

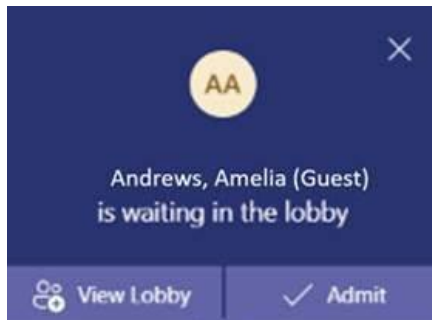
## What is the Virtual Bail Team?

The Virtual Bail Team and its associated Channel has been created as a one stop communication and support information location for counsel using Virtual Bail for their region. The Virtual Bail Team has been created as a centralized location for the storage of information and a mechanism for communication for counsel using Virtual Bail. This Team allows for cross-tenant communication, enabling Federal, Provincial, and external counsel to communicate and access helpful documentation in real time. This is a private Team including Virtual Bail counsel **only**; anyone not within this Team will be unable to communicate with each other.

### PLEASE NOTE:

**Members of the Virtual Bail Team must follow the following two requirements to ensure court proceedings are not disrupted. Members can be removed from the Team if these requirements are not followed.**

1. When you are joined to a virtual court appearance you may see a popup of a participant joining the meeting.



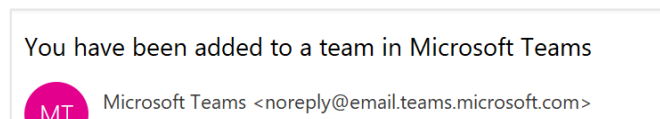
**DO NOT admit the participant into the meeting.** The court clerk is monitoring participants as they attend and is responsible for admitting participants.

2. You must leave the meeting after you are finished. Not leaving the meeting causes issues with timing out of the MS Teams appearance. This time out issue causes a multitude of issues that cause disruption during court and can result in court needing to be adjourned.

## Joining the Team

As counsel for Virtual Bail, you will receive two emails:

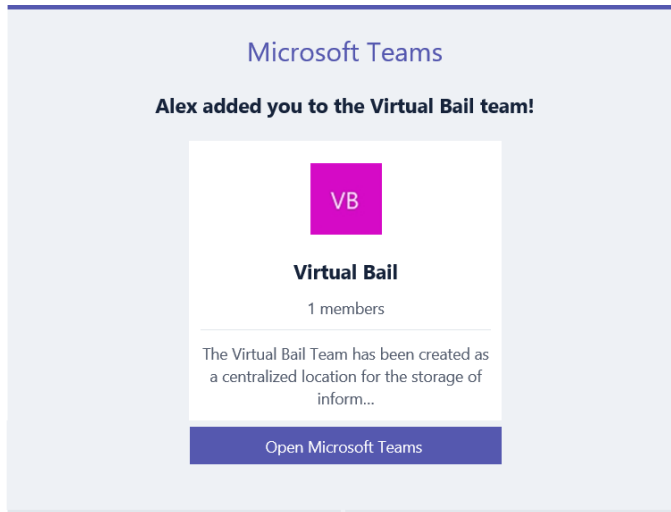
1. An email from the Virtual Bail registration ([Virtualbailteam.Registration@gov.bc.ca](mailto:Virtualbailteam.Registration@gov.bc.ca)) informing you that you have been added to the team and attaching resources including a walkthrough document and links to Teams tutorials and
2. An auto-generated email from Microsoft stating “You have been added to a Team in Microsoft Teams”.



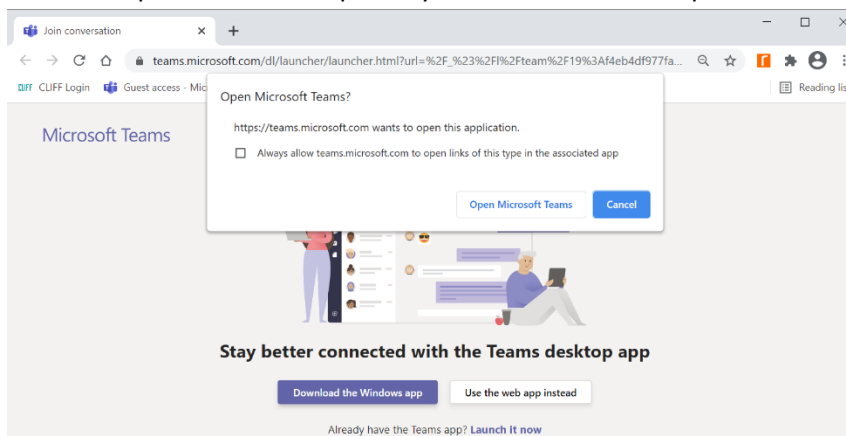


If you do not receive the auto-generated email but did receive the email from [Virtualbailteam.Registration@gov.bc.ca](mailto:Virtualbailteam.Registration@gov.bc.ca), simply **sign out of MS Teams** and back in again to refresh your Teams, and proceed to [Switching Accounts](#).

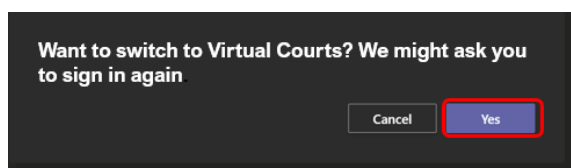
Within the body of the email, you will see your name and that you have been “added to the Virtual Bail team”. Click Open Microsoft Teams to join.



You will then have a separate window open in your browser. Select Open Microsoft Teams.



If you are already signed into your Teams account, you will see a window pop up as shown below. The Virtual Courts is the tenant which hosts the Virtual Bail team, select yes to continue joining.

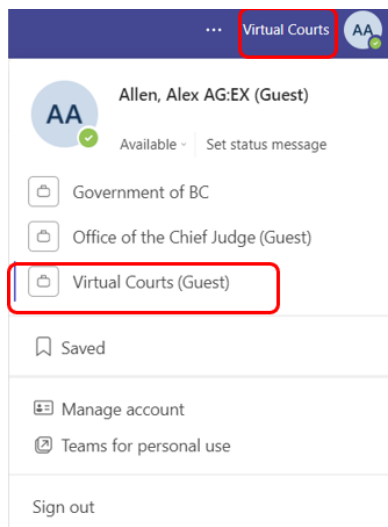


If you do not see this pop-up, sign out of Teams and back in.

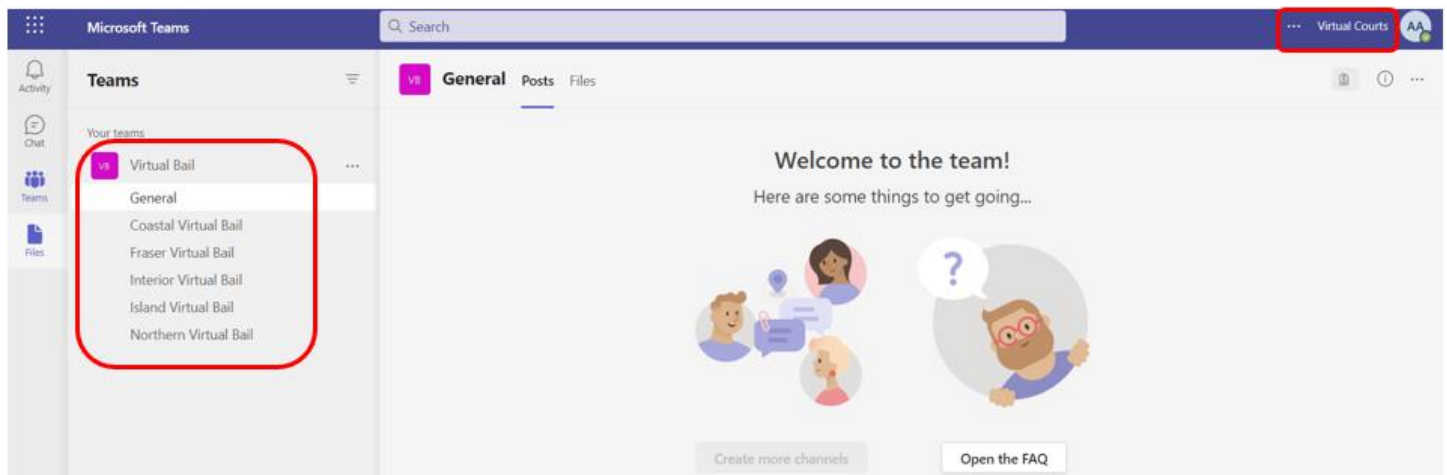
## Navigating the Team

### Switching Accounts

Now that you have joined the Virtual Bail Team, your Teams account is connected to Virtual Courts while logged into the Virtual Bail Team. While in the Team you will not receive notifications, calls or messages from your normal Teams account. You can maneuver between your Teams accounts by selecting your initials icon at the top left of the Teams application and selecting the account you would like to switch back to.



Your MS Team application will bring you to the General Channel of the Team (the main window of the Virtual Bail team), as seen below.

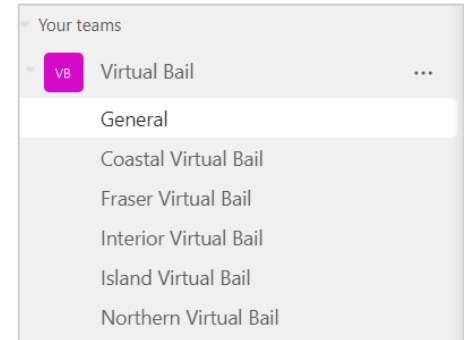


## Channels

The Virtual Bail Team has one Channel for each of the regions hosting virtual bail. Select the channel for the region you are working in. The Files section contains folders which provide different services related to the Team.

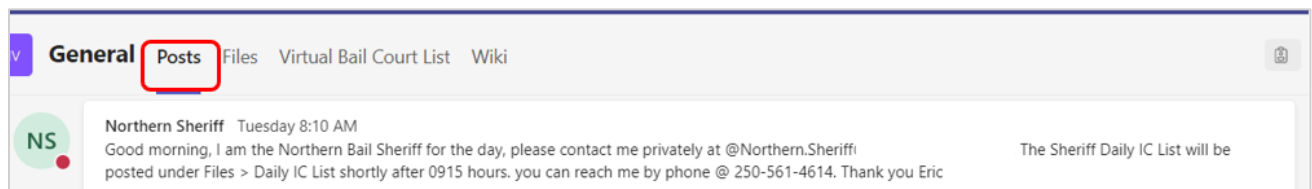
### Regional Channel (North/ Interior/ Island/ Coastal / Fraser)

There is a Channel for each region that uses Virtual Bail. This is where you will navigate to in order to access files or view Posts made by Team administrators.



## Posts

The Posts section of the Channel is for the Sheriff Coordinator or JCM to post messages for the entire regional group. Any posts in this section will be sent to the **entire** Virtual Bail Team. **DO NOT use this function: the Posts area is used by the Virtual Bail Owner, JCM and the Sheriff Coordinator.** The Owner, JCM and Sheriff will use this area to provide updates on procedures, documentation, support, and link availability to the Team. **This is not a place to ask questions or request information, all incoming messages within the Posts section in will not be responded to.** If you require assistance, please refer to the MS Teams Resources folder for helpful documentation.

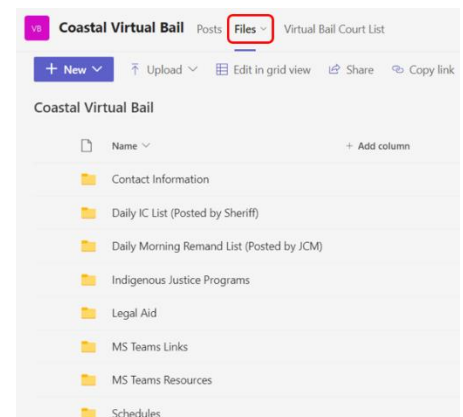


## Files

The Files section of the Channel is reached by selecting the Files tab, next to the Posts section. A few key folders are discussed below.

### MS Teams Links Folder

The MS Teams Links folder provides MS Teams links and dial in conference numbers (if connecting virtual is not possible) related to Virtual Bail. As links or dial in numbers are updated, they will be updated within this location as well; these updates happen in real time and do not require Team members to log out and back in to receive renewed information/documentation.



### MS Teams Resources Folder

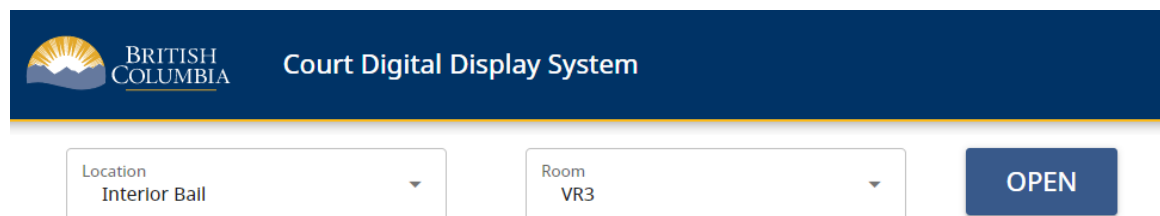
The MS Teams Resources folder provides support documentation regarding basics of virtual courts, common MS Teams user issues, helpful contact information for further assistance and training videos specific to the Virtual Bail Team.

### Daily IC List

This folder contains the Daily IC List and is posted daily by the Sheriff Coordinator.

### Virtual Bail Court List

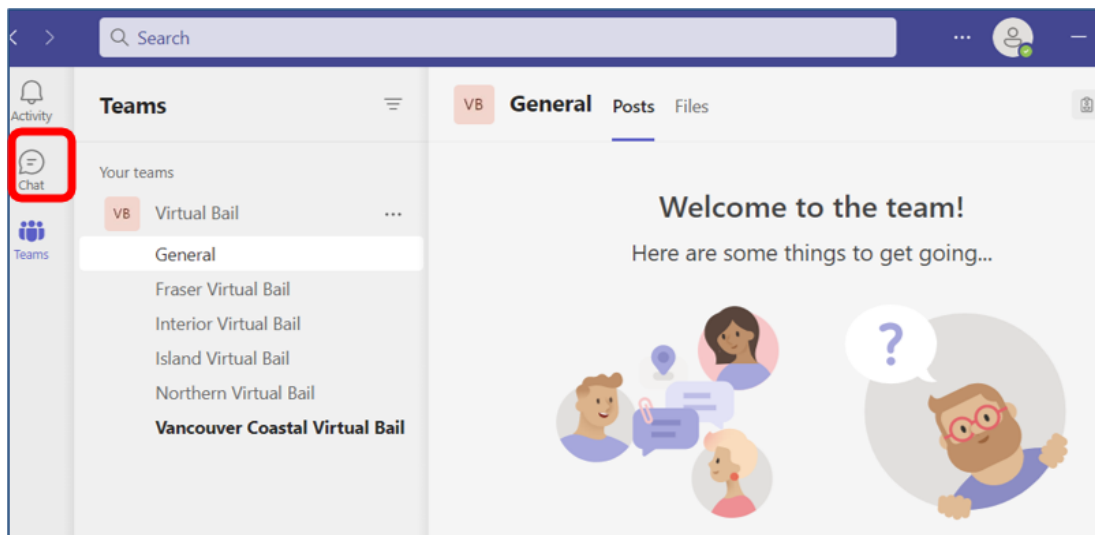
This tab is found next to the Files section and provides access to the Court Digital Display System. This website allows users to select the “Location” (e.g. Interior Bail) they are appearing at and then the virtual room (e.g. VR 3), then open the court list for that particular room.



The Virtual Bail Court List updates in real-time and is refreshed approximately every minute. When matters are concluded, they are removed off of the list and if they are scheduled to a different time, this list will be updated to reflect the new scheduled time.

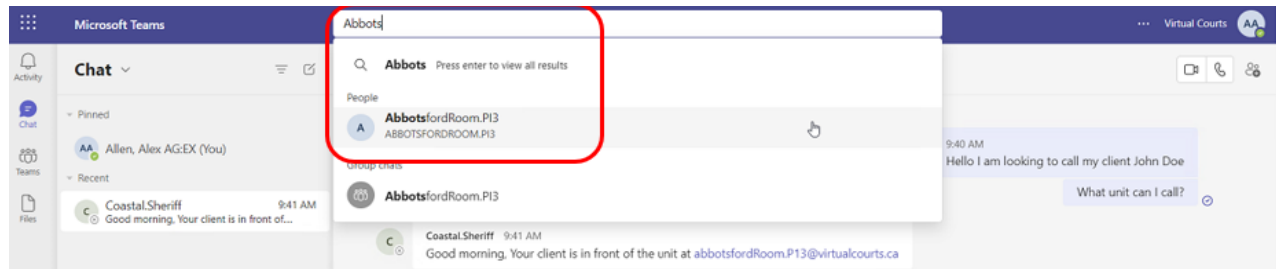
## Messaging in the Chat Section of the Team

Membership in the Virtual Bail Team allows any member to chat directly and privately with members of the Team. To navigate to the Chat section of the Team, select the Chat icon on the left-hand side of the Teams application.



To initiate a chat with another member, go to the search bar at the top of your MS Teams screen and type the full email address of the Virtual Bail Team member that you would like to Chat with.

**The first time that you initiate a chat with that member, you will need to type their full email address.** For subsequent messages, you only need to type the first few letters of their name.



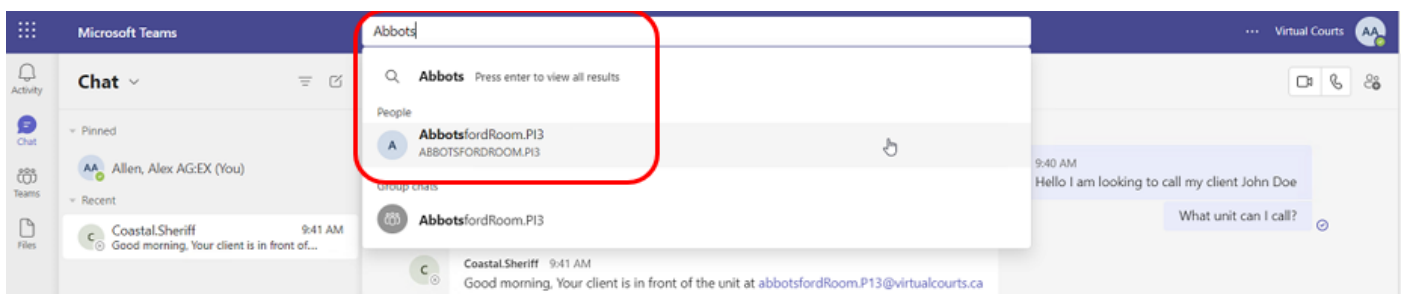
Select the name of the individual you wish to message with. A new Chat window will appear with only yourself and the Team member that you selected.

### Calling the Video Unit

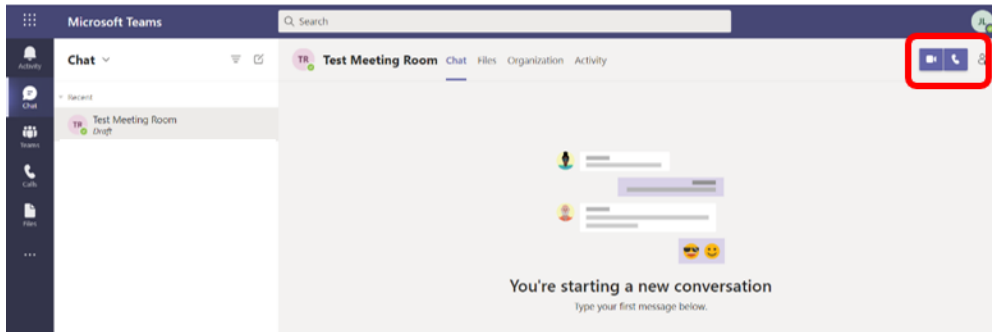
When needing to call an accused via the Video Unit, connect with the Sheriff Coordinator to determine the video unit location name where the accused is placed. Then navigate to the search bar at the top of your MS Teams screen and type the location name of the Video Unit you are needing to call and select them from the drop-down list.

**The first time that you initiate a conversation with that Video Unit, you will need to type the full Teams address.** For subsequent messages, you only need to type the first few letters of the Video Unit name. Information on how to call a video unit is available in the MS Teams Resources folder in the Files section.

Even though this step will look like you are initiating a chat conversation, this process is to set up video and audio calls only. Video units cannot receive nor reply to chat conversations. **Chat conversations should not be attempted with video units.**



A new Chat window will appear with only yourself and the Video Unit (you are not able to 'text chat' with the accused via the Video Unit). Select the camera option to start dialing the Video Unit. If you are wanting video, call via the camera option. If you are only wanting to dial the Video Unit with audio only, call via the phone option.



When calling, your screen will show it is “Dialing” the Video Unit you have chosen. If you are in another call already, such as Virtual Bail, your current call will be put on hold as soon as you dial the Video Unit (this will enable you to have the call with the accused and rejoin the Bail proceeding without having to wait in the lobby).

Once finished your call with the Video Unit **you must click “Leave” to end the meeting**, which will allow the clerk to call the accused at the video unit when required for court. If you do not click “Leave,” the accused will not be able to be called in to the courtroom meeting.