

Using Microsoft Teams with the Attorney/Client Meeting Kiosk

To get setup with Microsoft Teams. The easiest way is to just have the app on a phone (Apple or Android) or iPad/tablet.

1. Link for Apple iTunes Store: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Link for Android Google Play: <https://play.google.com/store/apps/details?id=com.microsoft.teams>

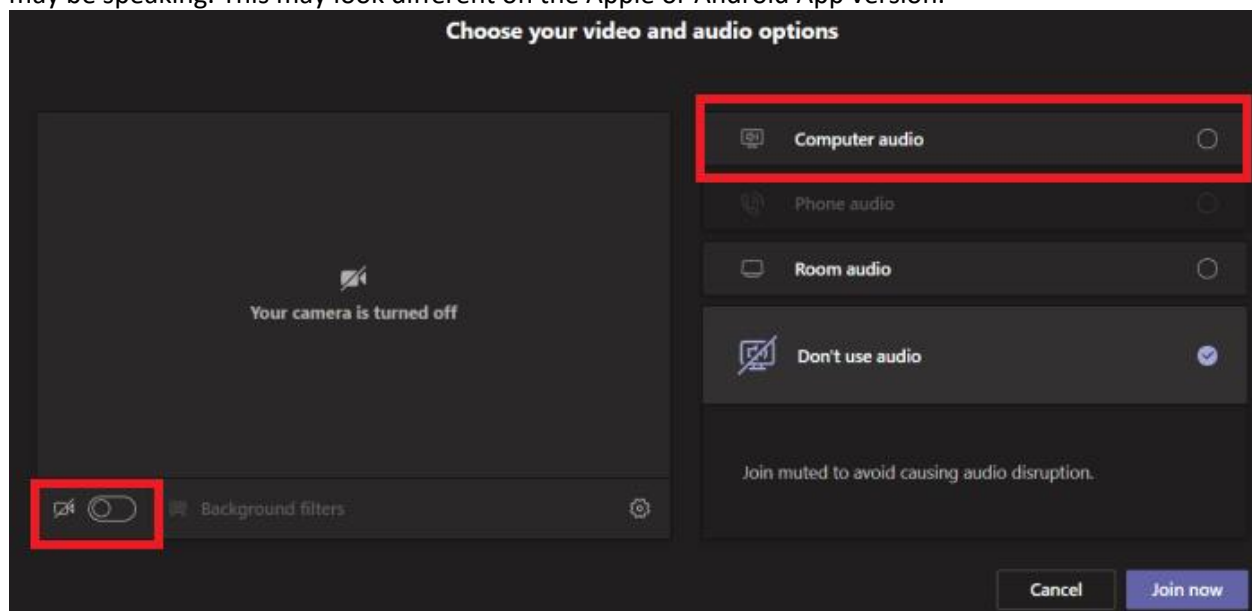
2. If you prefer to use a laptop or a desktop with a webcam, you do not need to have the installation of Teams. Simply clicking an invitation link will open a web interface of the MS Teams product. Browsers supported are Microsoft Edge, Mozilla Firefox, or Google Chrome. Internet Explorer and Safari have limited compatibility. <https://docs.microsoft.com/en-us/microsoftteams/get-clients#web-client>.

To download the basic version of MS Teams: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

3. You do not need to create a Microsoft Account or hold a license to use the product. Opening the app on a device will prompt you for a Microsoft login/license. **You do not need to log in.** When clicking an invitation link sent from Microsoft Bookings or "Join the meeting now" the link will launch the app as guest is an option. The user will use their name to sign in as guest. Both the app on a phone/device or full version on a laptop will need to be granted access to your microphone and video/webcam. **You should select "Allow" when prompted for this access.**

4. Invitations from the Microsoft Bookings will come with a scheduled calendar event or booking.ics. If opened and saved it will add this event to your calendar on the device calendar or email client. In the calendar event or invitation, under the "Join Teams Meeting" section, will be a hotlink. Click this link to join in the meeting. The link is available prior to the meeting and is unique to that meeting. This invitation can be forwarded to interpreters. **Of Note: If accessing from a calendar on the phone, you may have to expand the calendar entry to see the "Join Teams Meeting" link.**

5. When entering a meeting you can select whether to be muted and your video shared. It is best practice to mute audio when not speaking so that background noise does not interfere with those who may be speaking. This may look different on the Apple or Android App version.



6. During a meeting, these icons can be used to unmute yourself and to show/hide video.

