


Technical Guidelines for Using Microsoft Teams

These Guidelines are intended to provide an overview of Microsoft Teams features. The contents were accurate when posted but may not reflect all additional features or updates in the various available versions of Microsoft Teams that Microsoft subsequently added or updated. Checking the settings in the Microsoft Teams version being used may indicate the availability of new or updated features. Participants should consult Microsoft’s online reference materials for the most current information.

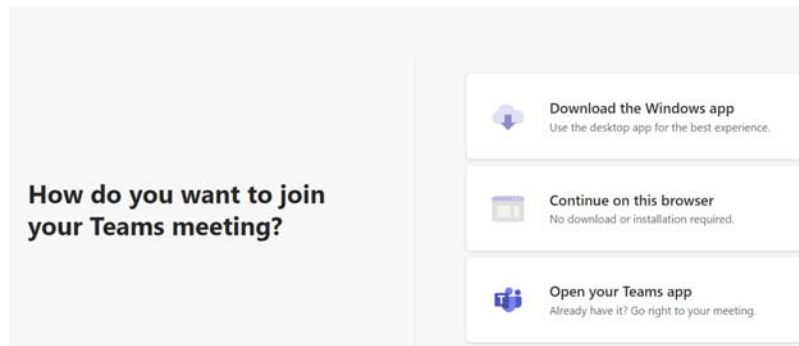
Microsoft Teams in the Courts

The US District Court for the Eastern District of Pennsylvania currently uses Microsoft Teams to conduct videoconferences. A court employee will be responsible for setting up all court-related meetings and ensuring that permissions are set up correctly. An email will arrive with a link to the meeting from court staff. Please contact the court staff member if you have any concerns about the email. This meeting can be viewed on almost any type of device. It is strongly recommended that participants download the Teams software if using a Windows or Mac computer. Participants will be required to download the Microsoft Teams app if using an iPhone, iPad, or any type of Android device.

Download Teams for your PC/MAC:	https://teams.microsoft.com/downloads
Download the App for IOS or Android	

How to Join a Meeting:

After a staff member creates a meeting, you will receive a meeting invite link in your email. The email will have a meeting name with a link: [Join Microsoft Teams Meeting](#). You may have the option to join by phone depending on the license of the employee that created the meeting. Depending on your email provider, you may be able to add this meeting to your personal calendar and join from there.



Variations on Joining a Microsoft Teams Meeting:

There are three ways to join a Microsoft Teams Meeting:

- 1.) (Recommended) Download the Microsoft Teams software for your Windows/MAC
- 2.) Join from the Web for PC/MAC Only
- 3.) Download the Microsoft Teams App (Android or IOS)

Joining the Meeting as a Guest:

<p>1.) Click the link in your email to join the meeting. If using a mobile device, it will require you to first download the app. You can join as a guest on any device. Please make sure you enter name correctly.</p>	A screenshot of the Microsoft Teams meeting join screen. At the top, it says "Microsoft Teams". Below that is an illustration of three people sitting at a table with laptops, surrounded by speech bubbles. The text reads "Meeting time! How would you like to join?". At the bottom, there are two buttons: a large blue button labeled "Join as a guest" and a smaller link labeled "Sign in and join".
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How to Share Documents in a Meeting:

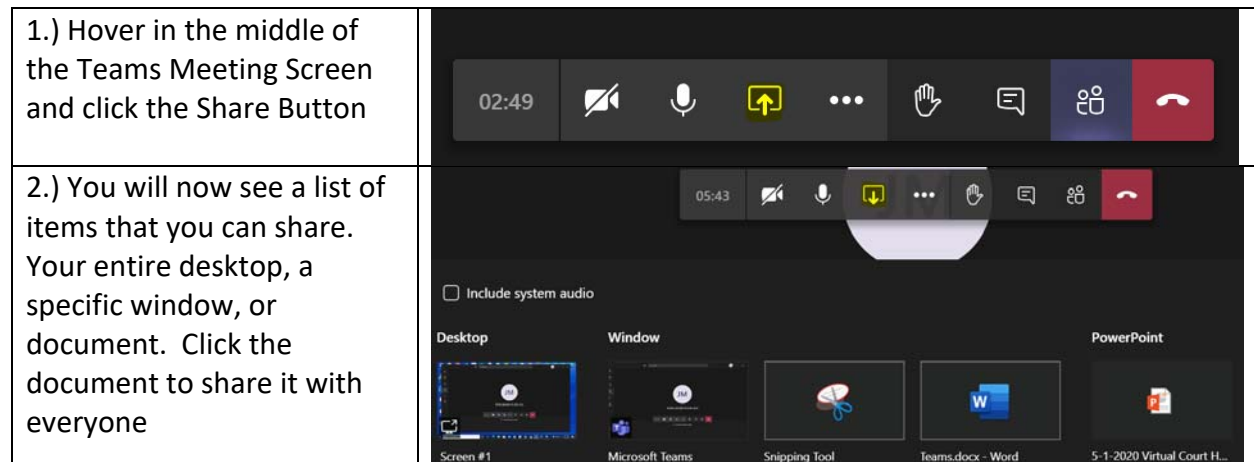
1) As of writing this document, you can only share specific documents if you are using the **Installed Version of Teams on Windows/MAC**. There are screen sharing capabilities on Android/IOS and the web versions, but it would possibly allow the viewers to see everything on your device. It is strongly advised to only use “Installed Version of Windows or Mac” if you need this document sharing feature.

2) In order to share documents, the host will have to set you up as a presenter in the meeting, as opposed to a guest.

*Please Note that on a MAC, a setting must be changed to allow sharing of screens:

To allow screen sharing on a MAC for Microsoft Teams:

- Click the Apple menu.
- Then, go to System Preferences > Click Security & Privacy > Privacy tab.
- Click **Screen** Recording.
- Click the lock icon to make changes.
- If required, enter your admin password.
- Finally, click the checkbox next to **Microsoft Teams**.



Notes for Using Microsoft Teams

- Microsoft Teams does ***not*** work the same on every device. There are different features depending on what device is being used. Are you going to use the APP, Web Version, or the installed version?

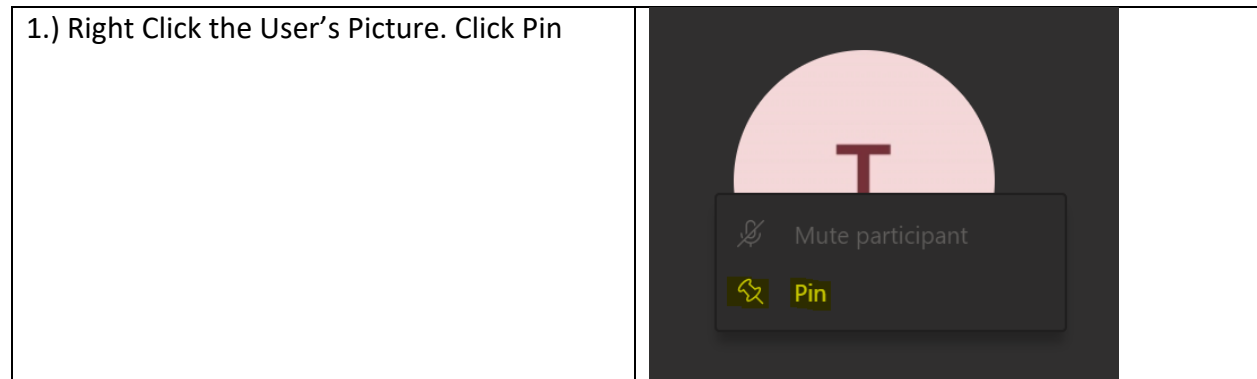
Advantages/Disadvantages

MAC/Windows Install	<ol style="list-style-type: none">1.) Better Performance2.) Can share specific documents, windows, or entire desktop3.) More Attendees viewable on your screen at a time (up to 9 and will eventually be 15)
MAC/Windows Web Only Meeting	<ol style="list-style-type: none">1.) Only 4 Attendees viewable on the screen at a time2.) Can only share screen, everyone would likely see your apps and background
Apple and Android	<ol style="list-style-type: none">1.) Only allows you to share your desktop or browser tabs, not specific documents.

Gallery View

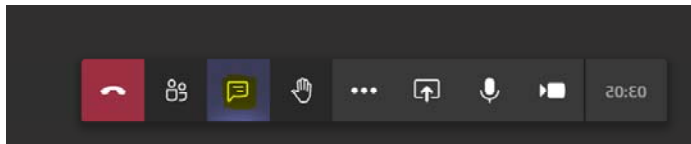
Currently, a maximum of 9 attendees at a time can be viewed on the screen if you are using the MAC/PC Installed or Web Version. Some users are able to view 15 attendees at a time. The maximum number of attendees viewable on a mobile device is 4. Everyone has the option of not using the camera. If you want to always see a specific person regardless of who is speaking, you can right click their image and pin it.

How to Pin Someone to Your Screen.



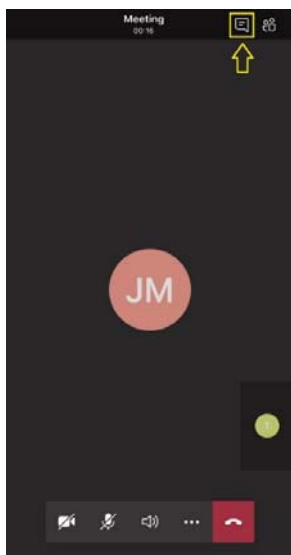
How to Chat with Everyone.

*Please note: **Everyone** can see your meeting chats. Guests can only chat with everyone at the same time; there is no individual chat option. If you want to chat with someone personally, minimize the meeting and chat with someone from your contacts. To remove a participant's access to the meeting notes or chat, remove the person from the meeting after it is over.



Mobile Device (Apple or Android) Version

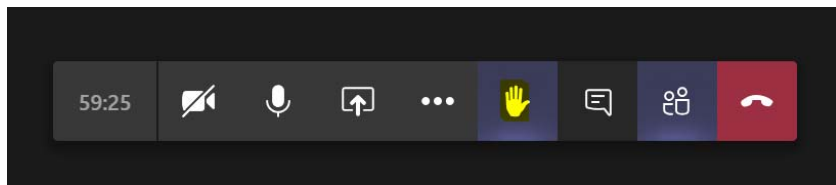
Click the chat box in the upper righthand corner. Begin typing in the box and hit enter or click send to send your chat.



How to raise your hand in a meeting:

Desktop/Mac

Click in the middle of your screen to bring up the toolbar. Next click the Hand Icon.



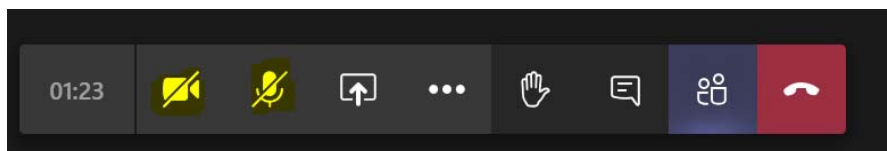
Apple & Android

This feature is currently not available.

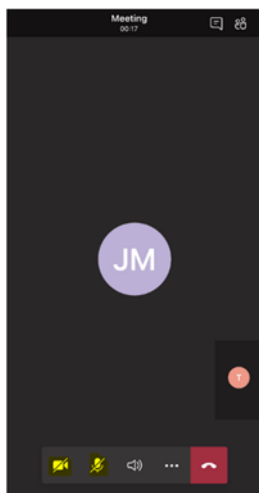
How to Enable/Disable your Camera and Mic

PC/MAC

If you hover/click in the middle of your screen, the toolbar will appear. You will see icons for the camera and mic. Click on the icons to enable/disable them.



Mobile Version



Breakout Rooms:

This feature is not yet available for the version used in EDPA.

How to leave a Meeting:

Click or tap the middle of your screen and click or tap the red phone icon.

