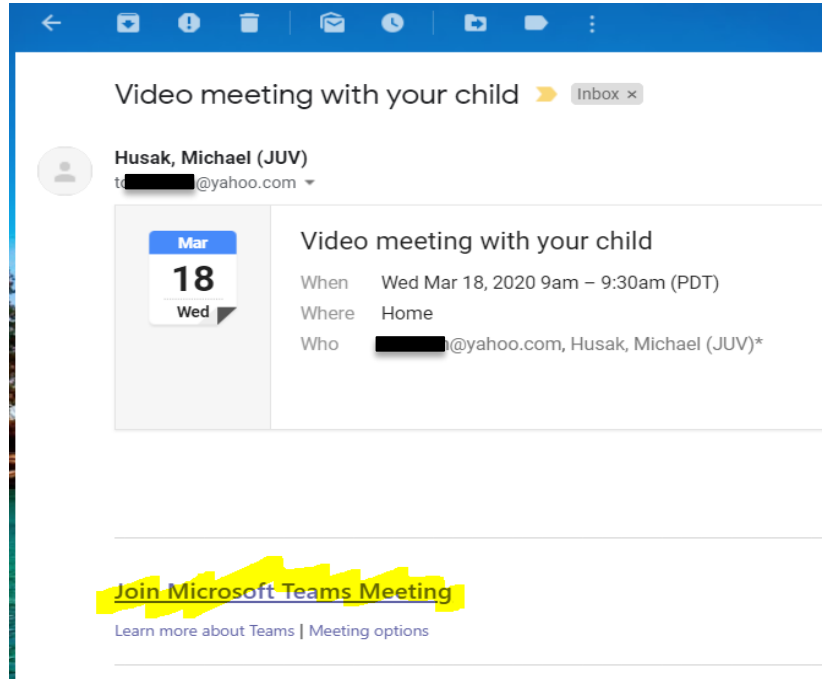
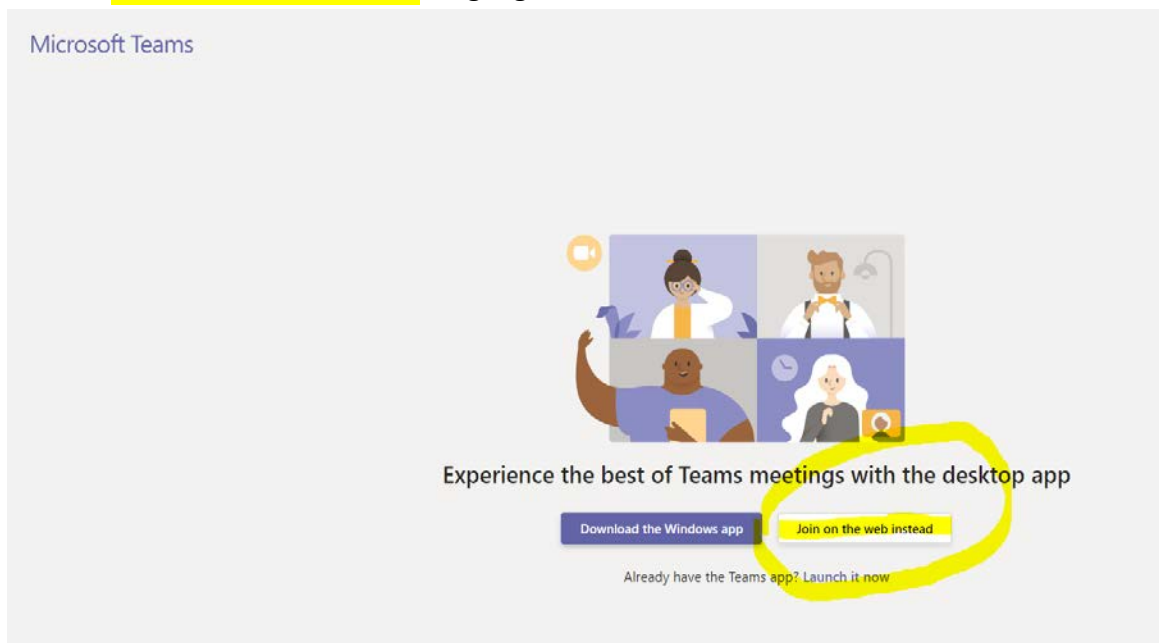


How Teams Video Meeting Works for Parents, Guardians & Attorneys on Windows

1. Please note, the computer needs a Speaker/Mic and Camera for the Video Meeting.
2. You will receive a meeting invitation that will look something like the image below.
3. Please click on the 'Join Microsoft Teams Meeting' link at the bottom of the invitation (highlighted below).

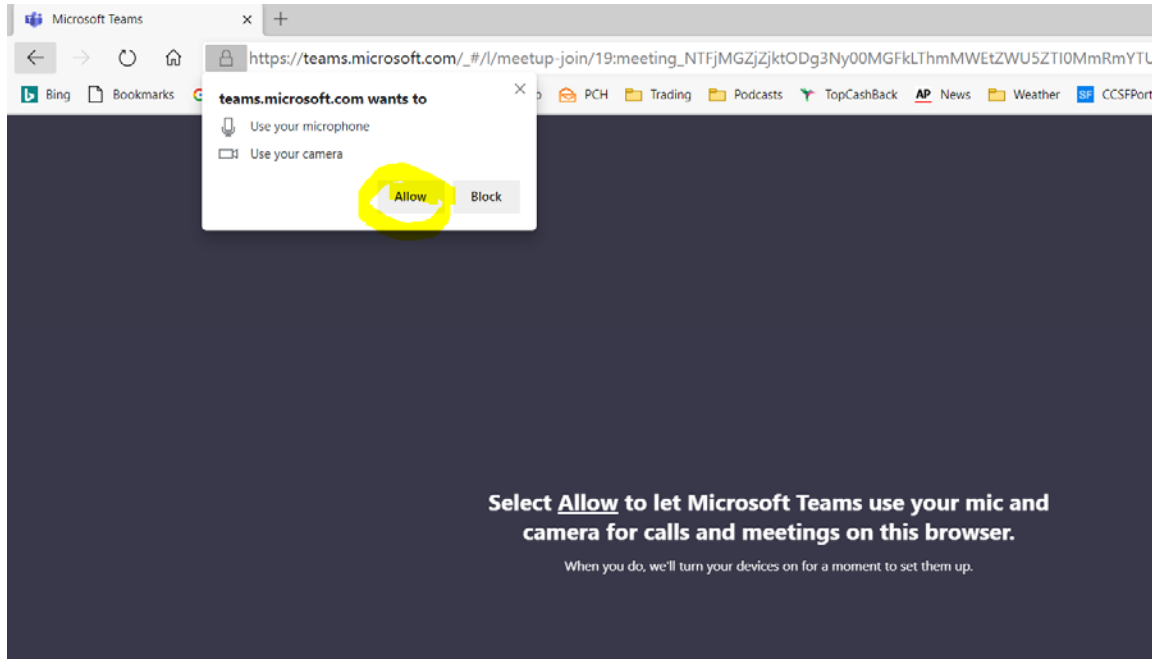


4. After clicking on the 'Join Microsoft Teams Meeting' link, the screen below will open ('Experience the best of Teams meetings with the desktop app')
5. Please click on 'Join on the web instead,' highlighted below.



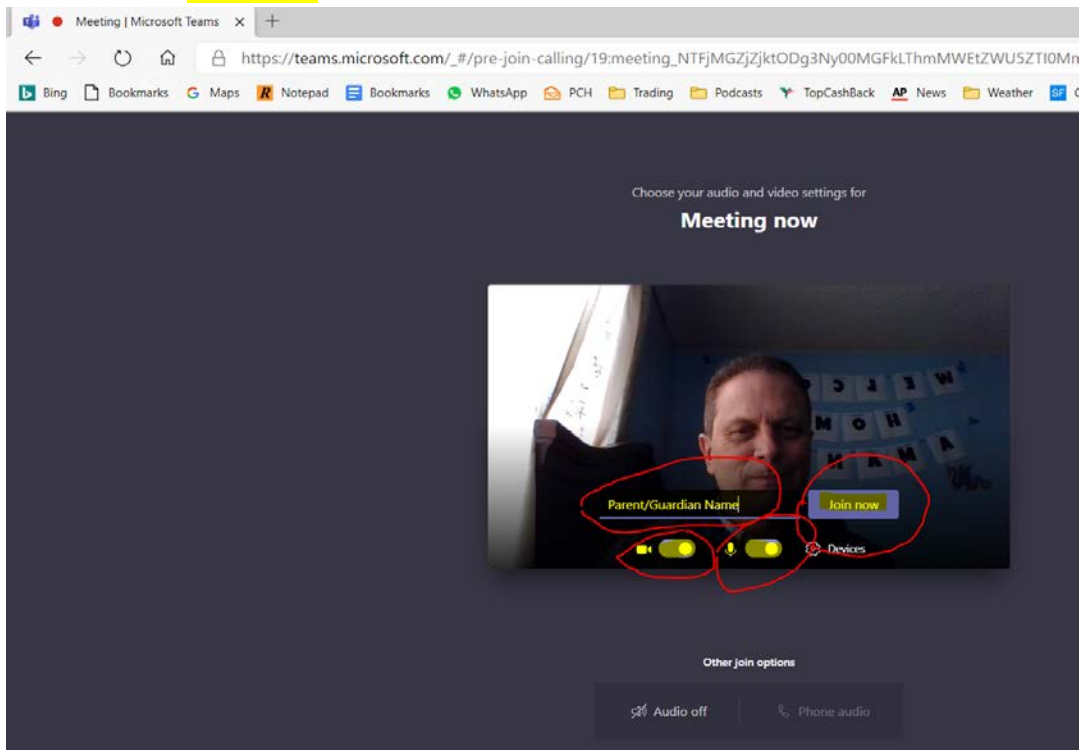
6. Microsoft Teams will ask to 'Use your microphone' and 'Use your Camera.' Please click on the 'Allow' button, highlighted below.

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

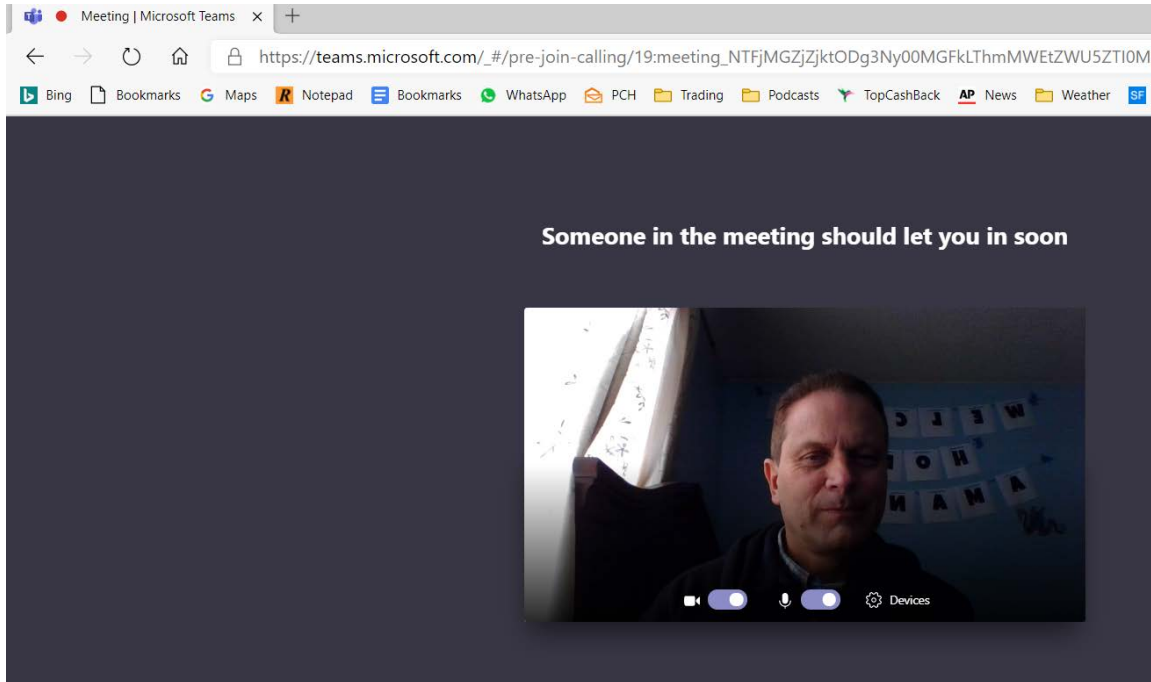


7. The 'Meeting now' screen will open, but the Video Meeting has not started yet:

- 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.



8. 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.'



9. 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