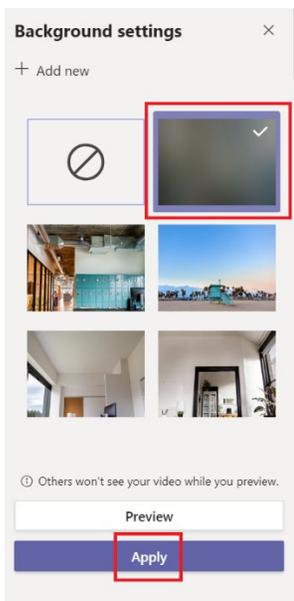
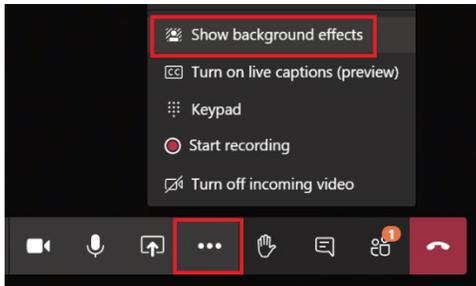
- Click **Show Participants** to get a list of everyone on the meeting.



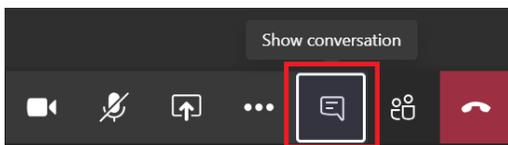
- While in a meeting, click the hand icon in your control bar to **raise your hand**. This will place a gold hand icon on your video feed to let the rest of the attendees know that you would like to speak.



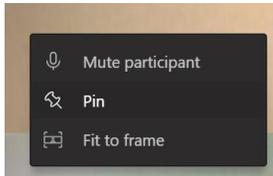
- **Blur your background.**



- Click **Show Conversation** to open the **chat window** and post a written message to the other participants of the meeting. For example, you might use the chat to alert the judge that your audio is not working. Chat messages are visible to everyone.



- **Pin** someone to the screen. Teams can display up to nine people at a time. By default, it displays the people who have spoken most recently. **Right-click** someone’s video and click **Pin** to keep their video displayed.



Call-in number

1. Participants have the option to call into Teams meetings. For parties with slow internet, calling in with a telephone can provide a more stable connection.
2. A telephone number and unique conference ID are listed in the meeting invitation.

[Join Microsoft Teams Meeting](#)

+1 651-395-7448 United States, St. Paul (Toll)
 Conference ID: 991 151 468#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



3. If audio issues arise, parties can join using a computer or tablet for video and call in for audio.
4. Participants do not need to connect the same way. Some participants may connect using the call-in number while others connect through the Teams software or their internet browser.

MEDIATION

1. Teams does not yet offer separate rooms for mediations. Participants will come and go depending on which party is caucusing with the mediator. The mediator will always be in the mediation. Sometimes everyone will be in the mediation at the same time.
2. The mediator will communicate with the parties via email or telephone/text message throughout the mediation.
3. The mediation will begin with both sides in the Teams meeting for introductions.
4. When you are ready to begin mediating, the mediator will ask one side to hang up from the Teams meeting.
5. When it is time to switch, the mediator will contact the other party and ask for them to re-join the meeting. You can use the same “Join Microsoft Teams Meeting” link to re-join.

TROUBLESHOOTING TIPS

Proactive tips for a better meeting experience

- At the beginning of the day, restart your computer and network router.
- Check if you need to install any software updates on your device, which may include patches or updates to Teams.
- Connect to the meeting in advance of the scheduled start time, so you have time to resolve any technical issues.

Tips for resolving common technical issues

- Turn your camera and microphone off, then on again.
- Check your audio and video settings on your Teams software, your computer, and your internet browser.
- Mute yourself and connect to the meeting using the call-in number in the meeting invitation.
- If you **suddenly experience lower video or audio quality**, it may be due to your network connection. When you first recognize the issue, here are some things to try:
 - Disconnect other devices from your network to ensure the device you are using for your meeting is receiving the full available bandwidth.
 - Close applications that might slow down your computer. If you use collaboration or chat applications, set your status to “do not disturb”.
 - Hang up, and use the **Join Microsoft Teams Meeting** link in the invitation to re-join.
- If you experience **audio feedback or echo**:
 - Move other electronic devices (i.e. cell phones) further away from you.
 - Ask participants who are not speaking to mute themselves.
- Disconnect from your virtual private network (VPN) and re-join the meeting from a local or wi-fi network connection. Many organizations require VPN connection to access sensitive information, but VPN may interrupt your network connection.
- Disable incoming video from other participants. **Note: This will only turn off incoming video for you; it will not turn off video feeds for other participants.**
 - Click the **ellipsis (...)** and click **Turn off incoming video**.

