

HOW TO JOIN A TEAMS ONLINE MEETING OR HEARING USING YOUR COMPUTER

In this instruction:

- how to join a meeting with or without the Teams app.
- how to test your camera and microphone.
- options during the meeting or hearing.

NB: you need one of the following Internet browsers Edge Chromium or Google Chrome to be able to take part in a meeting or hearing.

JOIN A MEETING WITH OR WITHOUT THE TEAMS APP

- Go to *option 1* when you have the Microsoft Teams app on your computer
- Go to *option 2* when you do not have the Microsoft Teams app on your computer. You do not have to have a Teams account for joining a meeting. If you choose this option you will see a maximum of four people during the meeting or hearing.

Option 1: using the Teams app

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*. Click on the link.
 - a. If necessary follow the steps for setting up your camera and microphone.
3. You will see three options. Choose the third option *Uw Teams-app openen*.
4. Click *Deelnemen*.
5. You are now in the lobby. The organizer will admit you shortly.

Option 2: you do not have the Teams app

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*. Click on the link.
3. You will see three options. Choose the second option *Doorgaan in deze browser*.
4. You are asked if Teams can use your camera and microphone. Click *Toestaan*.
5. Follow the steps for setting up your camera and microphone.
6. Enter your name.
7. Click *Deelnemen*.
8. You are now in the lobby. The organizer will admit you shortly.

TEST YOUR CAMERA AND MICROPHONE

When using the Teams app

When you use the Teams app you can test your camera and microphone yourself.

1. Click on the three dots at the top right



2. Select the option *Settings*.
3. Select the option *Devices*.
4. Start a test call by clicking *Start test call*.

If do not have the Teams app

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.

OPTIONS DURING THE ONLINE MEETING OR COURT HEARING

When you have installed the Microsoft Teams application

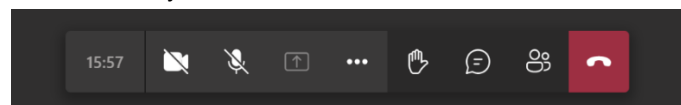
During the meeting or hearing you have several icons at the top right of your screen.



- Click on the icon with the two persons (first icon) to get an overview of all the participants.
- Click on the text balloon icon (second icon) to send a message to all the participants. This option is disabled when joining a hearing.
- Click on 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.
- Click on the three dots (fourth icon) to change the settings of your camera and microphone.
- Click on the camera icon (fifth icon) to turn your camera on or off.
- Click the microphone icon (sixth icon) to turn your microphone on or off.
- When you want to show ('share') files that are on your computer you will need to get permission from the organizer first before you are able to do so. After permission use the share screen icon (seventh icon) to show your file.
- Use the red telephone icon to leave the online meeting or court hearing.

When you do not have the Teams app

If you participate without the Microsoft Teams application, you will have several icons at the bottom of your screen.



- Click on the camera icon (first icon) to turn the camera on or off.
- Click on the microphone icon (second icon) to turn the microphone on or off.

- When you want to show ('share') files that are on your computer you will need to get permission from the organizer first before you are able to do so. After permission use the share screen icon (third icon) to show your file.
- Click on three dots (fourth icon) to change the settings of your camera and microphone.
- Click on the hand icon (fifth icon) to raise your virtual hand.
By raising your hand you can let the organizer know that you would like to say something.
- Click on the text balloon icon (sixth icon) to send a message to all the participants. This option is disabled when joining a hearing.
- Click on the icon with two persons (seventh icon) to get an overview of the all participants.
- Use the red telephone icon to leave the online meeting or court hearing.

TIPS

- Test your connection before joining the online meeting or court hearing.
- Share your desktop or a specific files with the participants after getting permission from the organizer.
- If you are unable to connect or you have problems with Teams, try to using your mobile phone instead.