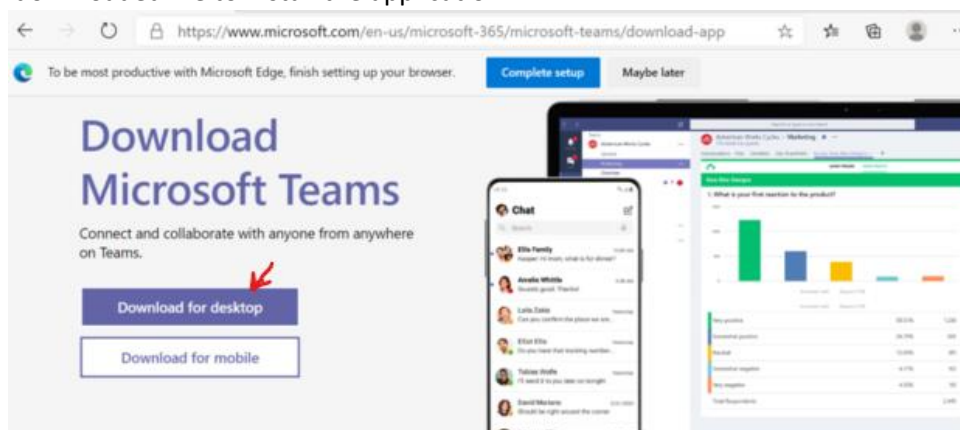




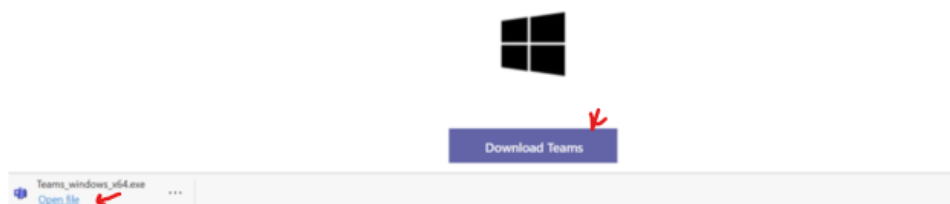
Instructions for Downloading the [Microsoft Teams Desktop Client](#) or Using the [Microsoft Teams Web Client](#)

[Microsoft Teams Desktop Client](#)

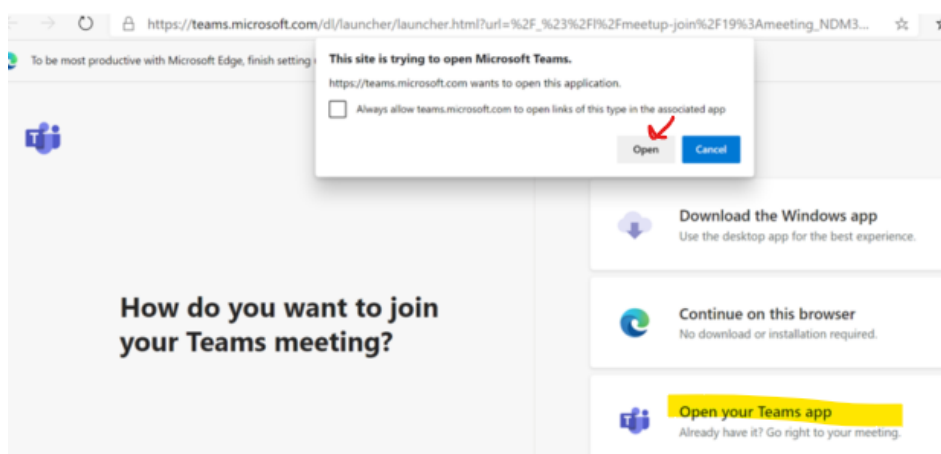
1. Download and install Microsoft Teams (Teams) from the Microsoft Teams Download page: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>. Double click on the downloaded file to install the application.



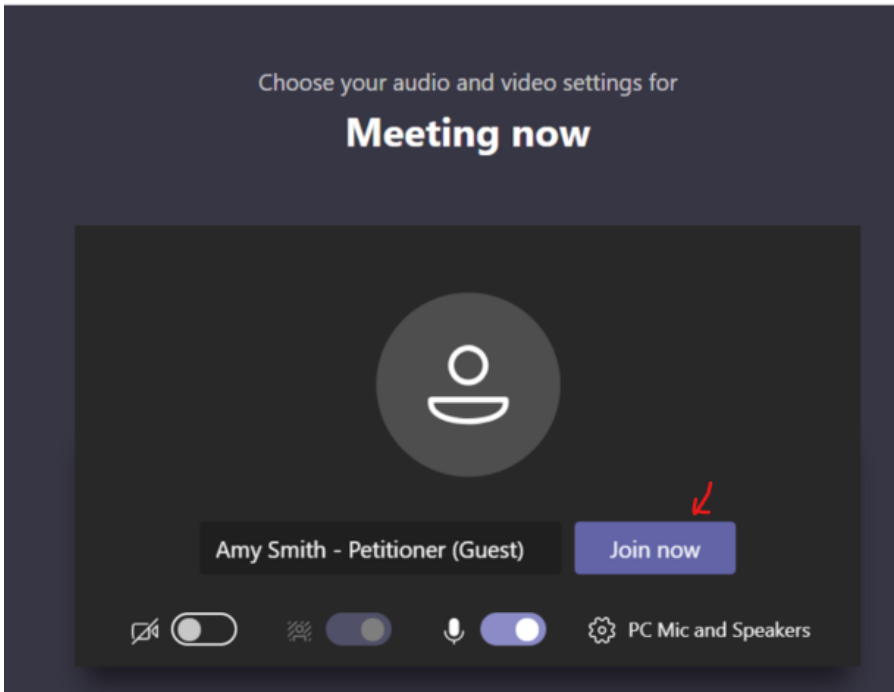
Download Teams for work on your desktop



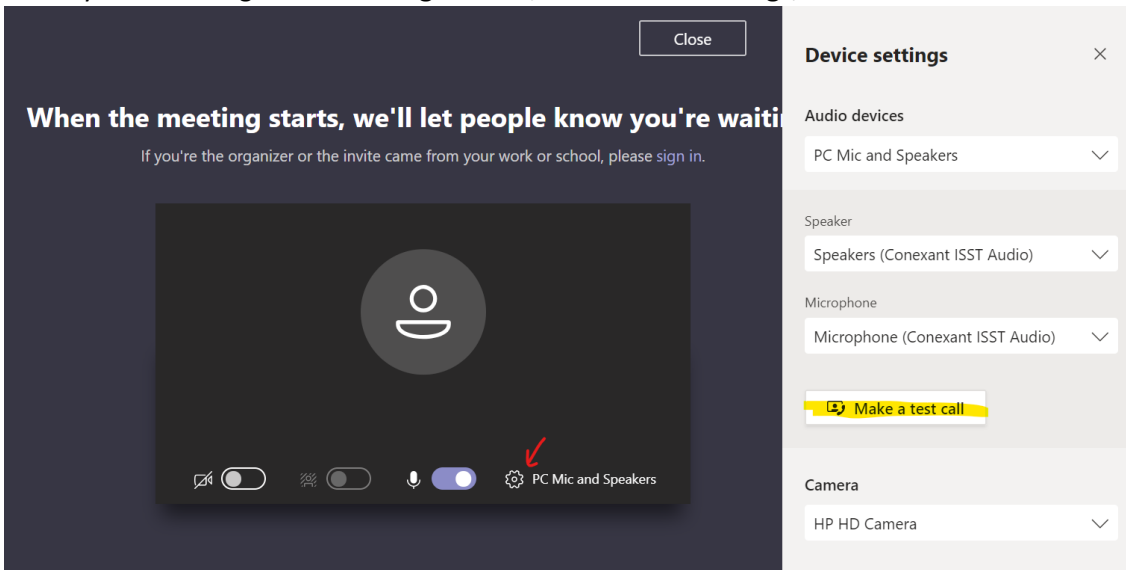
2. No need to create a Microsoft Account if you don't have one. As a test to make sure everything is working, open the [Court's Teams test](#) link in a browser, then click **Open your Teams app**.



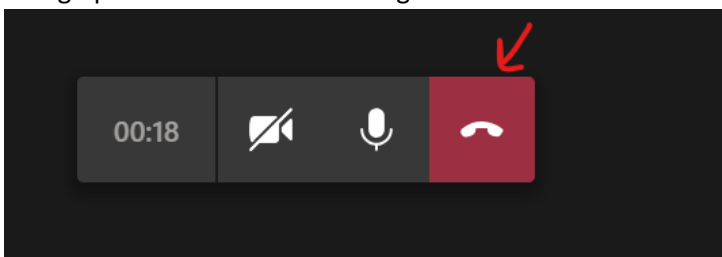
3. Enter your name. First Name, Last Name and Party Description. For example, Amy Smith-Petitioner. Click **Join now**.



4. Once connected successfully, you will see a screen that will indicate 'When the meeting starts, we'll let people know you're waiting'. Click on the **gear icon**, then **Device Settings**, then **Make a test call**.



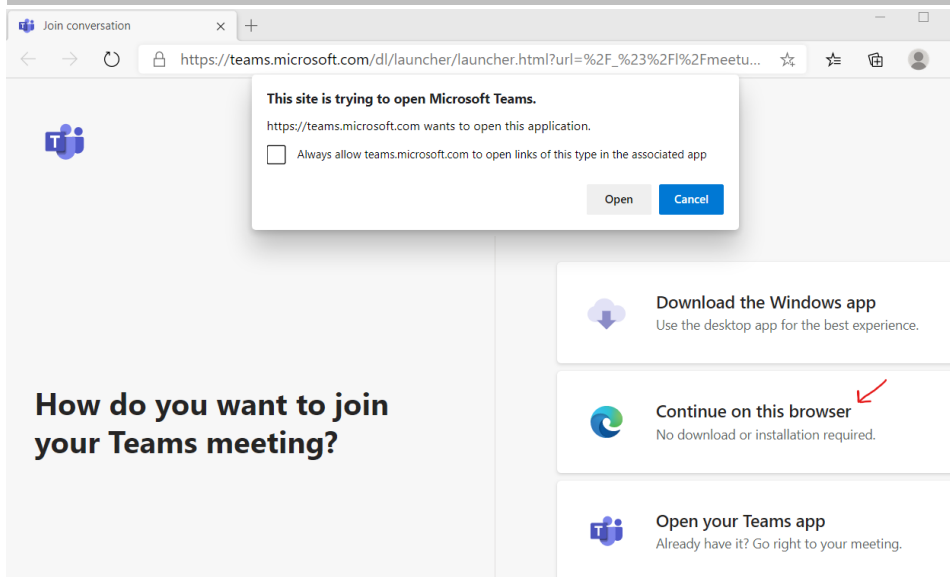
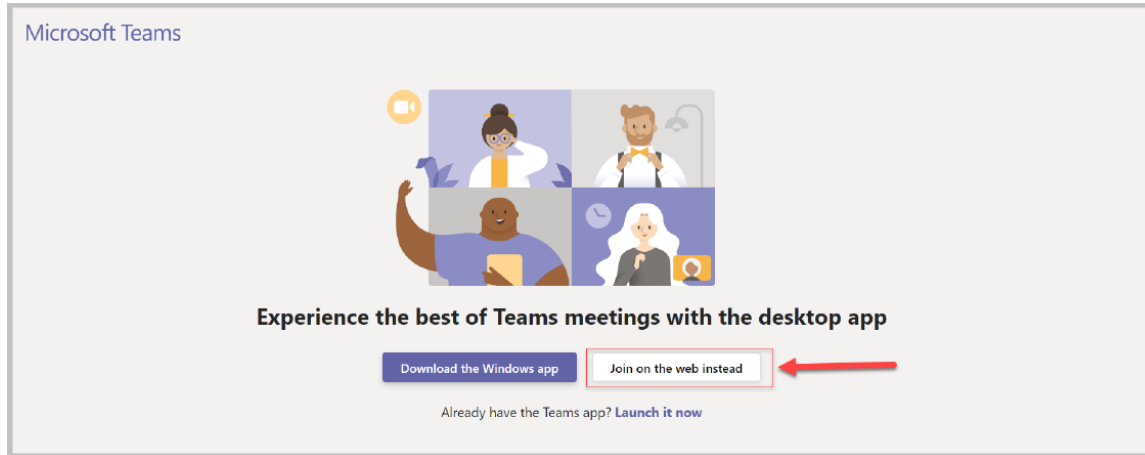
5. Hang up from the Teams meeting.



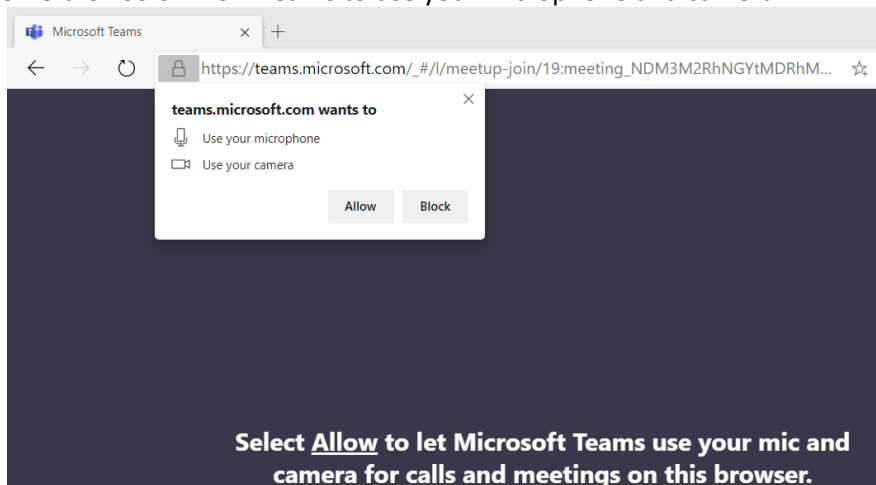
[Microsoft Teams Web Client](#)

Supported browsers: Internet Explorer 11, Microsoft Edge, the latest version of Chrome, the latest version of Firefox

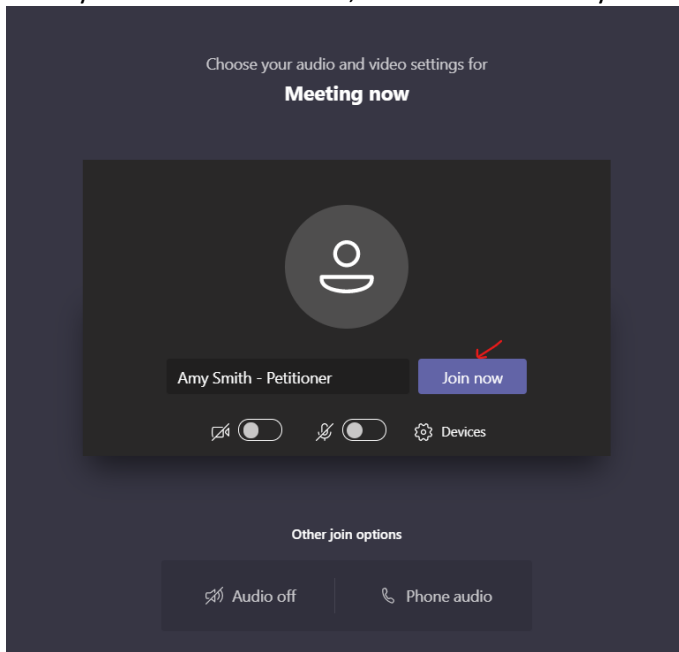
1. As a test to make sure everything is working, open [Court's Teams test](#) link in a browser.
2. Select 'Join the web instead' option or 'Continue on this browser'.



3. Chrome browsers: Allow Teams to use your microphone and camera.



4. Enter your name. First Name, Last Name and Party Description. For example, Amy Smith - Petitioner. Click **Join now**.



5. Once connected successfully, you will see a screen that will indicate 'When the meeting starts, we'll let people know you're waiting'. Click **Close**.

