Instructions for downloading the Microsoft Teams Desktop Client or Using the Microsoft Teams Web Client

Microsoft Teams Desktop Client

1. Download and install Microsoft Teams (Teams) from the Microsoft Teams Download page. https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app
2. No need to create a Microsoft Account if you don't have one.
3. Open the Court's Teams test link.
4. Enter your name. First Name, Last Name and Party Description (optional). For example, Amy Smith-Petitioner.
5. Click Join now.
6. Once connected successfully, you will see a screen that will indicate 'Hey [your name], someone in the meeting should let you in soon'.
7. Click Device Settings.
8. Make a Test Call.
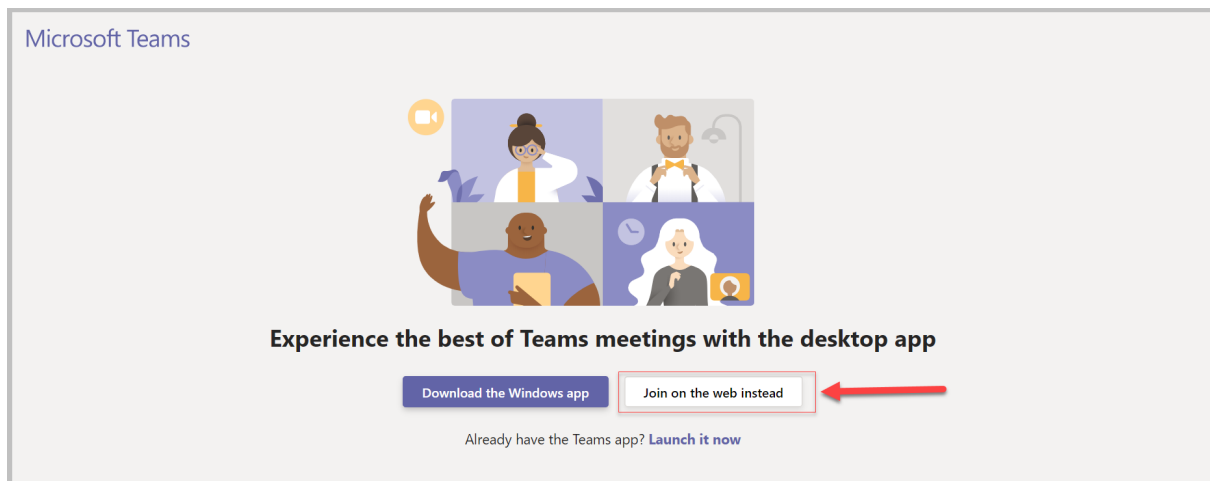9. Hang up from the Teams meeting.

Instructions for downloading the Microsoft Teams Desktop Client or Using the Microsoft Teams Web Client

Microsoft Teams Web Client

Supported browsers: Internet Explorer 11, Microsoft Edge, The latest version of Chrome, The latest version of Firefox

1. Open the Court's Teams test link.
2. Select 'Join the web instead' option or 'Join from your web browser'.

3. Chrome browsers: Allow Teams to use your microphone and camera.
4. Enter your name. First Name, Last Name and Party Description (optional). For example, Amy Smith - Petitioner.
5. Click Join now.
6. Once connected successfully, you will see a screen that will indicate 'Hey [your name], someone in the meeting should let you in soon'.
7. Hang up from the Teams meeting.