

HOW TO JOIN A TEAMS ONLINE MEETING OR COURT HEARING WITH A MOBILE DEVICE

In this instruction:

- where to find the Teams app.
- how to join an online meeting or court hearing.
- options during the meeting or hearing.

DOWNLOAD THE TEAMS APP

You need the Teams app when using a mobile device for an online meeting or hearing. You do not have to have a Teams account for joining a meeting. You will find the Microsoft Teams app in App or Playstore.

HOW TO JOIN

You will receive an invitation for a meeting or hearing by e-mail. Follow the steps to join a meeting or hearing:

1. Open the e-mail.
2. In this mail you see a link *Klik hier om deel te nemen aan een vergadering*. Tap the link.
3. Choose *Open* when you see the message *Deze pagina openen met Team*.
4. Tap the link *Deelnemen als gast*.
5. When asked if Microsoft Teams can use your microphone, click *OK*.
6. Enter your name.
7. Tap *Deelnemen*.
8. You are now in the lobby. The organizer will admit you shortly.

TIPS

- Test your connection before joining the online meeting or court hearing.
- If you would like the Rechtspraak to help test your set up contact the Rechtspraak Service Center. Contact details are telephone: 088 3616161 or WhatsApp: 06 46275807.
- Download the Microsoft Teams application on time.
- Mute your microphone when you are not speaking.

OPTIONS DURING THE ONLINE MEETING OR COURT HEARING

When using mobile phone

When you use a mobile phone, you will have several icons at the bottom and top of your screen.

- Tap the camera icon (first icon) to turn your camera on or off.
- Tap the microphone icon (second icon) to turn your microphone on or off.
- Tap the audio icon (third icon) to turn your volume up or down.
- Tap the three dots (fourth icon) to raise your virtual hand.
By raising your hand, you can let the organizer know that you would like to say something.
- When you want to show ('share') files that are on your phone you need permission from the organizer first before you are able to do so. You also find this option when tapping the three dots.
- Use the red telephone icon to leave the online meeting or court hearing.

At the top right you see one or two icons.

- Tap text balloon icon (left icon) to send a message to all the participants. If you participate in an online court hearing, you will not be able to send messages.
- Tap the right icon to see all the participants.

When using a tablet

During the meeting or hearing you have the following options:



- Tap the text balloon icon (first icon) to send a message to all the participants. If you participate in an online court hearing, you will not be able to send messages.
- Tap the second icon to see all participants.
- Tap the hand icon (third icon) to raise your virtual hand. By raising your hand, you can let the organizer know that you would like to say something.
- Tap the camera icon (fourth icon) to turn your camera on or off.
- Tap the microphone icon (fifth icon) to turn your microphone on or off.
- Tap the audio icon (sixth icon) to turn your volume up or down.
- When you want to show ('share') files that are on your tablet you will need to get permission from the organizer first before you are able to do so. After permission use the three dots (seventh icon) to show your file.
- Use the red telephone icon to leave the online meeting or court hearing.

