

## How to Join a MS Teams Northern Virtual Bail Appearance

Participants have the option of joining the meeting by phone or video. To join the meeting by audio or video, you will go into the MS Teams Links folder located in the Northern Virtual Bail General Channel. Here there will be a Northern Virtual Bail Links document where you will find the link associated with your virtual bail room or the conference number and participation ID for audio only.

### Microsoft Teams meeting

[Join on your computer or mobile app](#)  
[Click here to join the meeting](#)

Link to join meeting via computer

#### Or call in (audio only)

+1 604-335-9540,,837715753# Canada, Vancouver  
(844) 884-5561,,837715753# Canada (Toll-free)

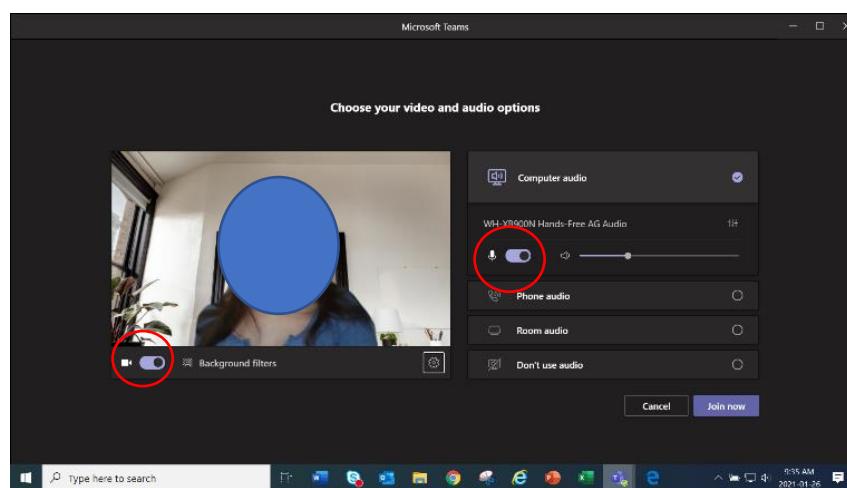
Phone Conference ID: 837 715 753#

[Find a local number](#) | [Reset PIN](#)  
[Learn More](#) | [Meeting options](#)

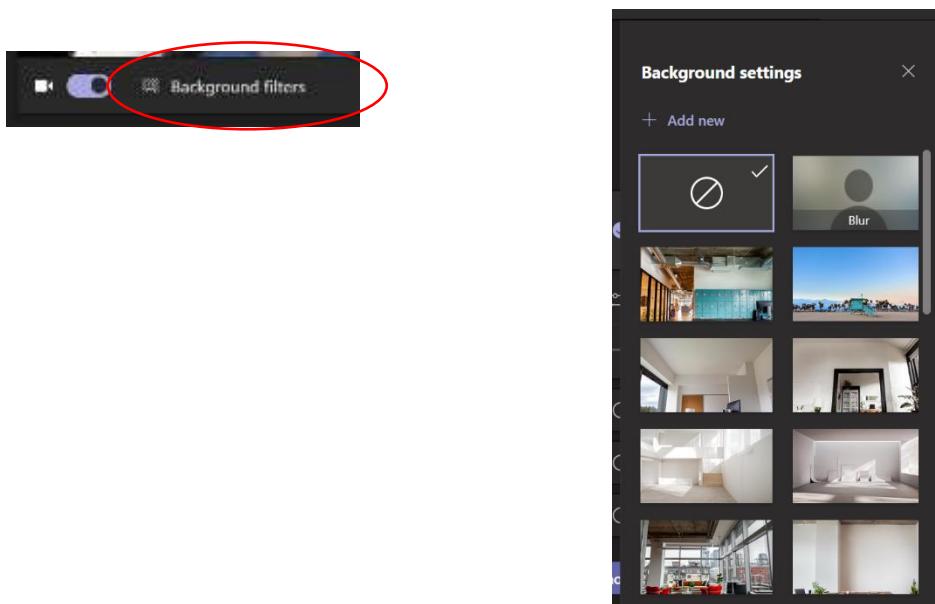
Meeting Phone  
number and  
Conference ID

## Initial Window When Joining

When joining a Team appearance, select “Computer Audio”, here the microphone toggle will appear to turn you microphone on or off. Below the preview of your video (if your camera is turned on) is where your camera can be toggled on or off before joining the meeting to avoid disruptions. (You can turn your microphone and camera back on if needed once in the meeting.)



Next to the camera toggle switch is the “Background Filters” option. Clicking “Background Filters” will open a small side window which will allow you to change your background if needed.



## MS Teams Toolbar

You will see a ribbon of options at the top right of the screen. Please see the numbers assigned to each screen to follow along with the description on the right of the image.

Your MS Teams toolbar may look like this:

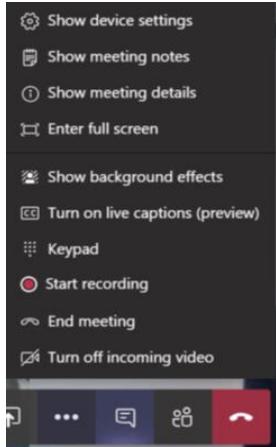


Or your toolbar may look like this:



- Video:** This button toggles the video on or off during the proceedings. If the video is off, it will have a diagonal line through it. The court clerk should have their video off during the proceedings and will encourage all participants who are not appearing on the matter before the court to turn off their video until their matter is called.
- Microphone:** This button toggles the microphone on or off during the proceedings. In the image above, the microphone is muted and has a diagonal line through it to show the participant that they are muted. The court clerk will mute their microphone during the proceedings unless interjecting for the record or calling a case and will encourage **all participants who are not appearing on the matter before the court to mute their microphone until their matter is called.**

3. **Share screen:** Any member can share screens to display documents but **should only do so if they have been directed to share screens by the Court.** Refer to Screen Sharing for further instruction.
4. **More options:** This opens a menu which provides access to many functions, including "Show device settings", "Show background effects" and "Enter full screen".

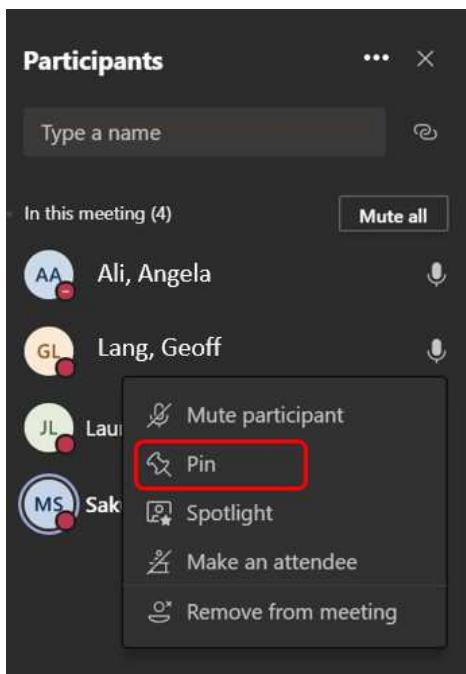


Please refer to the [\*\*Troubleshooting\*\*](#) document located in the Northern Virtual Bail Teams MS Teams Resources folder when fixing audio or video problems

5. **Raise hand:** Participants can click the "Raise Hand" to show the court that they have a question, which will display the participant's name and a yellow hand icon. (). To lower your hand after you have been addressed, simply click the "Raise Hand" function a second time.
6. **Show conversation:** This will display all typed conversation associated with the meeting. Participants are not to ask questions in the chat window, this chat is seen by all members of the meeting, even those who have not yet joined the meeting. **Court staff should remember that courtroom decorum should be maintained when interacting with court participants and should not utilize the Court appearance chat window.** This chat function is for **In-Court purposes only and should only be used when absolutely necessary to address the Court.**
7. **Show participants:** Clicking this opens the participant pane. This pane can be used to see who is speaking (their name will be bolded) and to determine who has their hand raised.
8. **Leave conference:** It is important participants leave the court appearance. To do so, click the "Leave" button to leave the meeting.

## Pinning Participants

In hearings when there are many participants attending, if the person you wish to see on video is not on your screen due to the number of attendees, you may wish to focus the video on certain individuals so they can be seen throughout the proceedings. This is referred to as "pinning" the participant. **"Pinning" only changes how you are viewing the attendees, if you "pin" a participant they will only be pinned on your screen.**



In order to pin a participant, select the participant from the participant pane and right click on their name. A dropdown menu will appear, and the participant can be pinned by selecting "Pin." They can then be unpinned using the same procedure

## Device Specific Troubleshooting Support

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### Computer using MS Teams application

The most stable way to use MS Teams is on a computer with the MS Teams application downloaded. Please view this Microsoft [hyperlink](#) to determine the minimum requirements for computers operating MS Teams. Please be aware after downloading MS Teams, some computers require a restart in order to complete the installation and set up of the MS Teams application.

Some laptops may experience feedback issues if the computer speakers and computer microphone are set too close together (either built into the computer too closely or external speakers set too close to the computer microphone). This can create a feedback loop as the audio projected out of the speakers is then fed into the microphone. The simplest way to address this issue is to use headphones with a microphone attached (as are common to use with many cell phones). Alternatively, plug in external speakers and move those farther away from the computer microphone, or adjust sound settings in MS Teams and/or on the device.

### Web application

If MS Teams is not downloaded, participants can also join via the MS Teams web application. This version of MS Teams is limited, and not all features will be accessible for the user (for example pinning parties is not possible on the web app). The MS Teams application is free to download.

## Cellphone or Tablet and appearing by video

If using a cellphone or tablet with video (not just audio) to join the meeting, it is encouraged to use headphones with built in microphones. When appearing by video on these handheld devices the microphone on the device will likely not amplify the participant's voice well, as these devices are intended to be used when held up against the mouth. Using headphones with a built-in microphone will allow the person to be heard clearly while still appearing in the video.

If using a tablet or cell phone, remember to find a stable place to put the phone or tablet for the duration of the appearance. It is visually distracting for participants to walk around while holding their phone or tablet with their video on. In addition, putting the mobile device in a stable place will allow for the participant's voice to be heard while limiting background noise caused by the device moving around.

## Joining with Two devices

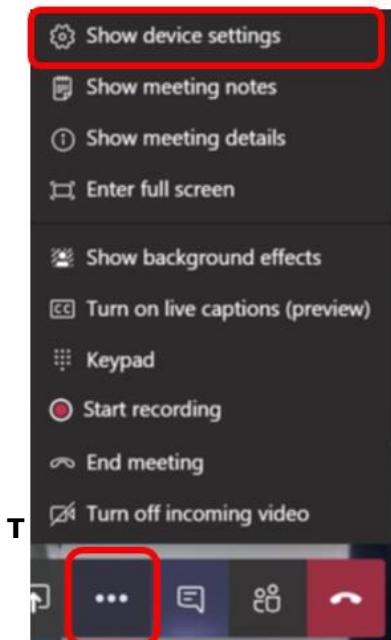
If experiencing issues with appearing via video and audio on one device, there is the option to join from two devices as long as steps are taken to remove audio feedback. For example, a participant can use their laptop to appear by video and mute the microphone and speakers on that device and then call in to the meeting with their cellphone for the audio part of the appearance. This can be used to troubleshoot audio issues from older devices, while still allowing the participant to participate in a video appearance too.

## Checking Device Settings

In order to access Device Settings, click the three ellipses on the MS Teams toolbar.

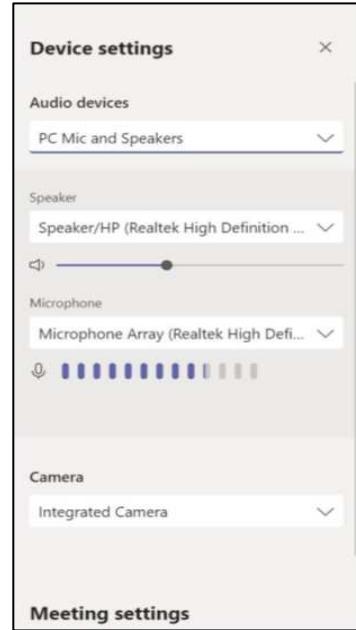


A pop-up menu will appear; select "Show Device Settings."

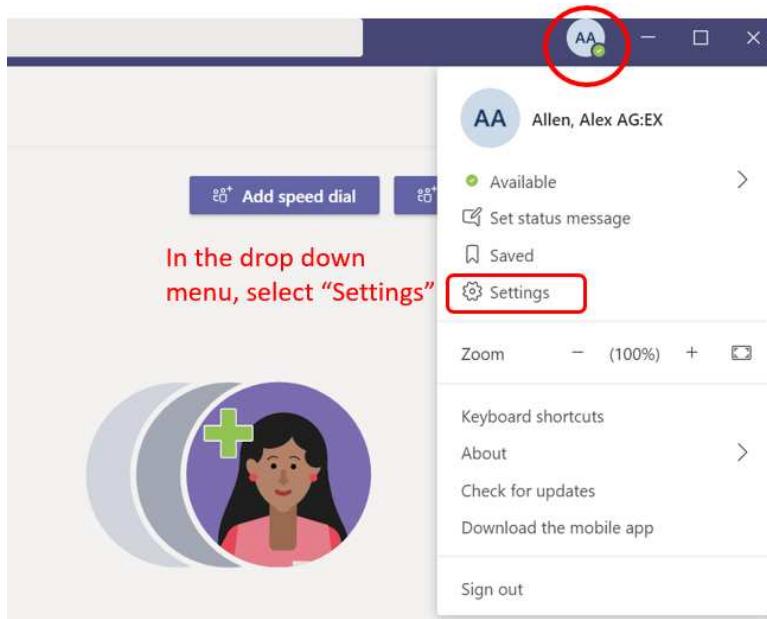


Once Show Device Settings is opened, confirm that the appropriate audio devices (speaker and microphone) are selected.

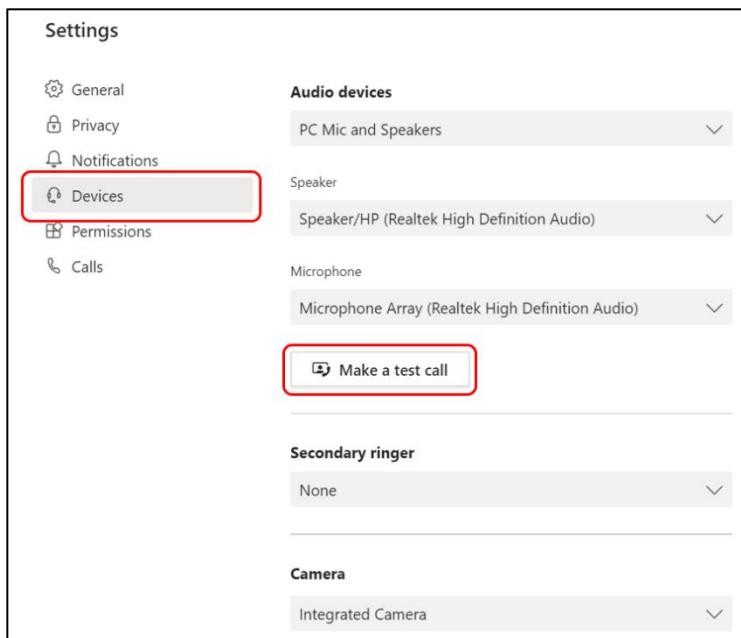
Adjustments can then be made to each device



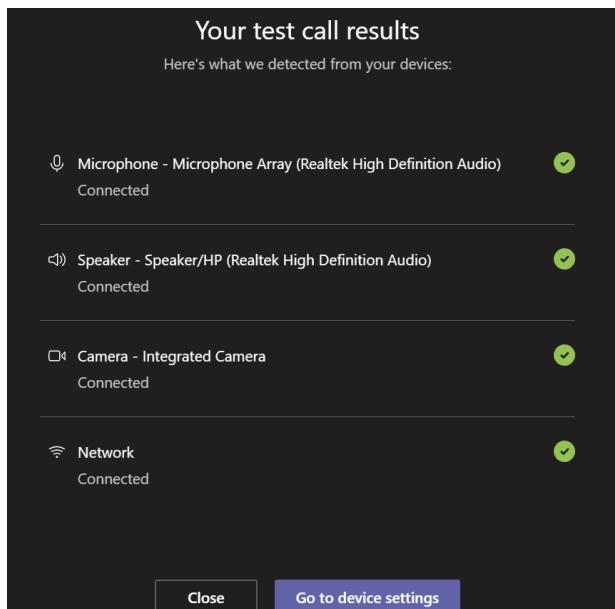
In order to test audio and video in MS Teams, open the MS Teams application and click on the circle with the initials in the top right corner to open a drop-down menu. Then select "Settings".



From the Settings screen, select Devices from the left menu, and then click the "Make a Test call" button.



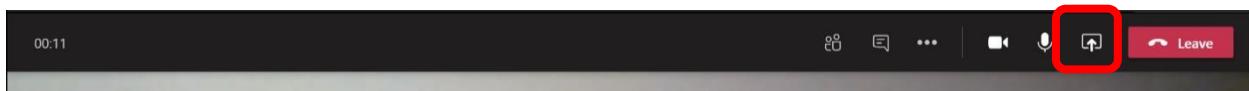
When you click this button, you will see a preview of the video appearance and hear a recording that states "To test your call quality record a small message after the beep. Your call will be played back to you." Once the beep plays, the participant can record their message and wait approximately 10 seconds for it to be played back. A results page is then shown for the test call – which will highlight any devices that need correction.



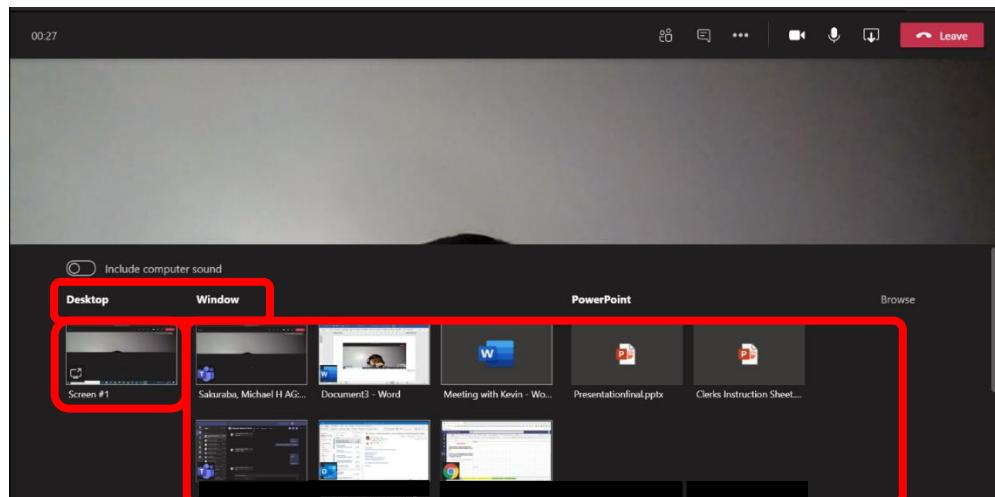
There is an option to check device settings and adjust the microphone or speaker inputs to hear the recording better.

## Sharing a Screen in MS Teams

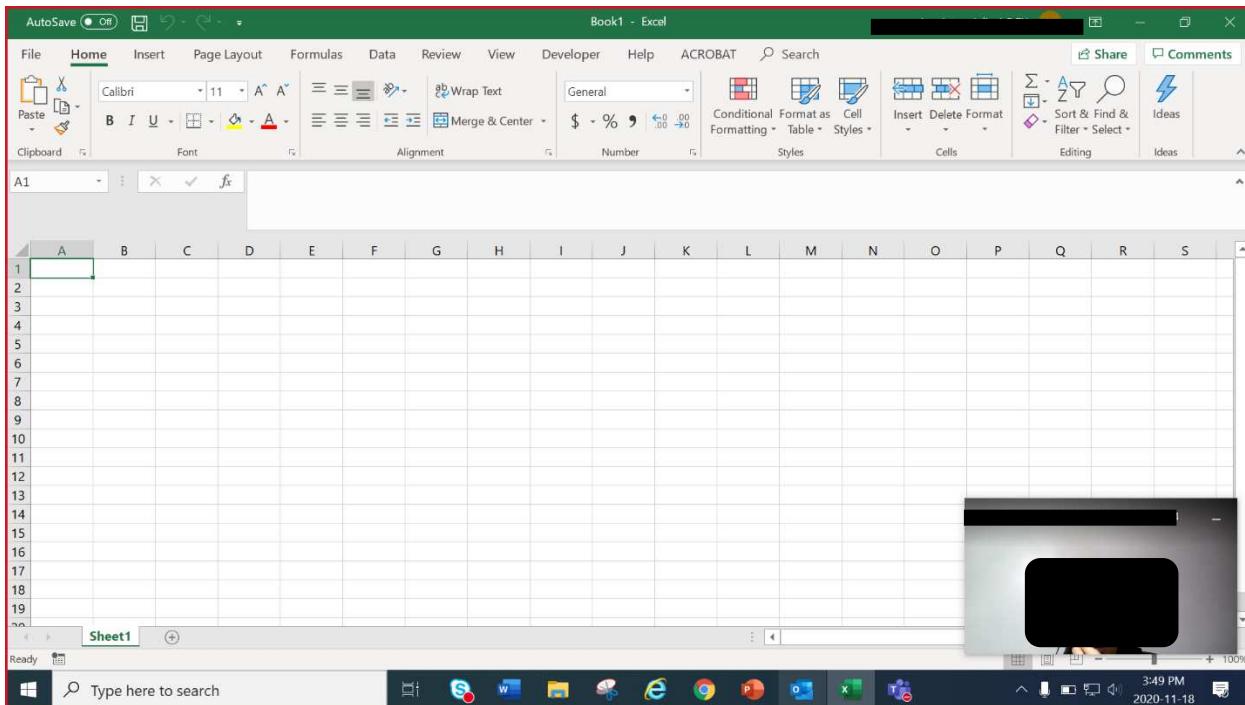
When you are connected to a MS Teams virtual appearance and need to share your screen, go to the top right side of your screen and click the share screen button (clicking this button does not automatically share what is on your screen)



A toolbar will appear at the bottom of your screen, you can select individual screen options **or** "Screen #1" which shares your **entire** desktop. If you only select an individual document to share, nothing else shown on our screen will be visible **except** for the document you have selected. If you select "Screen #1" **everything you do on your desktop will be visible**. If you are showing a video requiring sound also select "Include computer sound".



Once you have selected which document you would like to share, you will know you are sharing your screen when you see a **red line** on the exterior edge of your computer screen. This red line indicates what you are sharing. If you selected "Screen #1" the red edge will be visible with everything you do on your desktop. If you have selected an individual document the red edge will only outline that document. This red line will help you confirm what you are sharing to the other attendees. Example below:



As seen in the above example, the Teams meeting becomes a small window on your desktop as you are sharing. For others attending, what you are sharing will take up most of their Teams screen, all others attending via video will still be visible to them but will become smaller squares at the bottom of their screen. This will go back to normal once you have finished sharing.