



## Running *Microsoft Teams* On Your Computer

Introduction .....	1
Installing on Windows PCs and Macs.....	3
iPads, iPhones and Other Tablets (not recommended) .....	9
Accepting Invitations from the Court.....	10
What to do if the Court Doesn't Send you a Link.....	11

### Introduction

1. Microsoft Teams is relatively new. It is not the same thing as, but is intended by Microsoft eventually to replace, Skype for Business: 'SfB' or 'S4B'. Whilst most courts are using SfB, some are using Teams.
2. The good news is that you should be able to set yourself up on it fairly quickly if you follow this guide. It is free – you do not need to pay for a subscription to anything.

#### **N.B. There are two things you should know before proceeding:**

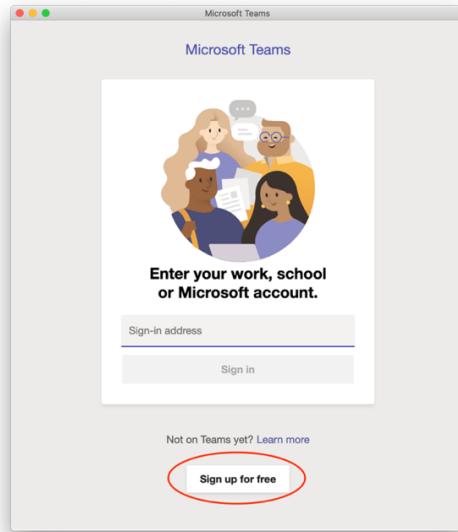
- i. It is possible to enter the video hearing without creating an account on Microsoft Teams, just by downloading the software as set out below and then clicking on the link the court sends you...  
**BUT** you won't know if Microsoft Teams is working until the hearing which may be a bit of a risk.
- ii. It is also possible to run Microsoft Teams in a browser window (without installing the software) if you have Internet Explorer, Microsoft Edge, or Chrome. It won't work properly in Apple's Safari browser...  
**BUT** it is probably safest to download and install the desktop software, or app, so you know you can get it working and ensure you have both a working system and a Microsoft Teams account in advance of any hearing.



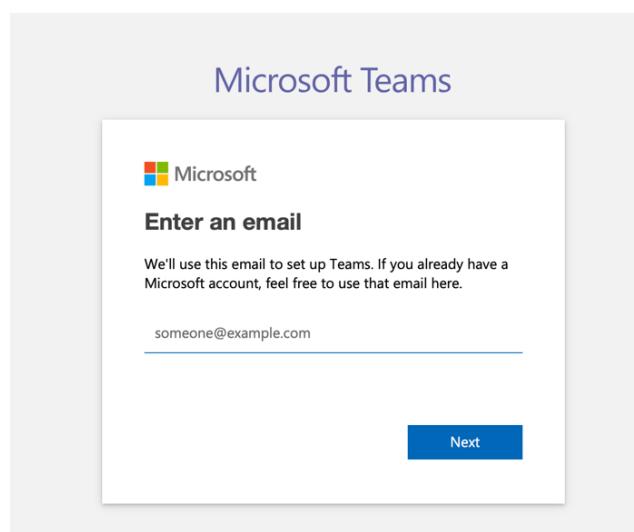
3. Once you are set up, the court should be able to email you an invite to join a Teams video conference as a guest. Make sure the court has the email address that you used to log into Microsoft Teams.
4. The best thing to do is to set up your Teams account with your chambers/professional email address.  
**Do not try to set it up with a cjsm email address, it does not seem to work.**
5. The court should send you a link to join the meeting. If they don't send you a link see the guide on the last page of this note.
6. The first thing you may want to do is test that you can get Microsoft Teams working on your computer.
7. This guide should work whether you have a Windows computer or a MacBook. The guide uses screenshots from a Mac, but you ought to see similar screens on a Windows computer.
8. Go to the Download pages for Microsoft Teams:  
<https://products.office.com/en-gb/microsoft-teams/download-app>
9. Then follow the guide below.

## Installing on Windows PCs and Macs

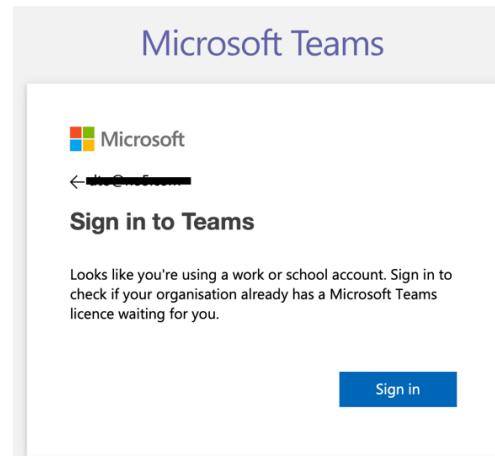
1. After you have downloaded the software, follow the instructions.
2. You should end up with this screen:



3. Click "Sign up for Free" – don't worry if you think you already have a Microsoft account with this email address – we'll cover that in the next few screens.
- N.B. If you don't get this screen, and just get a box asking you to sign in, use your work email address and follow the instructions below as they apply. You may find you skip a lot of the steps below. If you are asked to select a work or personal box to tick – tick "work".**
4. A web page will open, and you should now see this screen:

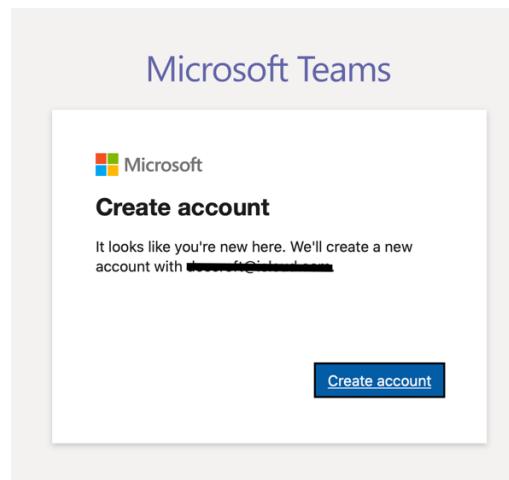


5. Type in your chambers / professional email address. You will be taken to one of two screens:

Screen 1	or	Screen 2
 <p><b>How do you want to use Teams?</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>For school</b> To connect students and faculty for courses and projects, in a classroom or online</li> <li><input type="radio"/> <b>For friends and family</b> For everyday life, to make audio or video calls</li> <li><input type="radio"/> <b>For work</b> To work with teammates wherever they are</li> </ul> <p><a href="#" style="background-color: #e0e0e0; color: inherit; text-decoration: none; padding: 5px 10px;">Next</a></p>		 <p><b>Microsoft Teams</b></p> <p>← [REDACTED]</p> <p><b>Sign in to Teams</b></p> <p>Looks like you're using a work or school account. Sign in to check if your organisation already has a Microsoft Teams licence waiting for you.</p> <p><a href="#" style="background-color: #0072bc; color: white; text-decoration: none; padding: 5px 10px;">Sign in</a></p>

### Screen 1

6. If you get the first picture carry on with the following steps. If you get the second, jump to paragraph 17.
7. Tick the “For work” box and click “Next”.
  8. You may get a message saying you are already signed in on a different account. If that happens, click “Sign out and sign in with a different account.” You should then see this screen:

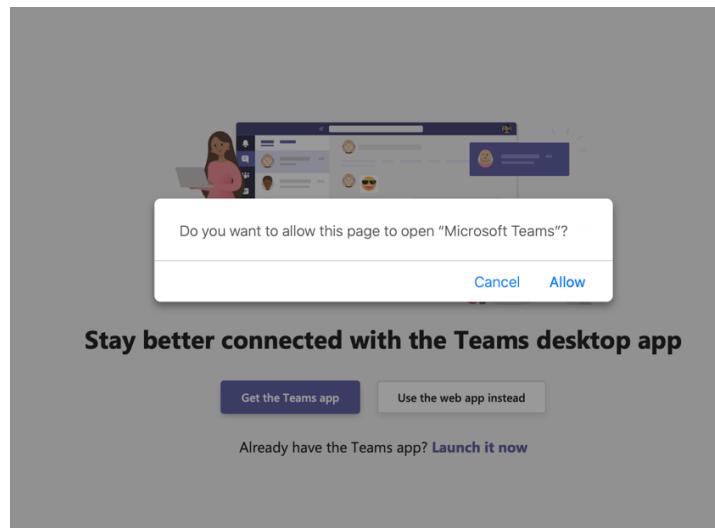


9. Click “Create account”. Then choose your password.

10. You may be asked to verify your account by typing in a code that is emailed to you. Type in the code.

11. You will then be asked to confirm your date of birth and the region you are in (UK).

12. On the next screen you will be asked to confirm your name, business name, and your region again (UK). It should give a loading screen and then show this screen:



13. Click "Allow", and Microsoft Teams should open.

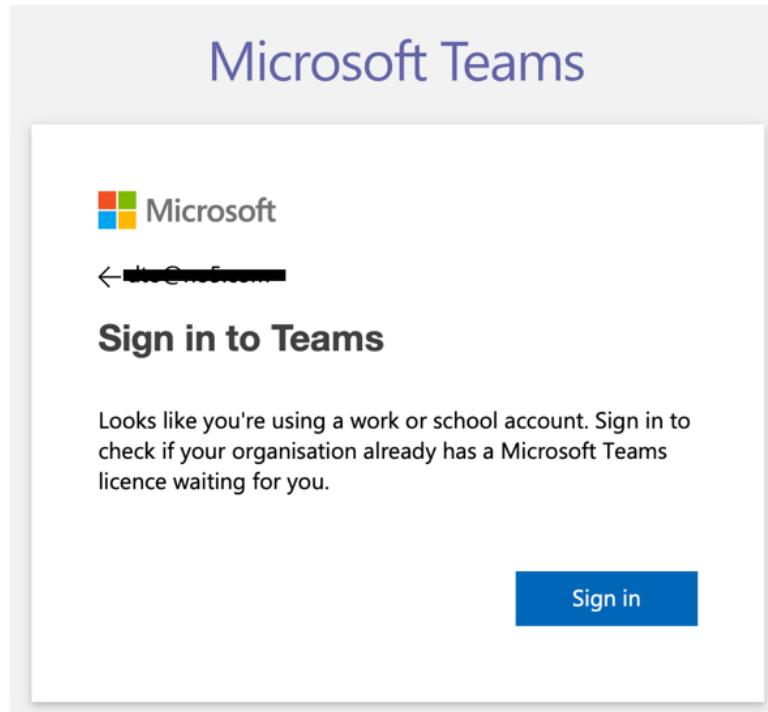
14. That's it you are set up.

15. You may be asked to log back in after it sets you up. Don't forget to tick the box confirming it is a work account (as opposed to a Home or School account).

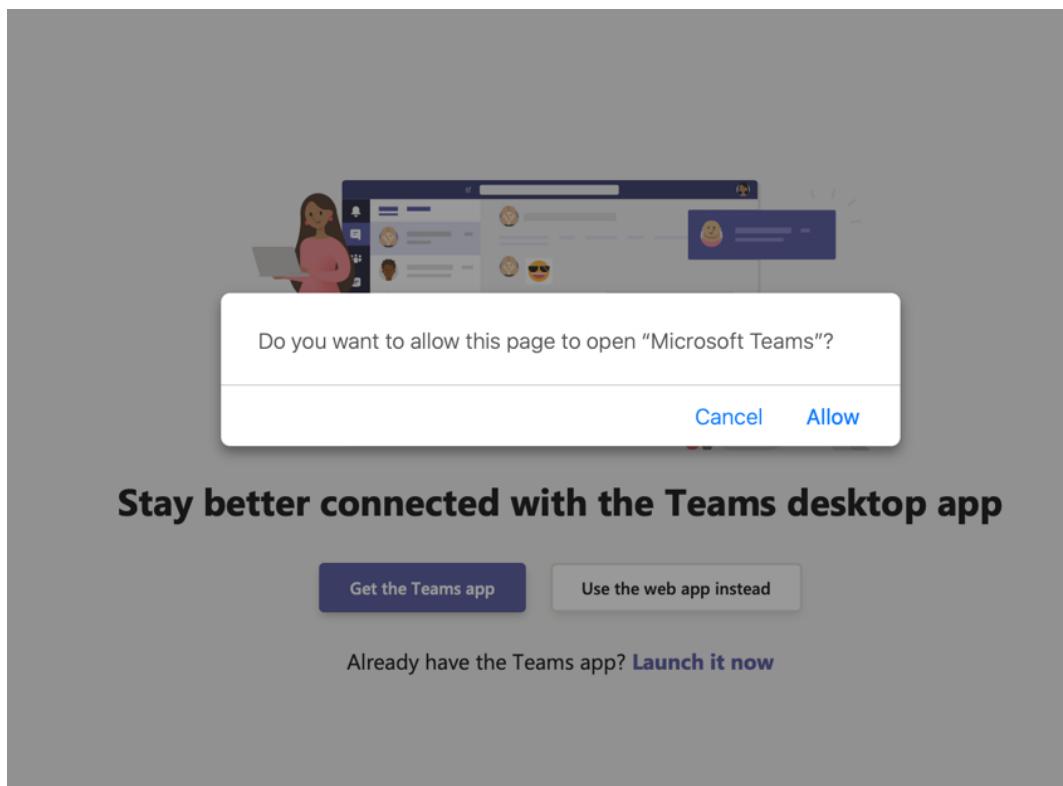
16. Now go to paragraph 29.

## Screen 2

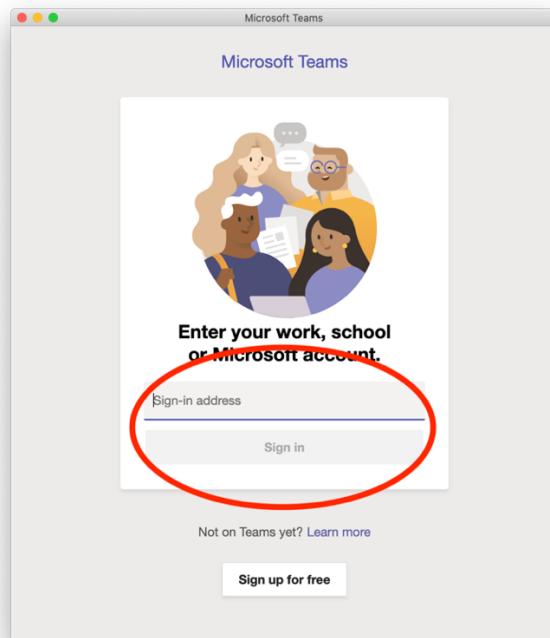
17. Click “Sign in” if you got this screen:



18. You should then see this screen and click “Allow”.



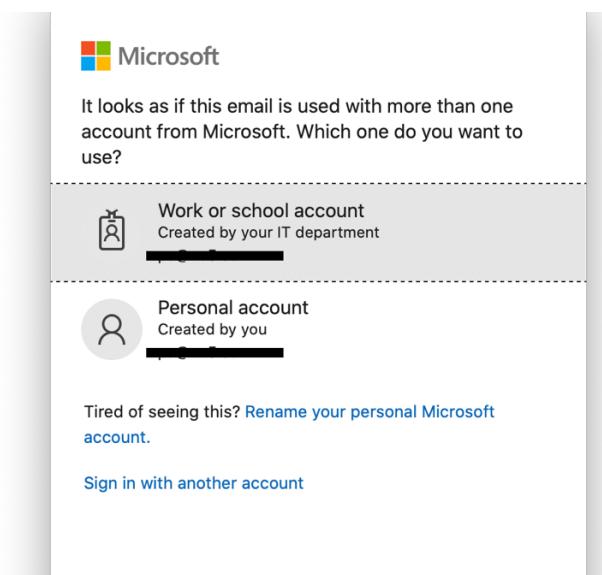
19. It will then try and reopen the software and you should then be taken back to the Sign In screen you started with:



**N.B You may find that the window above has disappeared behind another window. So you may need to hunt around on your screen to find it.**

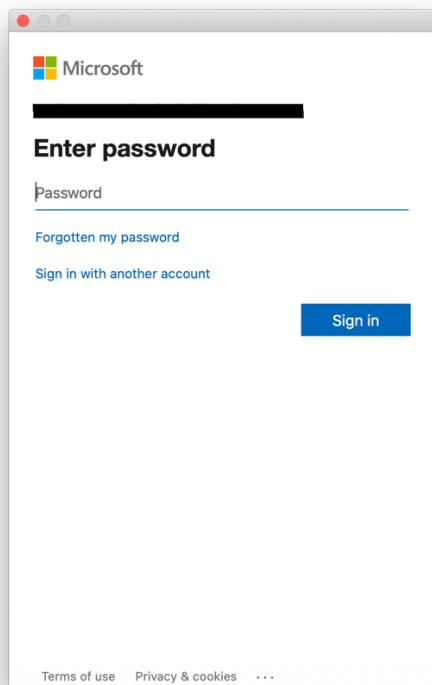
20. Type your work email address in again in the “Sign-in address” box and click “Sign In”.

21. You may get the following screen, in which case click on the “Work or School account” option (if not go to paragraph 22).

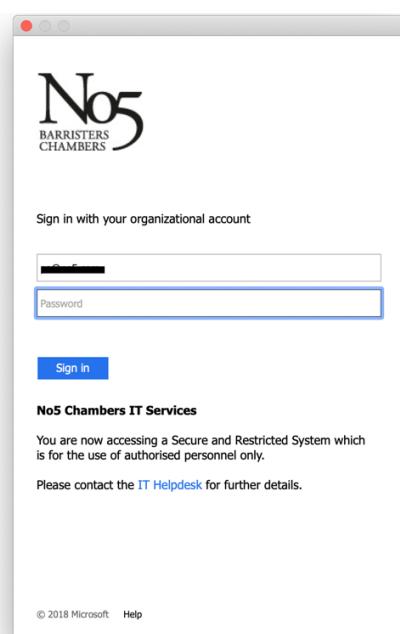


22. You should then see one of two screens. The first is the standard Microsoft log in page, the second is the bespoke page some chambers may have (obviously this one has the No5 logo, others will be different).

Either this: (a)



or this: (b)



23. Type in:

- the password you have just set up; or
- the one you use for your chambers account.

*This will be the password that you use when accessing Microsoft products in chambers or your standard chambers password (It will depend on your chambers – if you are not sure, ask the IT person in chambers which password you should use).*

24. That's it. You should be logged in.

25. Now go to paragraph 29.



## iPads, iPhones and Other Tablets (not recommended)

26. If you download Microsoft Teams, you can theoretically sign up for a Microsoft Teams account by using the guide on the app, but it will get complicated if you have a work account already and the whole process can get bogged down. It's safer and easier to set up on a computer, and then use the email address and password you create to log into your phone or tablet's version of Microsoft Teams.
27. You may need to enable the camera and microphone by clicking on the square buttons on the bottom of the screen - tap the screen if you can't see them.
28. Using Microsoft Teams on tablets and phones is not recommended, but as a backup they can be used if all else fails.

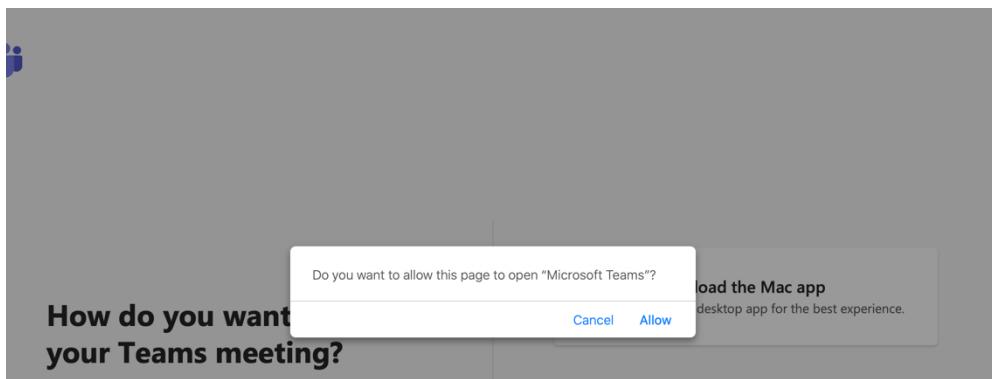
## Accepting Invitations from the Court

29. You should have provided the court with your Microsoft Teams email address. This will be the one you used to set up Microsoft Teams.
30. When the court invites you to the meeting, click on the box or link in the email and it should open Microsoft Teams automatically.
31. If you get a calendar invite, click accept and it should save the meeting in your diary. The entry in your diary should now contain a link at the top saying “Join Teams Meeting”. Click on that link shortly before the hearing is due to start. If you can’t find the email invite – double-check your diary, it may already be there.

**N.B. It may be a good idea to test the invitation link as soon as you receive it.**

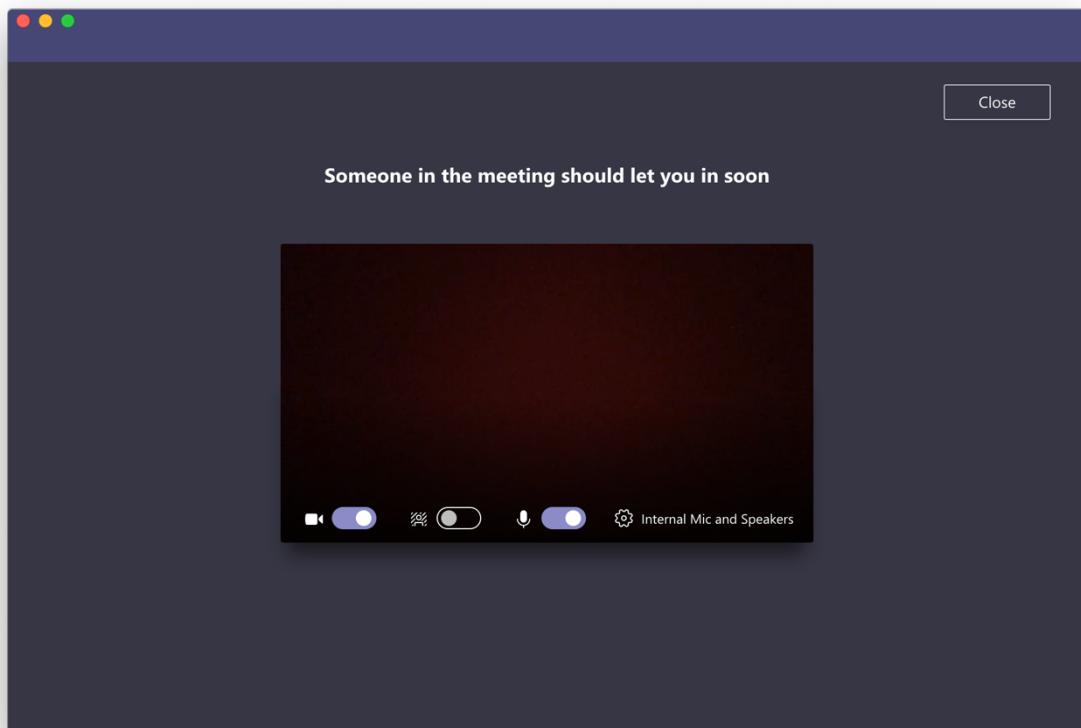
**You can always disconnect and try again when the hearing is due to start.**

32. In either of the circumstances set out in paragraphs 31 or 32 you may be asked to log in using your email address and password, but you should eventually get this screen:



33. Click “Allow”.
34. You may be given the option of using the web app. It is best to ignore that and allow your computer to open Microsoft Teams assuming you have installed it.
35. If you are asked to log in by Microsoft Teams, make sure you use the email address you used to set it up. If you are not asked to log in, you should be taken straight to the meeting.

36. You should then see a holding screen telling you to wait, and that someone will allow you into the meeting (your camera should be on and you should be able to see yourself in the black box below:



**N.B. You may not get any of this and simply be asked your name and to click Join Meeting. In which case you will eventually see the screen above.**

### What to do if the Court Doesn't Send you a Link

37. If you don't receive a link, don't worry. Email the court or post a message in a note on DCS and ask them to re-send the invite, ensuring that they send it to the email address you use to log into Microsoft Teams.