

Step-By-Step Guide for Using Microsoft Teams

If you are using a Desktop or Laptop Computer, Option #1, Using the Web Browser:

1. Open up your email account and navigate to the email which contains the hearing link that was sent to you from LB, Hearings (ra-lbhearings@pa.gov).
2. Open the email, and scroll down until you see the link titled "Click here to join the meeting."
3. Click on the link "Click here to join the meeting."
4. A webpage will open giving you three options: Download the Windows app, Continue on this browser and Open your Teams app."
5. Select "Continue on this browser."
6. A pop-up box will appear asking if Microsoft Teams can use your microphone and your camera. Select "Allow."
7. A new screen will appear asking you to enter your name. Enter your name, double check that both video and audio are on, and then click "Join now."

If you are using a Desktop or Laptop Computer, Option #2, Downloading the Teams App:

1. Open up your email account and navigate to the email which contains the hearing link that was sent to you from LB, Hearings (ra-lbhearings@pa.gov).
2. Open the email, and scroll down until you see the link titled "Click here to join the meeting."
3. Click on the link "Click here to join the meeting."
4. A webpage will open giving you three options: Download the Windows app, Continue on this browser and Open your Teams app."
5. Choose the "Download the Windows app."
6. A second page will open, click "Download Teams." The file will begin downloading.
7. When the download file is complete, it will appear in the lower left corner of your screen.
8. Click on the downloaded file in the lower left corner once to open Teams.
9. A new Teams window should automatically open. If it doesn't, navigate back to your desktop and look for the blue Microsoft Teams Icon.



10. Click on the icon to open Teams.
11. Another pop-up box will appear. You may have your name filled in already, or it may ask you to enter your name.
12. Enter your name. Double check to make sure the video and audio are both blue, indicating they are on. If they aren't, click on them to turn them on.



13. Click "Join now."

If you are using a Desktop or Laptop Computer, Option #3, Open your Teams app:

1. This option applies if you already have a Teams app on your desktop or laptop computer.
2. Open up your email account and navigate to the email which contains the hearing link that was sent to you from LB, Hearings (ra-lbhearings@pa.gov).
3. Open the email, and scroll down until you see the link titled "Click here to join the meeting."
4. A webpage will open giving you three options: Download the Windows app, Continue on this browser and Open your Teams app."
5. Select "Open Microsoft Teams" or "Open your Teams app."
6. Enter your name. Double check to make sure the video and audio are both blue, indicating they are on. If they aren't, click on them to turn them on.
7. Click "Join now."

If you are using a Smartphone:

1. Open up your email account and navigate to the email which contains the hearing link that was sent to you from LB, Hearings (ra-lbhearings@pa.gov).
2. Open the email, and scroll down until you see the link titled "Click here to join the meeting."
3. Click on the link "Click here to join the meeting."
4. A webpage will open giving you two options: Get Teams and Join Meeting.
5. Select "Get Teams."
6. This selection will either take you to Google Play or the Apple store. Click "Install."
7. Once the app is installed, select "Open."

8. The next screen will ask you to either Join meeting or Sign in and Join. Select “Join meeting.”
9. Enter your name in the pop-up box and select “Join meeting” again.
10. A pop-up box will appear asking permission to allow Teams to record audio. Select “While using the app.”
11. A new screen will appear asking you to enter your name then click “Join now.”
12. Once you have been admitted into the virtual hearing room, turn on the audio and video at the bottom of the screen by clicking on the icons.

