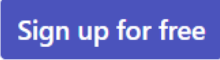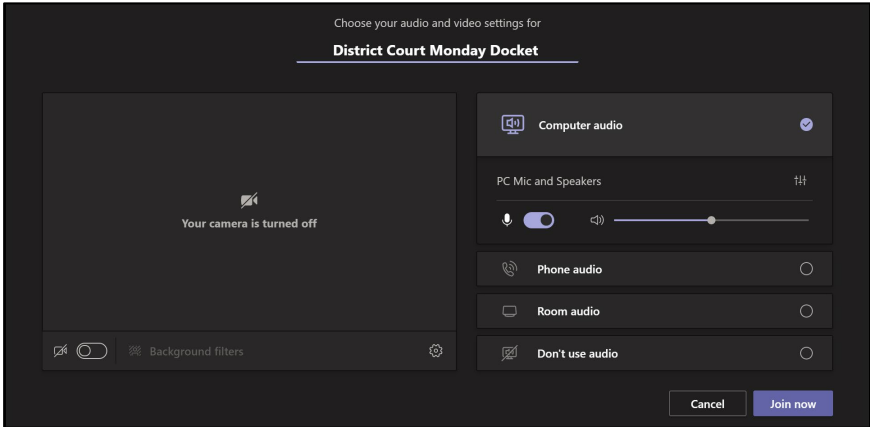# Teams
Installing & Joining
Quick Reference Guide

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| Legend: | Look for *Helpful Hints* | Bold Text = **Action** | Bracketed Text<> = button or link |
| | Click=Select w/ Mouse or Touch Pad | Italicized Text = Object of Action | Single Quotes = Description |

Step	Objective	Action
1	**Installing Teams Application** ***Helpful Hints:*** After the Teams app has finished downloading, if you are using Chrome, **click** the download item that appears in the lower left corner of your browser window. If you are using Internet Explorer, **click** <Run> in the dialogue box that appears in the lower center of your browser window.	1. **Browse** to https://www.microsoft.com/en-us/microsoft-teams/download-app. 2. **Click** <Sign up for Free> to create an account. Sign up for free 3. **Click** <Download for desktop>. Download for desktop **Note:** You can choose to use the web application instead of downloading the Teams app. 4. **Click** <Download Teams>. 5. The Teams application will install and launch automatically.
2	**Signing into Teams**	1. When Teams starts, a login screen will display. **Enter** your email address and password. 2. **Click** on the link provided by the court to join the remote court hearing. 3. **Choose** your audio and video settings. 4. **Click** <Join Now>. Choose your audio and video settings for **District Court Monday Docket** Your camera is turned off Computer audio PC Mic and Speakers Phone audio Room audio Don't use audio Background filters Cancel Join now 5. Depending on the meeting setting, you will be admitted into the session, or placed in a lobby where a facilitator will admit you.

3	Meeting Control Panel Elements	

1. *Participants:* **Click** the *Participants* button to view a list of meeting attendees.

2. *Chat:* **Click** the meeting chat button to chat with meeting participants via text.
   a. **Note:** The meeting chat is visible to all participants in the meeting using the Teams application.

3. *Camera:* **Click** the *Camera* button to turn your camera on or off. If camera is off, the icon will display a slash through it.

4. *Microphone:* **Click** the *Microphone* button to mute or unmute your microphone. If your microphone is muted, the icon will display a slash through it.

5. *Share Screen:* **Click** the *Share* button to display a control panel with options for sharing your entire screen or a specific window. While sharing, **click** the *Share* button again to stop sharing.
   a. **Click** the *Include computer audio* toggle if you want to share audio from your device.

   Note: Content displayed while sharing your screen will be visible to all participants in the meeting using the Teams application.

6. *Leave:* **Click** the *Leave* button to leave the meeting.