

ONLINE HEARINGS AND CONCILIATION SESSIONS

MICROSOFT TEAMS



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BEFORE THE MEETING

This guide was prepared to help you join an online hearing or a conciliation session. It is the occasion to assert your rights; be prepared!

You will need:

- An **Internet connexion**, preferably high-speed.
- A **computer** (laptop or desktop), a **tablet** or a **cell phone** with:
 - A microphone;
 - Speakers;
 - A camera (webcam).

Your device must be **charged** or be **plugged** in an outlet.

- A neutral **background**.
- A **printed** copy of your file.
- A **pen** and **paper** to take notes.

Ideal circumstances

- Choose a **calm** environment, where you will not be disturbed.
- You must be **alone** in the room.
- Turn off the **ring tone** of your cell phone and home phone.
- Ask the other people in your household to abstain from using **Internet** during the meeting.

If you want to test the application before your meeting, we are available to help you! Contact the [Secretariat](#) of the Tribunal.



If you have additional documents that are not already in the file to present, send them by using our online service, no later than 30 days before your hearing. You must also send them to the other participants.

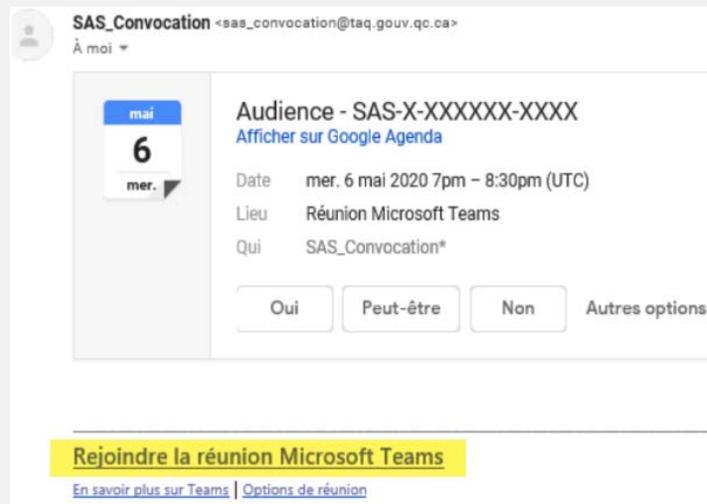
JOIN THE MEETING

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- ! To use TEAMS on a cell phone or on an Apple device, you need to download and install the application before the meeting. With Windows, no installation is necessary.

Step 1: Click on the link you received by e-mail

- A few minutes before the scheduled time, click on the link you received by e-mail.



Step 2: Join the meeting

- If you don't have the application, click on « Continue on this browser ».
- If you have the application, click on « Open your Teams app ».

How do you want to join your Teams meeting?



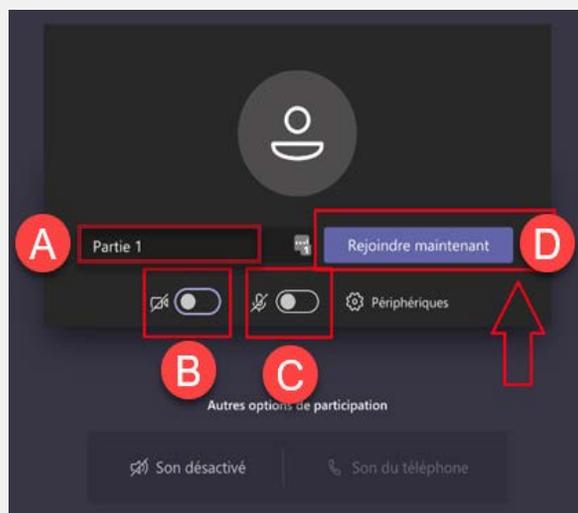
A selection menu with three options. The first option is 'Download the Windows app' with a cloud download icon and the text 'Use the desktop app for the best experience.' The second option is 'Continue on this browser' with a Microsoft Edge icon and the text 'No download or installation required.' The third option is 'Open your Teams app' with a Teams icon and the text 'Already have it? Go right to your meeting.' The second and third options are highlighted with red rectangular boxes.

JOIN THE MEETING

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Step 2: Join the meeting (continued)

- A. Write your name
- B. Turn your camera on
- C. Cut your microphone off
- D. Click on « Join now »



- You are now in a virtual waiting room until the judge starts the TEAMS meeting. A few minutes may go by before you are able to communicate with someone.



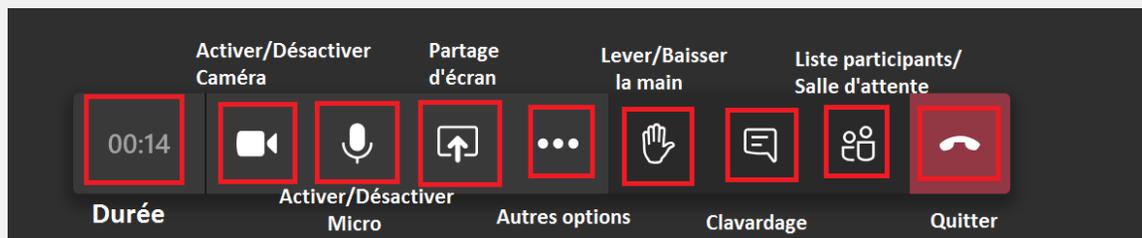
- The judge will let you in and the meeting will begin.

DURING THE MEETING

- If you have **technical difficulties**, the judge will contact you by e-mail or phone.
- You cannot **record** the meeting or take **screenshots**. If you want a copy of the recording, contact the Tribunal. The conciliation sessions are not recorded.
- Cut your **microphone** off when you are not talking.

A FEW FEATURES

▪ Display bar



On a cell phone or tablet, touch the screen to show these options.

▪ Leave the meeting

Once the meeting is over, you can click on the “Hang up” icon.