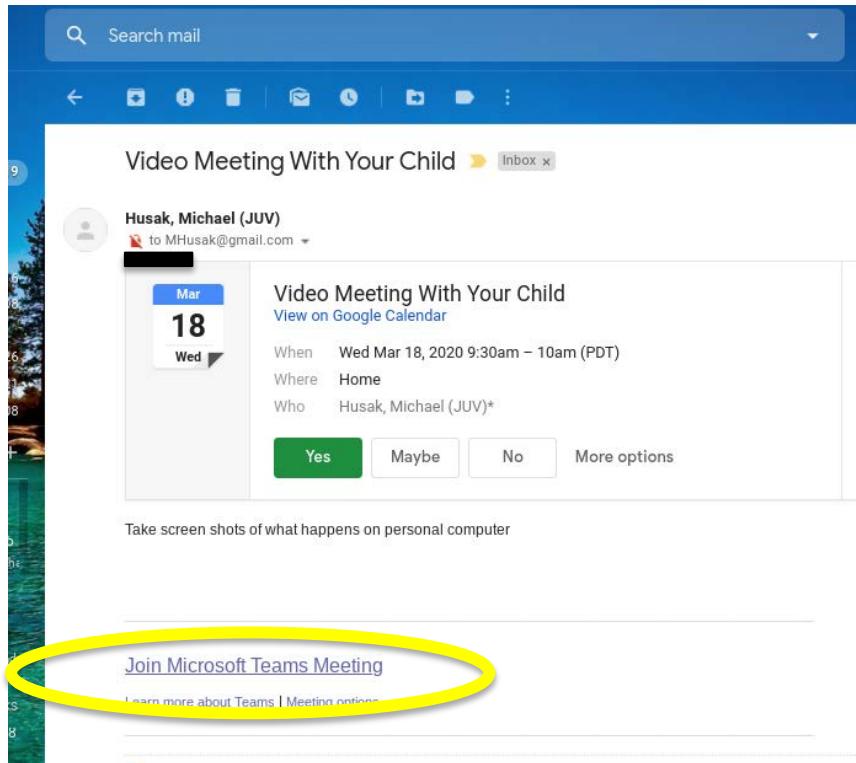


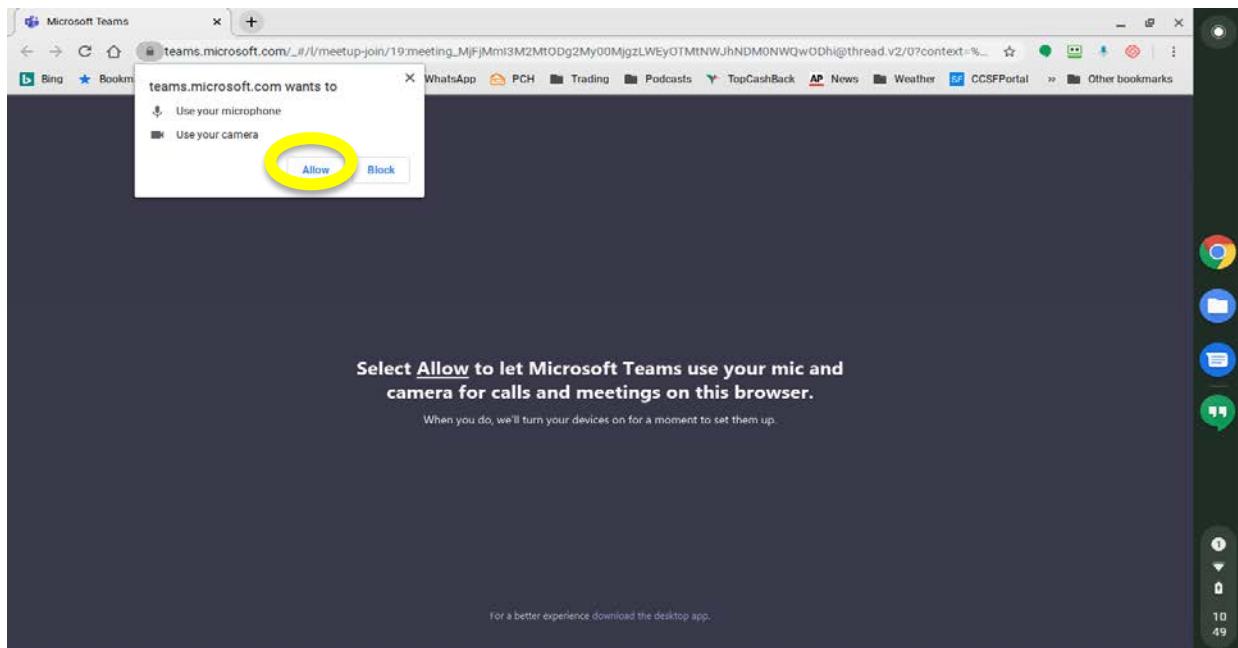
How Teams Video Meeting Works for Parents, Guardians & Attorneys on Chromebook or Android

1. You will receive an email meeting invitation that will look like the image below.
2. At the bottom of the invitation message, please click on, 'Join Microsoft Teams Meeting,' circled in yellow below.

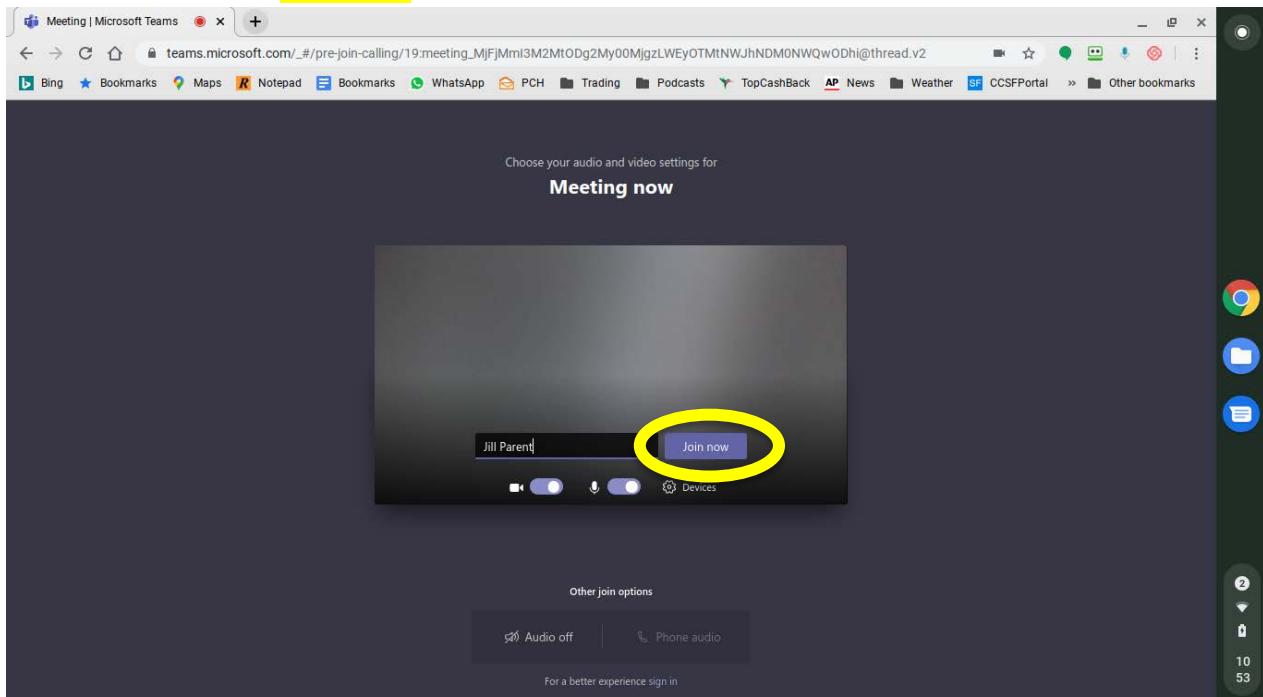


3. Microsoft Teams will ask to 'Use your microphone' and 'Use your Camera.' Please click on the 'Allow' button, circled in yellow below.

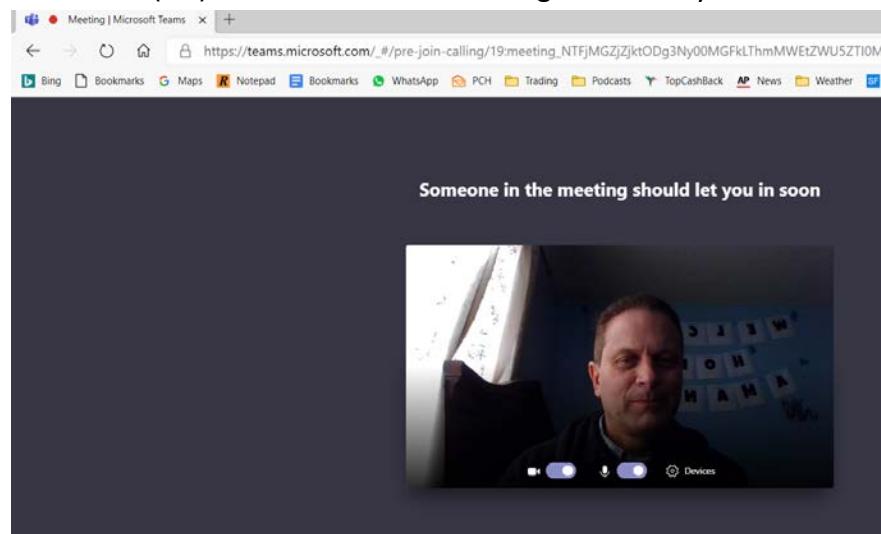
- a. This will enable the microphone and camera, so that the Video Meeting will work.



4. The 'Meeting now' screen will open, but the Video Meeting has not started yet:
 - a. **First:** Make sure that the solid circles next to the **camera** and **microphone** icons are pushed to the right, as shown below. This means that the camera and microphone are on.
 - b. **Second:** Please type your **name** in the space to the left of the 'Join Now' button.
 - c. **Third:** Click the '**Join now**' button, circled in yellow below.



5. After you click the 'Join now' button, you may get this screen if the Video Meeting has not yet been joined in the Juvenile Justice Center (JJC): 'Someone in the meeting should let you in soon.'



6. Once the meeting has been joined in JJC, the Video Meeting will start.

If you experience any technical difficulties with the Video Meeting, please don't hesitate to call the Juvenile Probation Department for assistance: 415-753-7500