

### ONLINE HEARINGS AND CONCLIATION SESSIONS MICROSOFT TEAMS

### **BEFORE THE MEETING**

This guide was prepared to help you join an online hearing or a conciliation session. It is the occasion to assert your rights; be prepared!

#### You will need:

An Internet connexion, preferably high-speed.

A computer (laptop or desktop) or a tablet with:

- A microphone;
- Speakers;
- A camera (webcam).

Your device must be **charged** or be **plugge**d in an outlet.

A neutral **background**.

A printed copy of your file.

A pen and paper to take notes.

### **Ideal circumstances**

Choose a **calm** environment, where you will not be disturbed.

- □ You must be **alone** in the room.
- □ Turn off the **ring tone** of your cell phone and home phone.
- Ask the other people in your household to abstain from using **Internet** during the meeting.

If you want to test the application before your meeting, we are available to help you! Contact the <u>Secretariat</u> of the Tribunal.



If you have additional documents that are not already in the file to present, send them by using our online service, no later than 30 days before your hearing. You must also send them to the other participants.

## JOIN THE MEETING

To use TEAMS on an Apple device, you need to download and install the application before the meeting. With Windows, no installation is necessary.

### Step 1: Click on the link you received by e-mail

□ A few minutes before the scheduled time, click on the link you received by e-mail.

mai 6	Audience - SAS-X-XXXXXX-XXXX Afficher sur Google Agenda									
mer.	Date mer. 6 mai 2020 7pm - 8:30pm (UTC) Lieu Réunion Microsoft Teams Qui SAS_Convocation*									
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#### **Step 2: Join the meeting**

- □ If you don't have the application, click on « Continue on this browser ».
- □ If you have the application, click on « Open your Teams app ».



# JOIN THE MEETING

### Steph 2: Join the meeting (continued)

- A. Write your name
- B. Turn your camera on
- C. Cut your microphone off
- D. Click on « Join now »

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❑ Your are now in a virtual waiting room until the judge starts the TEAMS meeting. A few minutes may go by before you are able to communicate with someone.

Un participant à la réunion vous laissera entrer bientôt					
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□ The judge will let you in and the meeting will begin.

## **DURING THE MEETING**

- > If you have **technical difficulties**, the judge will contact your by e-mail or phone.
- You cannot record the meeting or take screenshots. If you want a copy of the recording, contact the Tribunal. The conciliation sessions are not recorded.
- Cut your microphone off when you are not talking.

### **A FEW FEATURES**

### Display bar



On a cell phone or tablet, touch the screen to show these options.

### Leave the meeting

Once the meeting is over, you can click on the "Hang up" icon.

