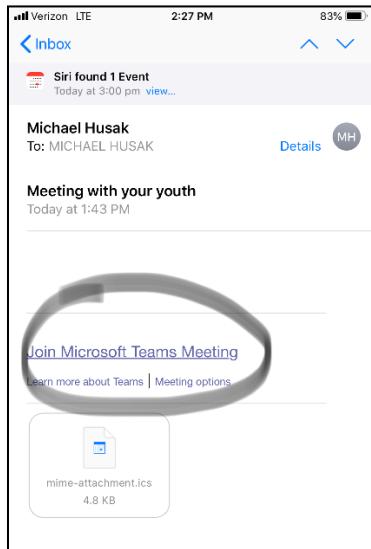


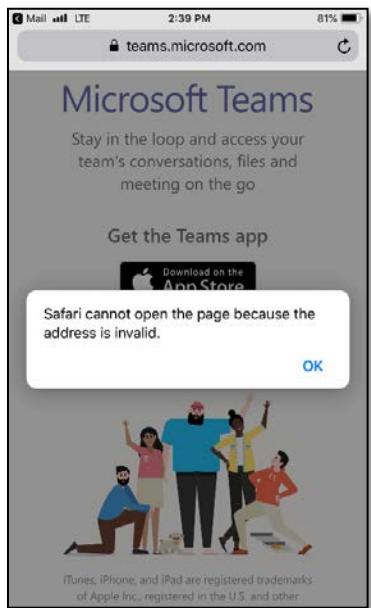
How Teams Video Meeting Works for Parents, Guardians, & Attorneys on Apple iPhone

Please note: In order to participate in the Video Meeting on your iPhone, you will need to download the free **Microsoft Teams app** from the App Store. Please follow the directions below to download the app and join the Video Meeting. This guide applies only to iPhone. If you have an Android phone, please refer to the Android/Chromebook instructions.

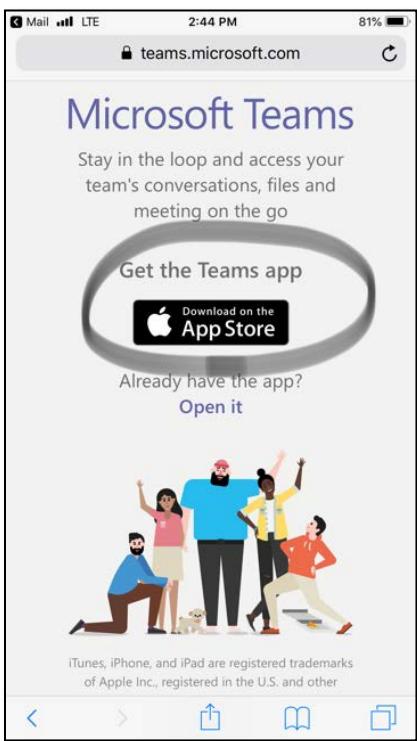
1. You will receive an email meeting invitation that will look something like the image below.
2. Please click the link, 'Join Microsoft Teams Meeting.'



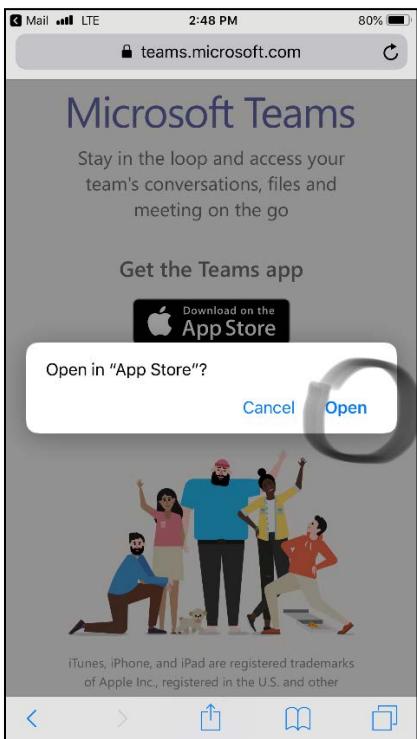
3. If you already have the Microsoft Teams app on your iPhone, please skip to step 14 (page 6).
4. If the Microsoft Teams app is not installed on your iPhone, a screen will pop up that says, 'Safari cannot open the page because the address is invalid.' Please click 'OK'.



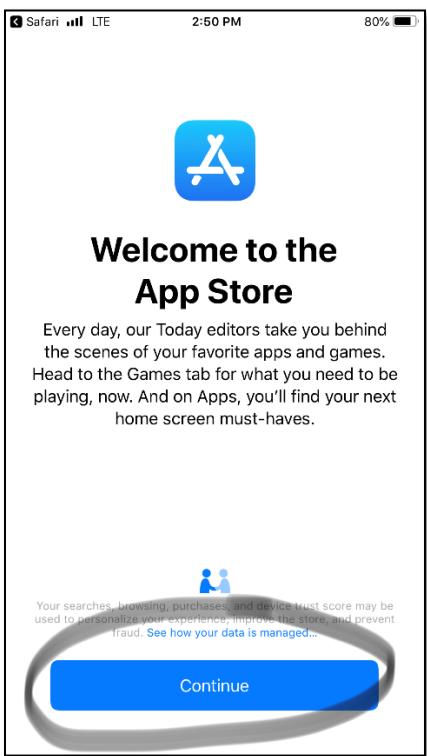
5. In order to download the free Microsoft Teams app, please click the 'AppStore' button, as shown below.



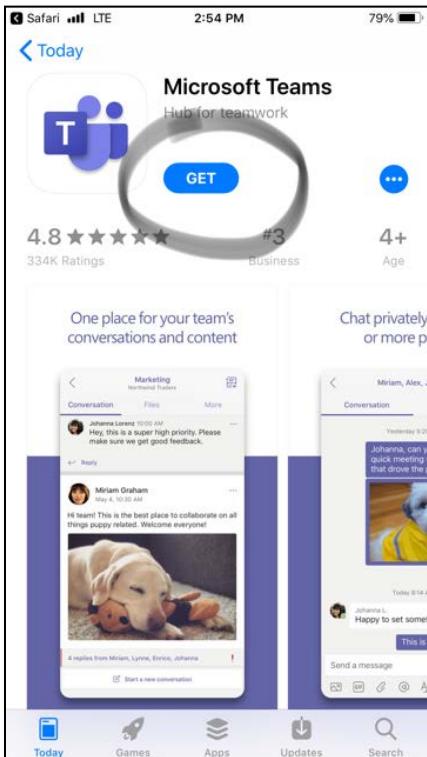
6. The phone will ask to 'Open in 'App Store''? Click 'Open'.



7. When you get to the App Store, click 'Continue' as shown below.



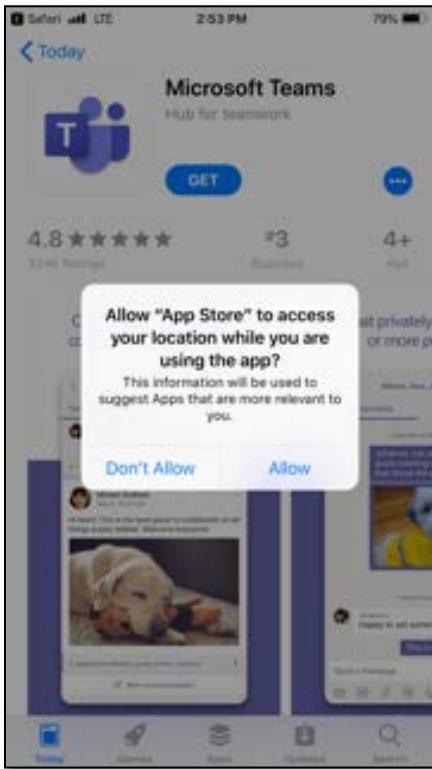
8. On the next screen, click 'Get,' as shown below.



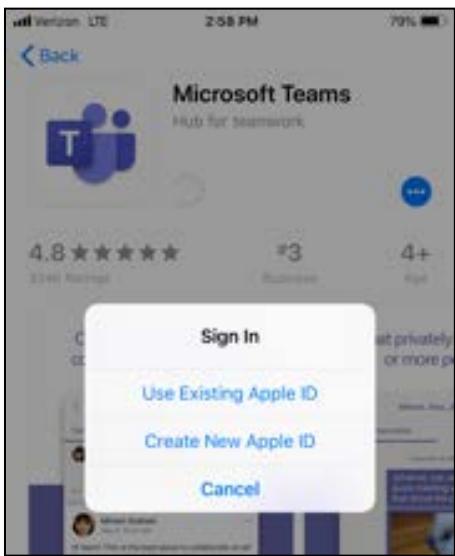
9. On the next screen, click 'Install'.



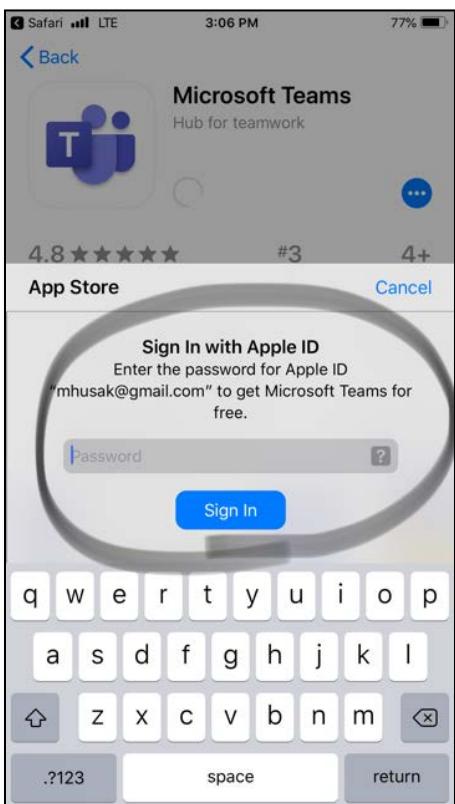
10. If a popup opens asking to allow the "App Store" to access your location, you can click either, "Don't Allow" or "Allow." The app and Video Meeting will work either way.



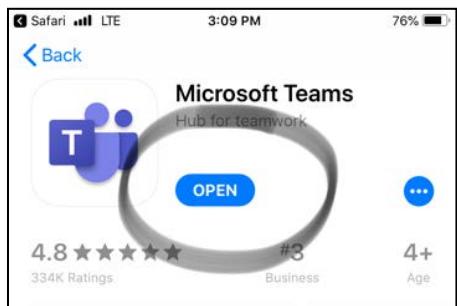
11. In order to download the app, you will need to use or create an Apple ID. Or, you may have already enabled 'Touch ID to Install,' which will sign in to the App Store with Touch ID.



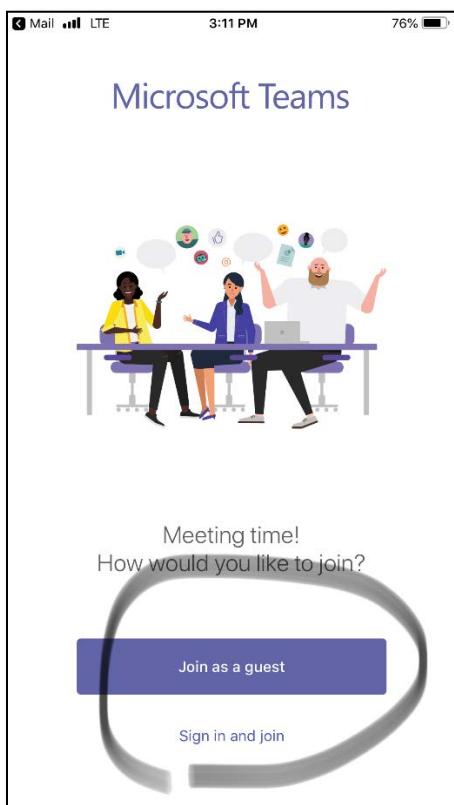
12. If you are signing in with an existing Apple ID, you will see the screen below. Please enter your password for the App Store and click, 'Sign In,' to proceed with downloading the Microsoft Teams app.



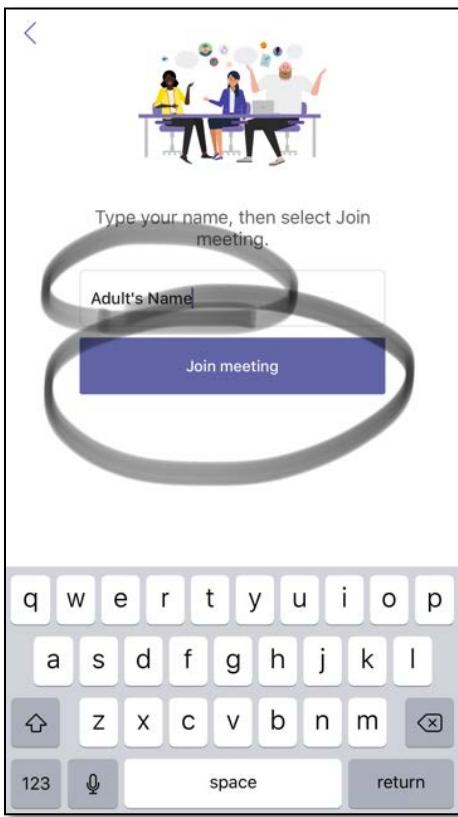
13. Once the app has been downloaded, please click 'Open.'



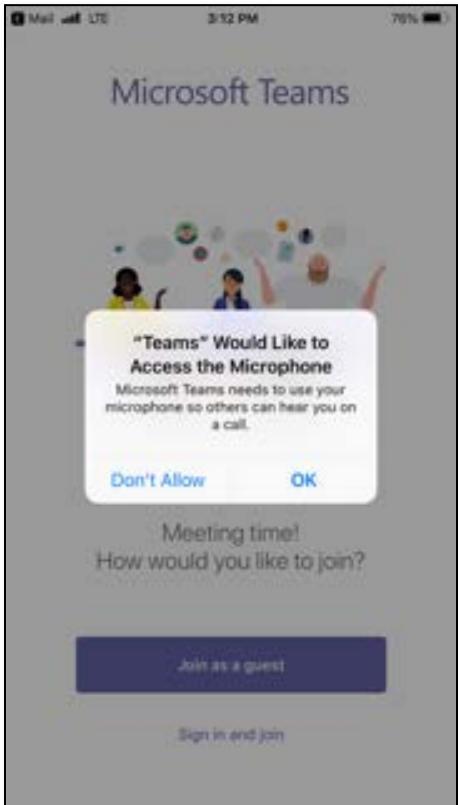
14. Click 'Join as a guest,' as shown below. In some instances, the app may ask you to log in; if that occurs, go back to Step 2 (please go back to your email invitation, and click the link, 'Join Microsoft Teams Meeting'); this will take you to the screen shown below.



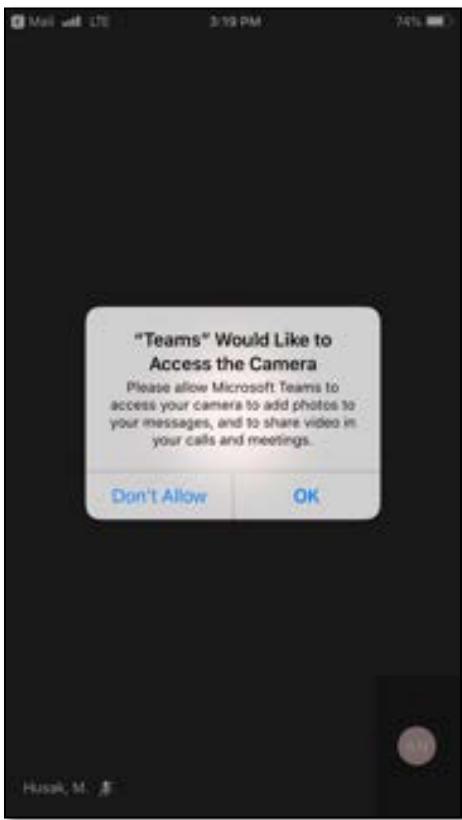
15. Enter your name, and click 'Join meeting,' as shown below.



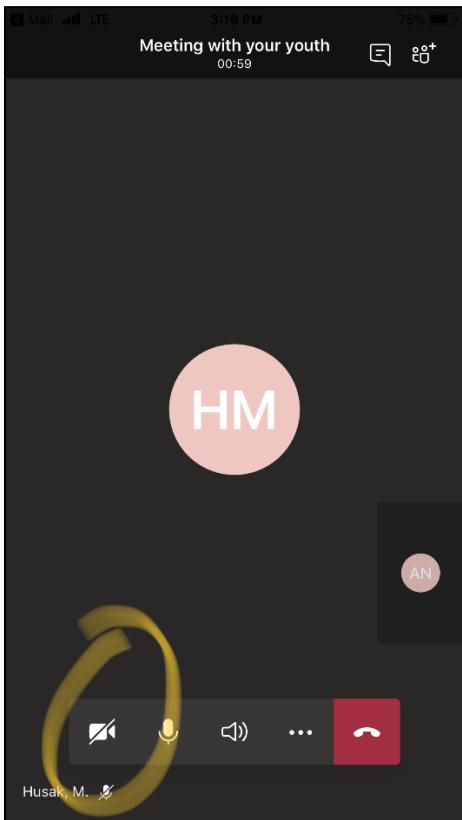
16. The Teams app will ask to access your microphone, please click 'OK.'



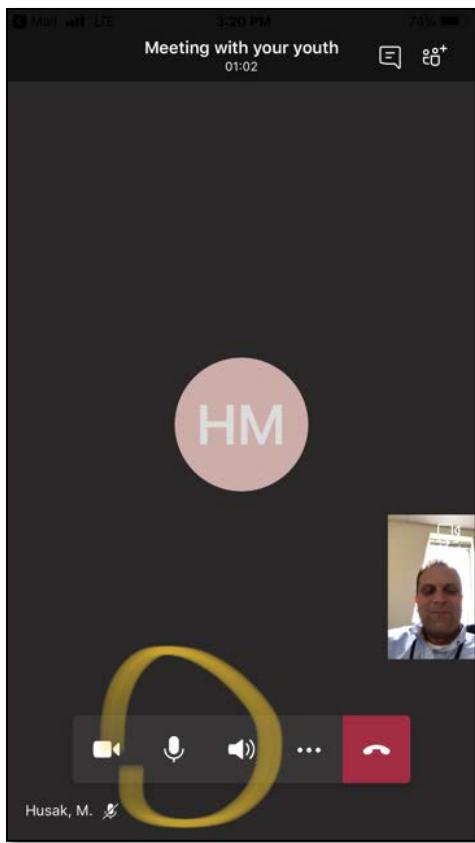
17. The Teams app will ask to access your camera, please click 'OK.'



18. If the camera icon, circled below, has a slash through it, please click on it to enable the camera.



19. If the microphone icon, circled below, has a slash through it, please click on it to enable the microphone.



20. 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 for assistance from the Juvenile Probation Department: 415-753-7500