



Best Practices and Tips for Successful Remote Appearances in Microsoft Teams

TECHNICAL RECOMMENDATIONS FOR A TEAMS REMOTE APPEARANCE

It is strongly recommended that remote hearing participants download the Microsoft Teams desktop application. You may choose that download when first entering the Teams meeting or you may separately download the program at:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

While it is possible to access Teams in a web browser without the application, or on a smartphone or other device, these methods are less stable and may interrupt your connection to the remote hearing.

Recommended Browsers: Google Chrome 65 and Microsoft Edge 83 (or later)

Your (technological) success in a remote courtroom appearance is greatly dependent upon the strength and stability of your internet connection. This table lists the internet speeds you need:

Application	Direction	Minimum speed	Better
Video	Upload	3.0 Mbps	5.0+ Mbps
	Download	3.0 Mbps	5.0+ Mbps
Audio	Both	100 kbps	100+ kbps

SETTING UP YOUR AUDIO, VIDEO, AND ENVIRONMENT

Use a headset with mic if possible. This provides the optimal audio experience for both you and other meeting attendees. If a headset isn't available, use your device's built-in audio/mic. Call in via mobile device only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.

Avoid sitting with your back to a window or bright light source. This causes a silhouette appearance where others cannot see you or determine your identity. Adequate lighting is critical for all parties on camera.

Think about the background. Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees.

Close doors to avoid unexpected visitors. Many of us are working in a home environment where others may pass by or inadvertently interrupt.

JOINING A MEETING

For full audio/visual experience, join using the Teams Desktop Application.

[Click here to download the Microsoft Teams Desktop Application](#)

Join no more than 5 minutes early if possible. This allows you to make sure everything is working and gives time to make any adjustments.

Mute other devices and apps. Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.

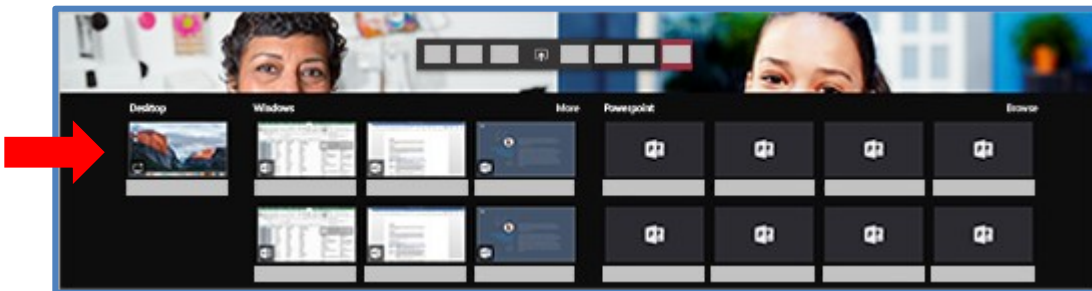
The Meeting Lobby. All participants will enter the meeting lobby (a virtual waiting room) before the hearing begins. **If you are in the meeting lobby for more than 15 minutes,** Microsoft Teams automatically ends the session and **you will need to rejoin.** If this happens, refer back to your confirmation email and re-click the Meeting Join Link.

Enter muted. Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.

ATTENDING AND PARTICIPATING IN A MEETING

KEEP YOUR MIC MUTED. Most important: Keep your mic muted unless you need to speak or are leading the meeting. You can mute and unmute yourself by clicking the microphone icon in the Meeting Controls Panel, or by using the shortcut Ctrl+ shift + M.

Share content through your desktop (not PowerPoint). Sharing your presentation in the PowerPoint application allows other participants to privately view the file. To control the pacing of your presentation, make sure to share your desktop when sharing content.





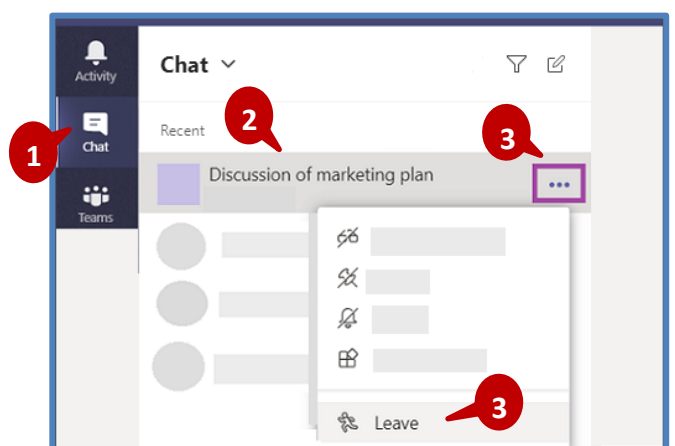
Pin the courtroom and judge so their videos are always visible, regardless of who's talking. Teams tries to anticipate what you'll want to see in a meeting. When someone starts speaking or sharing content, Teams shows them on your screen. We strongly recommend pinning the courtroom and judge so they remain visible throughout the hearing. Right click on their tile and select **Pin**. To undo this, right click again and hit **Unpin**.

Breakout rooms for private conversations. Up to 24 participants can be moved from the main conference into breakout rooms. Participants must join the meeting from a single device in order to be placed in a breakout room. Dial-in participants cannot be placed in breakout rooms. **Note: Do not leave the breakout room.** The JA will end the breakout room session and return participants to the hearing. Leaving the breakout room will expulse you from the hearing. If this happens, you can rejoin by clicking the **Meeting Join Link** in your confirmation email.

Chat feature is available to video participants, and audio participants who join on the Teams app. The chat is not monitored by the Court.


Persistent chat group is automatically created by Teams for each meeting. The Court is not responsible for the usage of the group chat. You can opt to leave the chat at any time after the hearing ends. To leave the chat:

1. Select **Chat**  to open the chat list.
2. Find the name of the group you want to leave.
3. Then select **More options**  > **Leave**.



Support

For technical assistance, please call the Service Desk at **213-830-0400**.

 Normal Support Hours Mon - Fri, 7:30 am - 5:30 pm