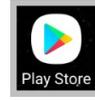


Instructions for setting up Microsoft Teams on Mobile Devices



Android Devices



1. Search for 'Microsoft Teams' on the Google Play Store .
2. Click 'Install'.
3. No need to create a Microsoft Account if you don't have one.
4. Test your Microsoft Teams connectivity:
 1. Click on the [test link](#). **IMPORTANT: THIS IS SOLELY A TEST LINK. THIS IS NOT THE LINK YOU WILL USE FOR YOUR HEARING. ON THE DAY OF YOUR HEARING, YOU NEED TO LOG IN TO THE LINK FOR YOUR SPECIFIC DEPARTMENT. PLEASE REFER TO THE COURT WEBSITE FOR YOUR ASSIGNED COURT DEPARTMENT LINK.**
 2. Join as a guest
 3. Enter your name. First Name, Last Name and Party Description (for example, Amy Smith Petitioner).
 4. Select 'Allow or Ok' if asked to allow Teams to record audio or allow Teams to access your camera\video.
 5. Once connected successfully, you will see a screen that will indicate 'Hey [your name], someone in the meeting should let you in soon'.
 6. Hang up the meeting.

Apple Devices



1. Search for 'Microsoft Teams' on the Apple App Store .
2. Click 'Get'.
3. No need to create a Microsoft Account if you don't have one.
4. Test your Microsoft Teams connectivity:
 1. Click on the [test link](#). **IMPORTANT: THIS IS SOLELY A TEST LINK. THIS IS NOT THE LINK YOU WILL USE FOR YOUR HEARING. ON THE DAY OF YOUR HEARING, YOU NEED TO LOG IN TO THE LINK FOR YOUR SPECIFIC DEPARTMENT. PLEASE REFER TO THE COURT WEBSITE FOR YOUR ASSIGNED COURT DEPARTMENT LINK.**
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