



## **Using Microsoft Teams to Advocate for Clients in Connecticut Judicial Proceedings**

**May 21, 2020**

**10:00 a.m. – 11:30 a.m.**

**CT Bar Association**

**Webinar**

**CT Bar Institute, Inc.**

CT: 1.5 CLE Credits (General)

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## Lawyers' Principles of Professionalism

As a lawyer I must strive to make our system of justice work fairly and efficiently. In order to carry out that responsibility, not only will I comply with the letter and spirit of the disciplinary standards applicable to all lawyers, but I will also conduct myself in accordance with the following Principles of Professionalism when dealing with my client, opposing parties, their counsel, the courts and the general public.

Civility and courtesy are the hallmarks of professionalism and should not be equated with weakness;

I will endeavor to be courteous and civil, both in oral and in written communications;

I will not knowingly make statements of fact or of law that are untrue;

I will agree to reasonable requests for extensions of time or for waiver of procedural formalities when the legitimate interests of my client will not be adversely affected;

I will refrain from causing unreasonable delays;

I will endeavor to consult with opposing counsel before scheduling depositions and meetings and before rescheduling hearings, and I will cooperate with opposing counsel when scheduling changes are requested;

When scheduled hearings or depositions have to be canceled, I will notify opposing counsel, and if appropriate, the court (or other tribunal) as early as possible;

Before dates for hearings or trials are set, or if that is not feasible, immediately after such dates have been set, I will attempt to verify the availability of key participants and witnesses so that I can promptly notify the court (or other tribunal) and opposing counsel of any likely problem in that regard;

I will refrain from utilizing litigation or any other course of conduct to harass the opposing party;

I will refrain from engaging in excessive and abusive discovery, and I will comply with all reasonable discovery requests;

In depositions and other proceedings, and in negotiations, I will conduct myself with dignity, avoid making groundless objections and refrain from engaging in acts of rudeness or disrespect;

I will not serve motions and pleadings on the other party or counsel at such time or in such manner as will unfairly limit the other party's opportunity to respond;

In business transactions I will not quarrel over matters of form or style, but will concentrate on matters of substance and content;

I will be a vigorous and zealous advocate on behalf of my client, while recognizing, as an officer of the court, that excessive zeal may be detrimental to my client's interests as well as to the proper functioning of our system of justice;

While I must consider my client's decision concerning the objectives of the representation, I nevertheless will counsel my client that a willingness to initiate or engage in settlement discussions is consistent with zealous and effective representation;

Where consistent with my client's interests, I will communicate with opposing counsel in an effort to avoid litigation and to resolve litigation that has actually commenced;

I will withdraw voluntarily claims or defense when it becomes apparent that they do not have merit or are superfluous;

I will not file frivolous motions;

I will make every effort to agree with other counsel, as early as possible, on a voluntary exchange of information and on a plan for discovery;

I will attempt to resolve, by agreement, my objections to matters contained in my opponent's pleadings and discovery requests;

In civil matters, I will stipulate to facts as to which there is no genuine dispute;

I will endeavor to be punctual in attending court hearings, conferences, meetings and depositions;

I will at all times be candid with the court and its personnel;

I will remember that, in addition to commitment to my client's cause, my responsibilities as a lawyer include a devotion to the public good;

I will endeavor to keep myself current in the areas in which I practice and when necessary, will associate with, or refer my client to, counsel knowledgeable in another field of practice;

I will be mindful of the fact that, as a member of a self-regulating profession, it is incumbent on me to report violations by fellow lawyers as required by the Rules of Professional Conduct;

I will be mindful of the need to protect the image of the legal profession in the eyes of the public and will be so guided when considering methods and content of advertising;

I will be mindful that the law is a learned profession and that among its desirable goals are devotion to public service, improvement of administration of justice, and the contribution of uncompensated time and civic influence on behalf of those persons who cannot afford adequate legal assistance;

I will endeavor to ensure that all persons, regardless of race, age, gender, disability, national origin, religion, sexual orientation, color, or creed receive fair and equal treatment under the law, and will always conduct myself in such a way as to promote equality and justice for all.

It is understood that nothing in these Principles shall be deemed to supersede, supplement or in any way amend the Rules of Professional Conduct, alter existing standards of conduct against which lawyer conduct might be judged or become a basis for the imposition of civil liability of any kind.

*--Adopted by the Connecticut Bar Association House of Delegates on June 6, 1994*

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# Faculty Biographies

**Jay Sexton** is a partner who handles special litigation matters, concentrating in appeals that involve civil, criminal, family and child protection issues. He appears regularly before Connecticut's Appellate Court and Supreme Court, where he represents both domestic and international clients in appeals ranging from marital dissolutions that involve complex offshore asset disputes to constitutional claims concerning the state's authority to compel a seventeen-year-old woman to undergo chemotherapy against her will. Attorney Sexton also handles special education and disability matters that involve claims under the Individuals with Disabilities Education Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, among other laws. In addition to litigating special education and disability claims on appeal, he also advocates for students with disabilities in the public education system and provides counsel to private businesses regarding disability compliance issues.

Prior to co-founding this firm, Attorney Sexton worked on appeals involving professional liability matters at a mid-size insurance defense firm. He began his appellate career as a law clerk to the Hon. Richard A. Robinson at the Connecticut Appellate Court, and has been recognized as a "Rising Star" or a "Super Lawyer" in appellate practice by Thomson Reuter's [\*Super Lawyers\*](#) rating service each year since 2015. Attorney Sexton is admitted to practice in Connecticut, as well as before the United States Court of Appeals for the Second Circuit and the Supreme Court of the United States.

An active member of the Connecticut Bar Association, Attorney Sexton currently serves as Co-Chair of the Appellate Advocacy Section; he has served as a member of that Section's Executive Committee since 2015. In 2017, Connecticut Chief Justice Chase T. Rogers appointed Attorney Sexton to the Judicial Branch's Access to Justice Commission, where he is working with other bar leaders to increase representation opportunities for low-income litigants on appeal. Attorney Sexton is also a member of the American Bar Association, where he sits on the Council of Appellate Lawyers, and is a member of the Connecticut Supreme Court Historical Society. As a younger attorney, he was Co-Chair of the Young Lawyers Section's Appellate Practice Committee and was a Barrister in the Oliver Ellsworth Inn of Court.

Attorney Sexton regularly lectures in the area of appellate law. In addition to serving frequently as faculty for continuing legal education classes sponsored by the Connecticut Bar Association and the Office of the Chief Public Defender in Connecticut, he has also presented seminars at national conferences sponsored by the American Bar Association.

Attorney Sexton received his J.D. in 2007 from Western New England School of Law and his B.A. in 1999 from University of Maine. While in law school, he won the Daniel Webster Award for Best Overall Advocate in his law school's intramural moot court competition and was a quarter-finalist in the National First Amendment Moot Court Competition.

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Attorney Welsh is a Partner at the law firm. She became a partner in 2015 and a named partner in 2020. Attorney Welsh is a Fellow in the American Academy of Matrimonial Lawyers and an Officer of the Connecticut Bar Association Family Law Section. She handles all aspects of complex family law matters including alimony and child support issues, division of assets, child custody disputes, cases involving substance abuse issues, negotiating and drafting premarital agreements, litigation, and mediation.

Attorney Welsh was recently selected to become a Fellow of the American Academy of Matrimonial Lawyer and she joins only 34 other Connecticut members in the AAML. The AAML is an organization of the most dedicated and professional family lawyers who are recognized by the bench and bar as leaders in the field. Attorney Welsh was also recently selected to be included in Best Lawyers in America, 2019 © in the field of Family Law. She is also recognized by SuperLawyers Magazine as a Rising Star in the Field of Family Law for 2013-2019. The Connecticut Law Tribune recognized Attorney Welsh as a New Leader in the Law in 2012.

Attorney Welsh is an active member of the Connecticut Bar Association (CBA). She is the current Secretary of the CBA Family Law Section and the immediate past Assistant Treasurer – Secretary of the entire CBA.

Attorney Welsh frequently speaks on issues related to Family Law for the CBA and has authored several publications in this field. Most recently she co-wrote an article for CT Lawyer Magazine about hedge funds in the context of matrimonial actions. She was the Co-Editor for the Connecticut Family Law Forms book published by the Connecticut Law Tribune. She also authored the article “Initial Client Interview” in the MCLE publication on Connecticut Family Law. Attorney Welsh also serves as a Special Master in the Stamford/Norwalk judicial district, assisting other attorneys and parties in resolving family cases.

Attorney Welsh serves on the Board of Directors for YWCA Darien-Norwalk and is an active volunteer with Person 2 Person.

Attorney Welsh resides locally, with her husband, Walter, and her children.

**VIRTUAL COURTS**

**IN THE AGE OF**

**COVID-19**

**USING MICROSOFT TEAMS TO ADVOCATE FOR CLIENTS  
IN CONNECTICUT JUDICIAL PROCEEDINGS**

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# Scheduling Teams Proceedings


- You will receive a JDNO that the proceeding is being scheduled in your case on a specific date and time.
- Notice will request that you provide the email address to the court at which you want to receive Teams invitation.
- In the short term, courts will likely be understanding if you cannot participate on scheduled date due to COVID-19 realities (e.g., inability to prepare or participate due to homeschooling obligates, lack of proper environment from which to join meeting, etc.).
  - But see RPC 1.1 Commentary (“a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology”).
- Do NOT file a continuance; simply respond by email to reschedule or mark over.

# Technology Changes Are Here To Stay

- “A lot of what we are doing, and will be doing, will continue remotely even when the pandemic is over . . . . I do suspect that is how it will be. Working remotely will save the lawyers travel time. This is sort of a test drive for us. It’s an exciting time to innovate with technology, and some of that technology will continue after we are back to normal.” -- Chief Administrative Judge for Civil Matters James Abrams
- Judicial Branch has made an enormous investment in technology recently. It has undergone 10 years of technological advancements in 6 weeks. As the Branch expands its technological capabilities, more will be done remotely.
- As courts expand operations, we anticipate rise in ADA claims by people at higher risk seeking to participate remotely. We will likely see increase in hybrid hearings.
  - Same will likely be true for clients at higher risk wanting to have meetings by video.
- It is time to begin investing in technology like webcams, speakerphones, huddle rooms, and video conference platforms. Does not need to be expensive.



# Technical Requirements

- If you are going to attend proceeding via video conference, be sure you have:
  - Quiet, distraction-free environment from which to participate.
  - High-speed internet service (4G or LTE cellular with sufficient data plan or cable internet service; 3G cellular service or slow DSL will NOT work).
    - 500kbps (Up)/1Mbps (Down)                      Group Video calling
    - 1Mbps (Up)/2Mbps (Down)                      HD Group video calling (540p videos on 1080p screen)
  - Computer or tablet with web cam/microphone. (Both Windows and Mac are supported.)
  - Google Chrome, Microsoft Edge, or Microsoft Teams app permissions granted. Installing Teams app is preferred.  is installed, and necessary

# Technical Requirements Continued

## WINDOWS PC

- Processor: Minimum 1.6 GHz (or higher) (32-bit or 64-bit).
- Memory: 2.0 GB RAM
- Hard disk: 3.0 GB of available disk space
- Display: 1024 x 768 screen resolution
- Graphics hardware: Minimum of 128 MB graphics memory
- Operating system: Windows Server 2012 R2+, Windows 10, or Windows 8.1 in 32-bit and 64-bit.
- Video: USB 2.0 video camera
- Devices: Standard laptop camera, microphone, and speakers
- Video calls and meetings:
  - For a better experience with online meetings, we recommend using a computer that has a dual-core processor and 8.0 GB RAM (or higher).

# Technical Requirements Continued

## MAC PC

- Processor: Minimum Intel processor, Core 2 Duo or higher
- Memory: 2.0 GB RAM
- Hard disk: 1.5 GB of available disk space
- Display: 1280 x 800 screen resolution
- Operating system: Mac OS X 10.11 El Capitan or later
- Video: Compatible webcam
- Devices: Standard laptop camera, microphone, and speakers
- Video calls and meetings:
  - For a better experience with online meetings, we recommend using a computer that has a dual-core processor and 8.0 GB RAM (or higher).

# Technical Requirements Continued

## MOBILE DEVICE

You can use Teams on these mobile platforms:

- Android: Compatible with Android phones and tablets.
  - Support is limited to the last four major versions of Android. When a new major version of Android is released, the new version and the previous three versions are officially supported.
- iOS: Compatible with iPhone, iPad, and iPod touch.
  - Support is limited to the two most recent major versions of iOS. When a new major version of iOS is released, the new version of iOS and the previous version are officially supported.
- For the best experience with Teams, use the latest version of iOS and Android.

# Court Procedures

- Test your equipment at least 48 hours before court event by visiting this link:
  - [Teams Hearing Test Meeting](#)
- Use the same equipment and location for the test that you will be using for the court event.
- Get comfortable using Teams. If your office has it, use it for firm meetings, moots, etc. If not Teams, use a video conference platform to get comfortable participating in that environment.

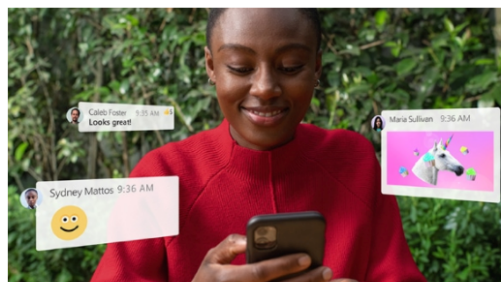
# Court Procedures Continued

- On the day of the court proceeding, join the court event a couple of minutes before it is scheduled to start. You will be placed in a virtual lobby until the court begins the proceeding.
- Review the court etiquette guidelines:
  - [https://jud.ct.gov/remoteJustice/Docs/JBTeamsVideoConferenceEtiquette5\\_8\\_2020.pdf](https://jud.ct.gov/remoteJustice/Docs/JBTeamsVideoConferenceEtiquette5_8_2020.pdf)
- You do NOT need to be standing when the proceeding begins.
- Be sure to wear court attire. (This may sound obvious, but there have been numerous problems in both the video and teleconference environments).
- For pretrials and status conferences, there will not be a court reporter in the conference.
- Parties are not to be on the video call but must be available via telephone.
- Attorney who is not speaking should mute their microphone.
- Do not use the Chat feature built into the Teams platform (except for technical issues or to share document with court's approval); use separate chat feature to confer with co-counsel or client.
- Be sure to join the meeting with a single device, otherwise you will cause feedback / echoing / reverberation in the audio. In other words, do not join the meeting using both Teams video and a telephone.
  - If you do hear audio problems or echoing, check to see if your audio volume is too loud.

# Court Procedures Continued

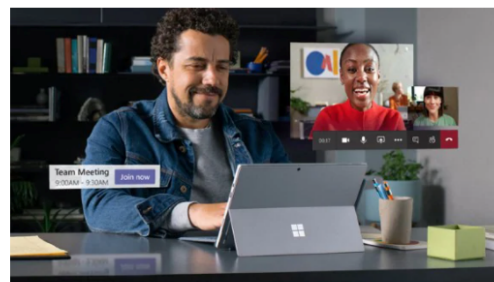
- Do NOT record the hearing in anyway (video or audio).
- What to do if you are disconnected?
  - If disconnected, be sure your internet connection is stable and move to the best location if using Wi-Fi or cellular.
  - Make sure there is no interference, such as a running microwave oven, or other activity consuming your internet bandwidth, such as downloading large file or streaming video (if you have low speed internet).
  - Try connecting from a different device (e.g., mobile device) or use telephone to call into meeting.
  - Given sheer numbers, the Judicial Branch cannot provide technical support.
  - In the future, there will be a virtual clerk who will be able to provide some additional assistance.
- Witnesses are not permitted to use or access their phones while participating in virtual proceedings unless told to do so by the judge.
- Do not interrupt other people when they are speaking, nor attempt to speak over them.
- Turn off or silent mobile/laptop device notifications such as email, text messages and news/weather alerts.
- With court's permission, you can share your screen or share a document.
- Breakout rooms will not be brought online until mid-June.
- Closed captioning feature and having interpreter join the Teams meeting should be handled by individual court on a case by case basis.

# Using Microsoft Teams



## Chat from anywhere

Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.



## Meet from anywhere

Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they're in.



## Call from anywhere

Never yell "who just joined?!" ever again. Use Teams calling, Phone System, Calling Plan, or Direct Routing to take the stress out of conference calls.



## Collaborate from anywhere

Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time.

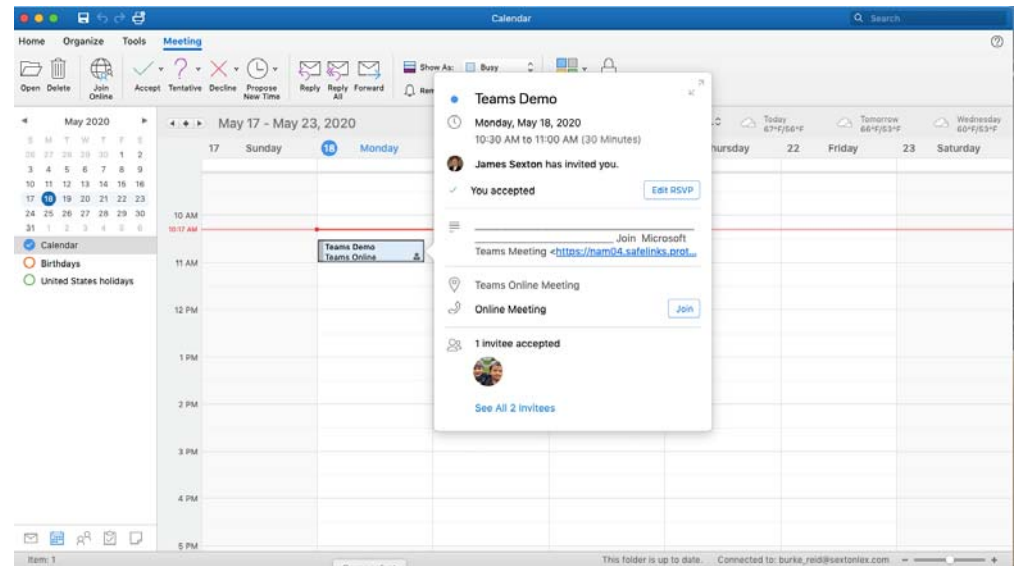
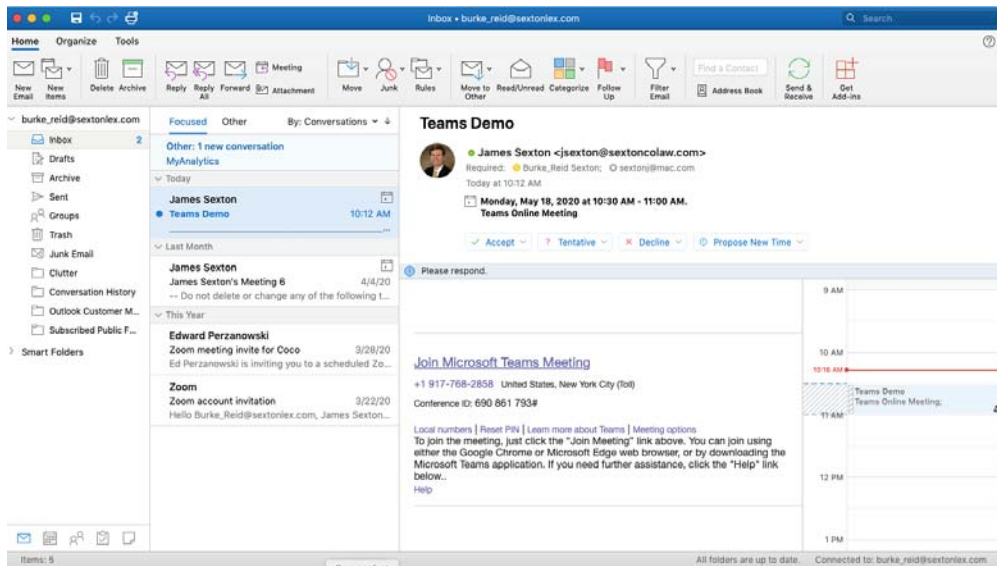
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# Using Teams Continued

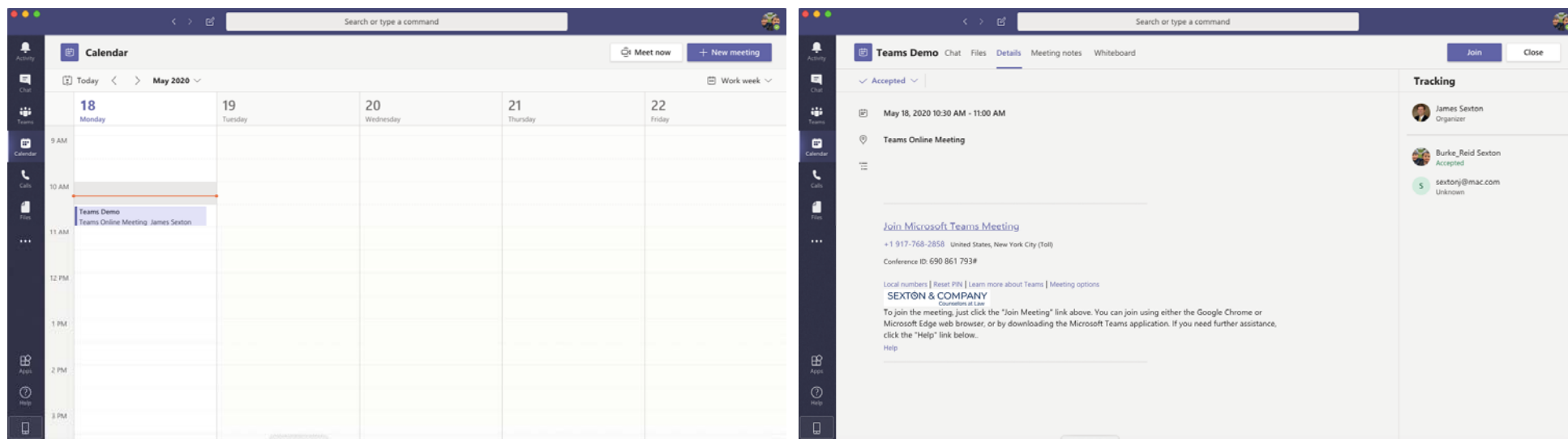


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# Using Teams Continued

- Teams meeting can also be accessed by telephone

[Join Microsoft Teams Meeting](#)

+1 860-123-4567 United States, Hartford

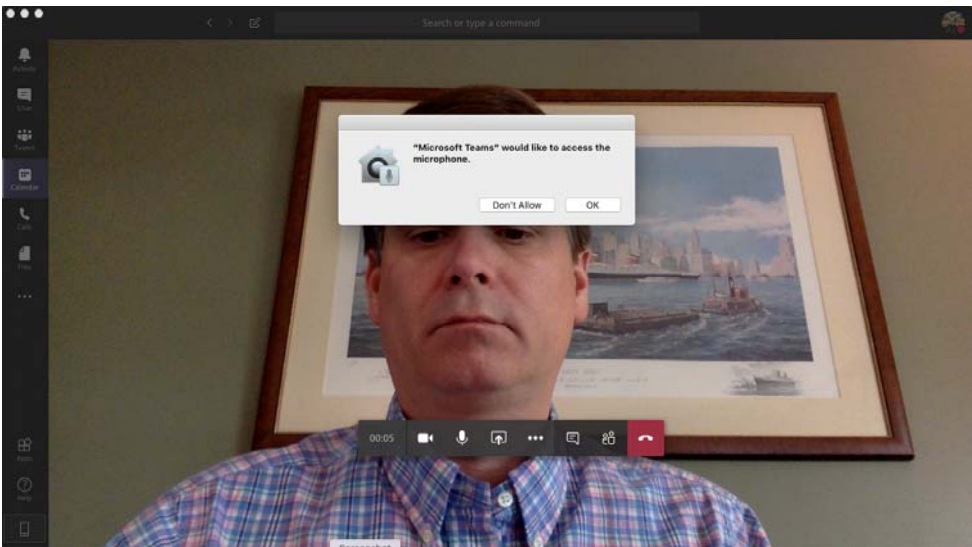
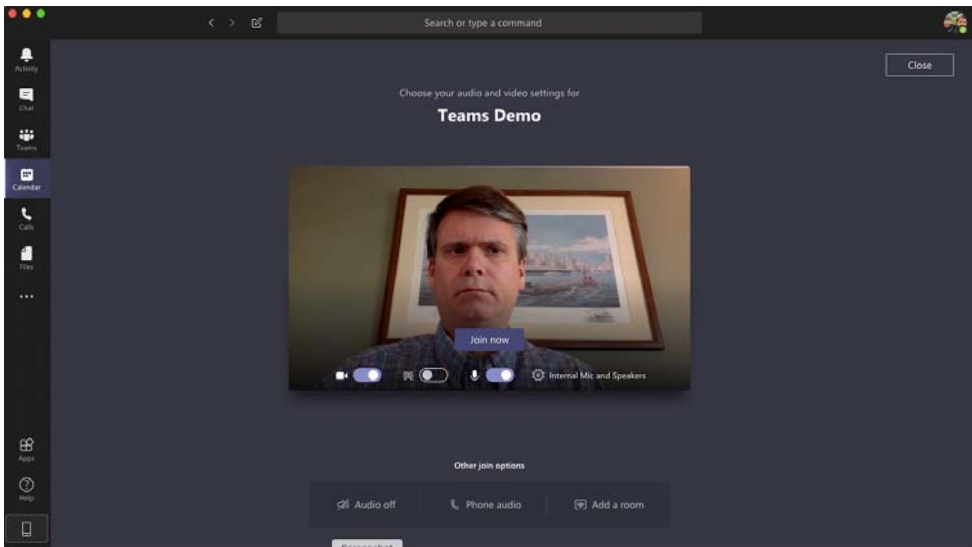
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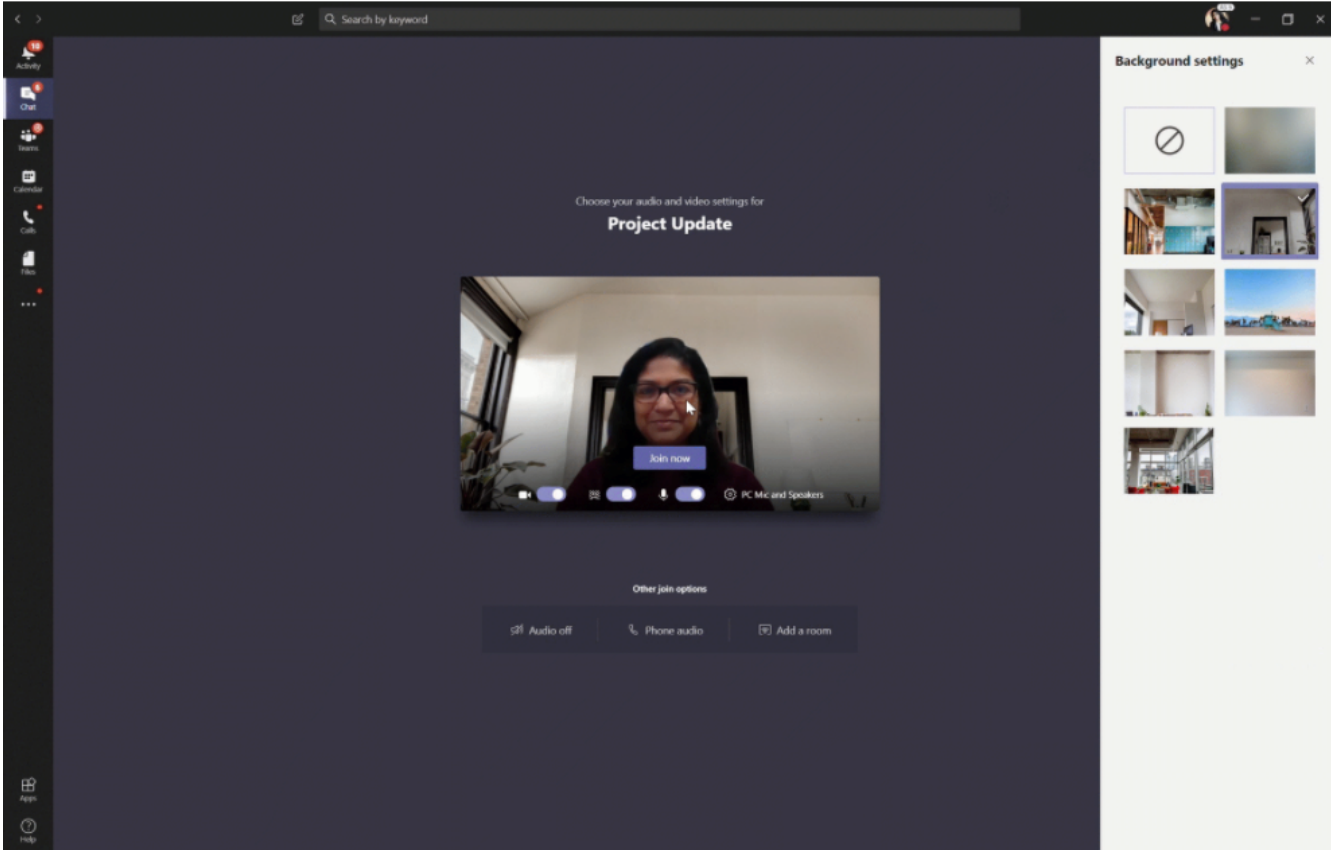


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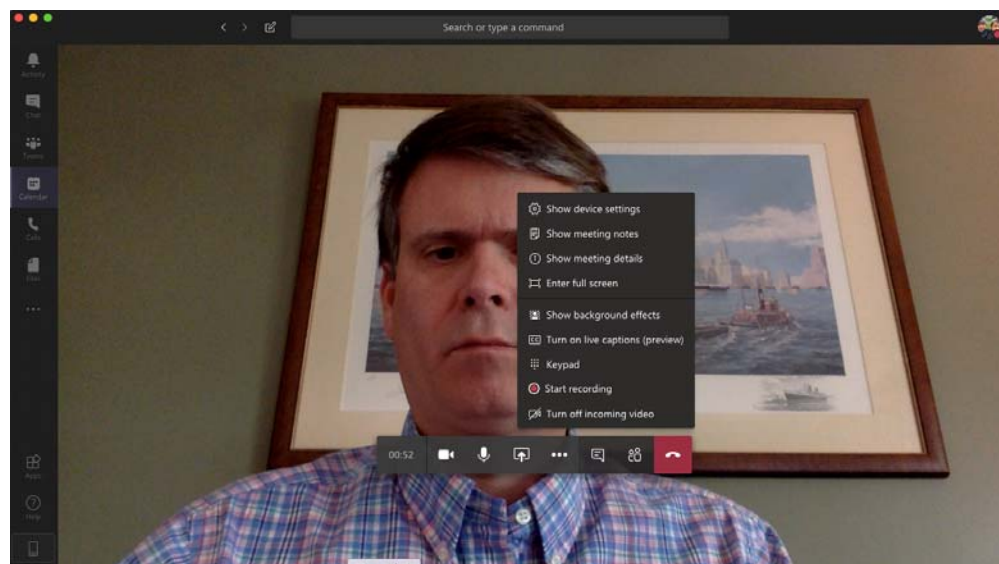
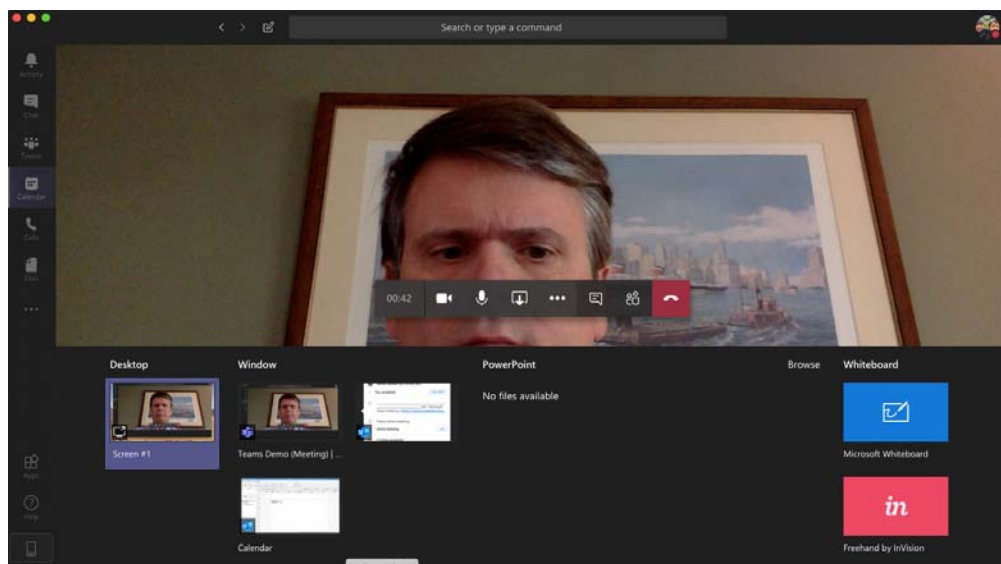


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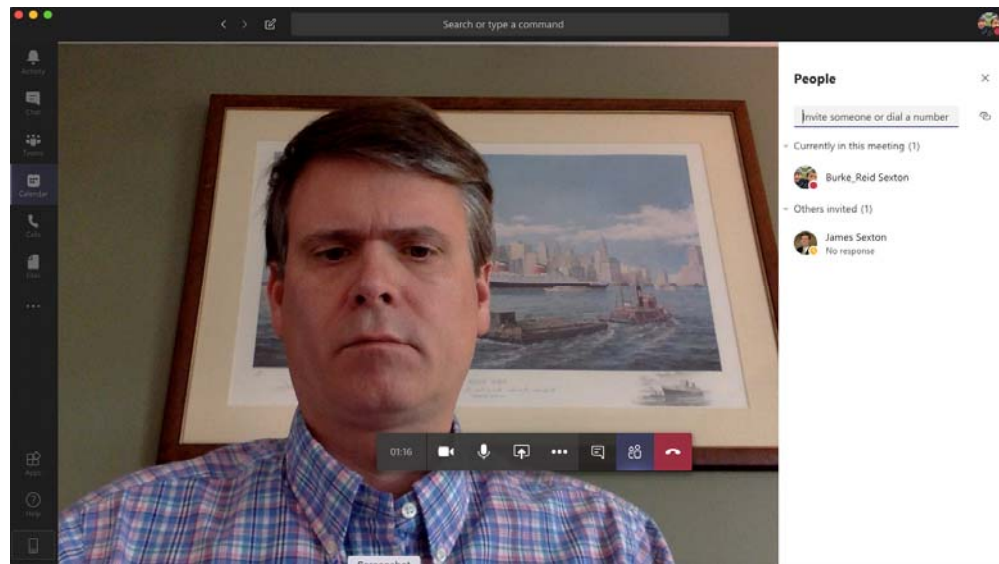
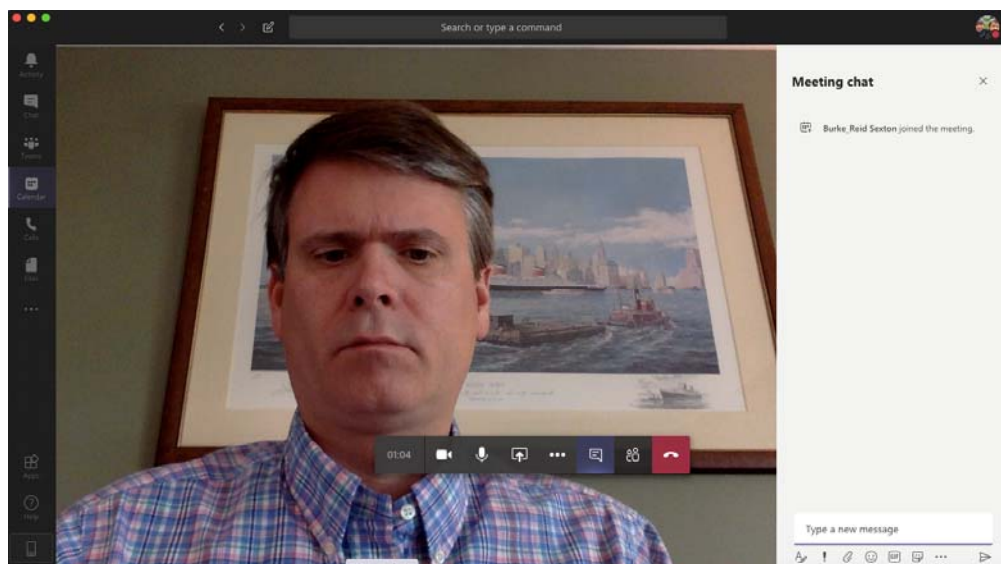


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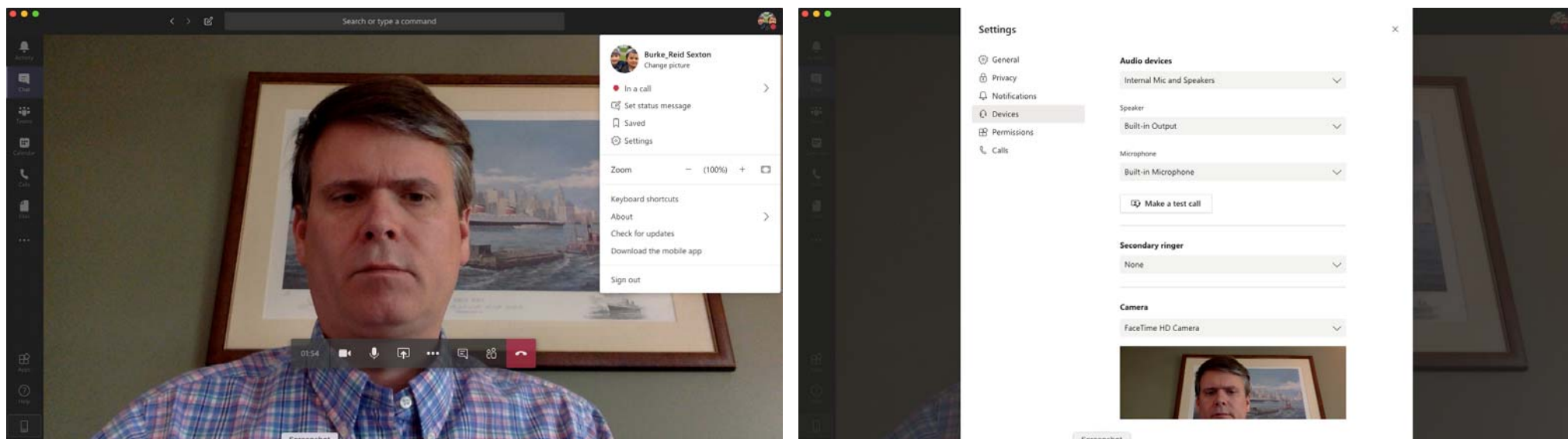


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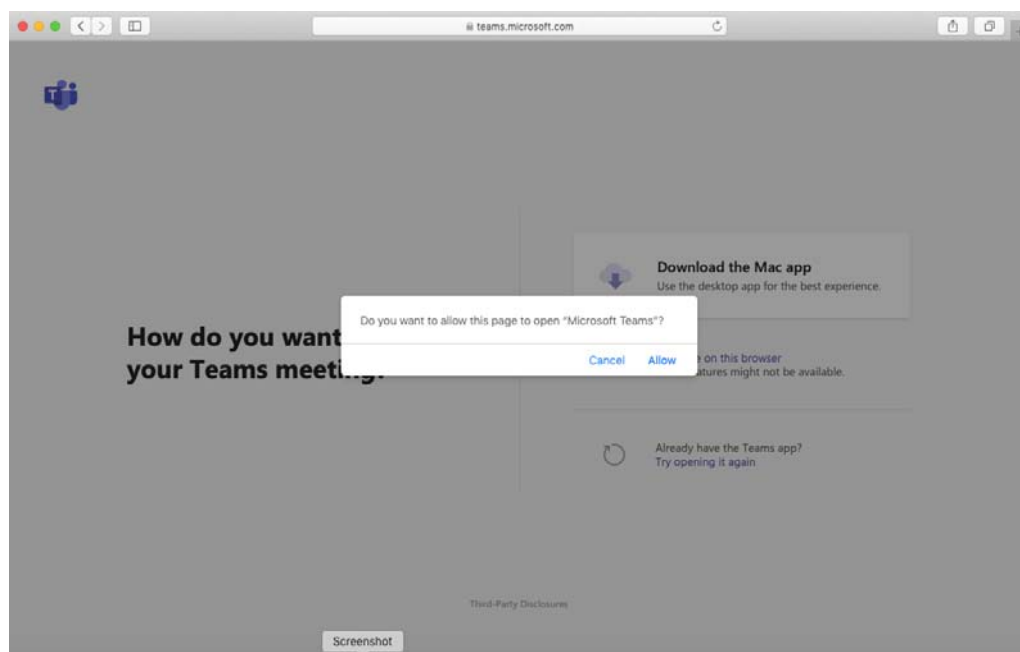
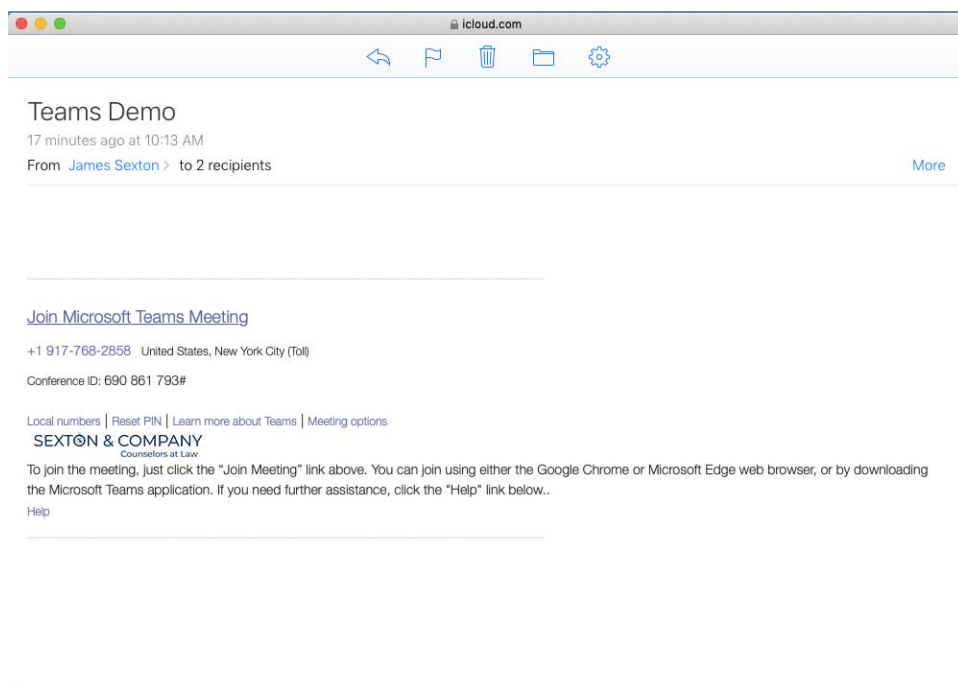
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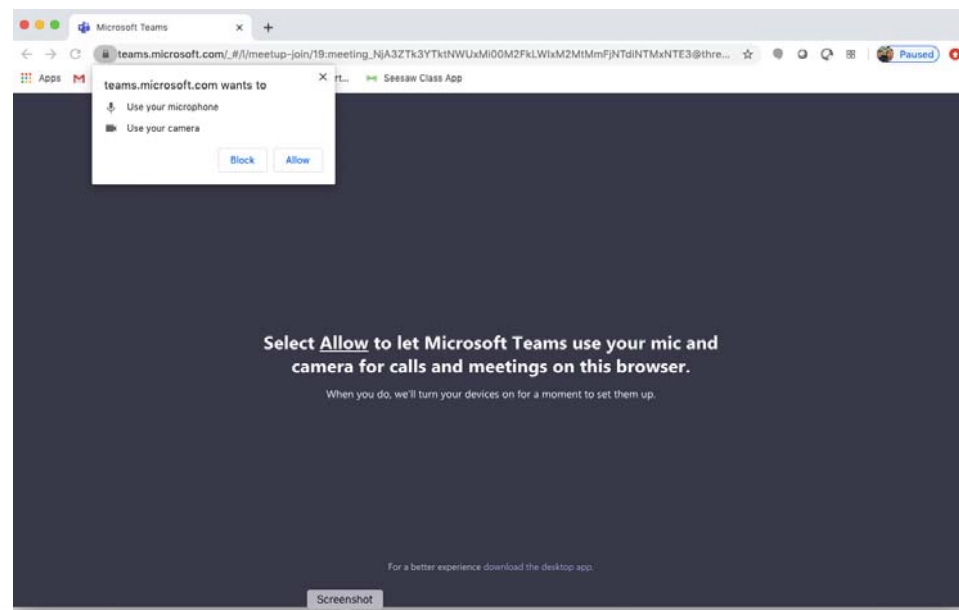
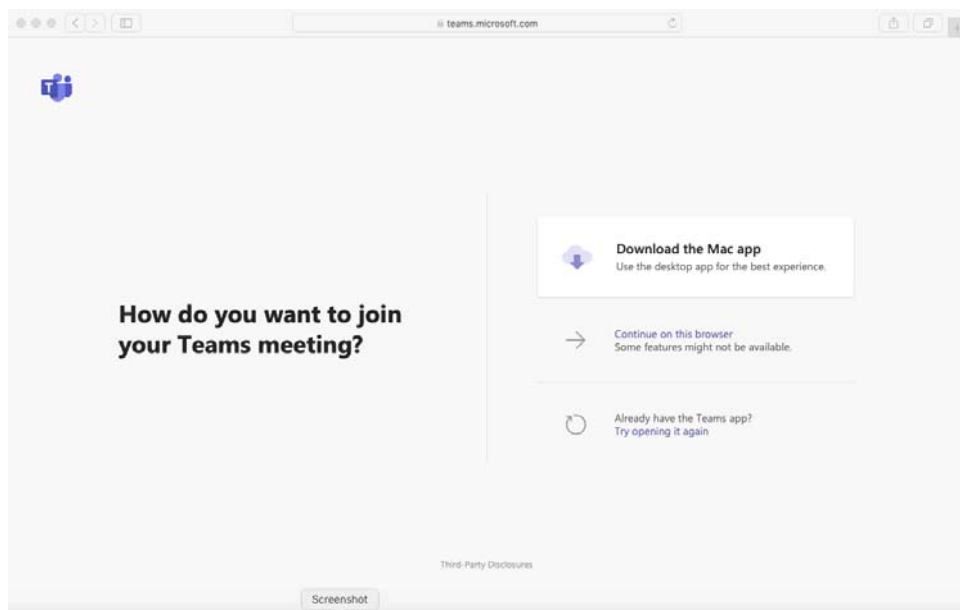


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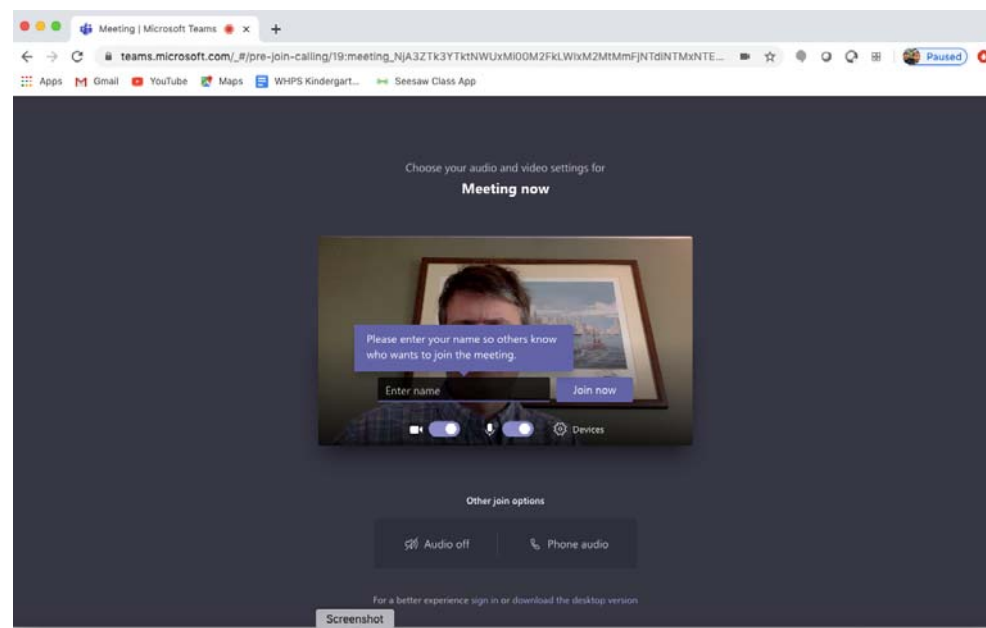
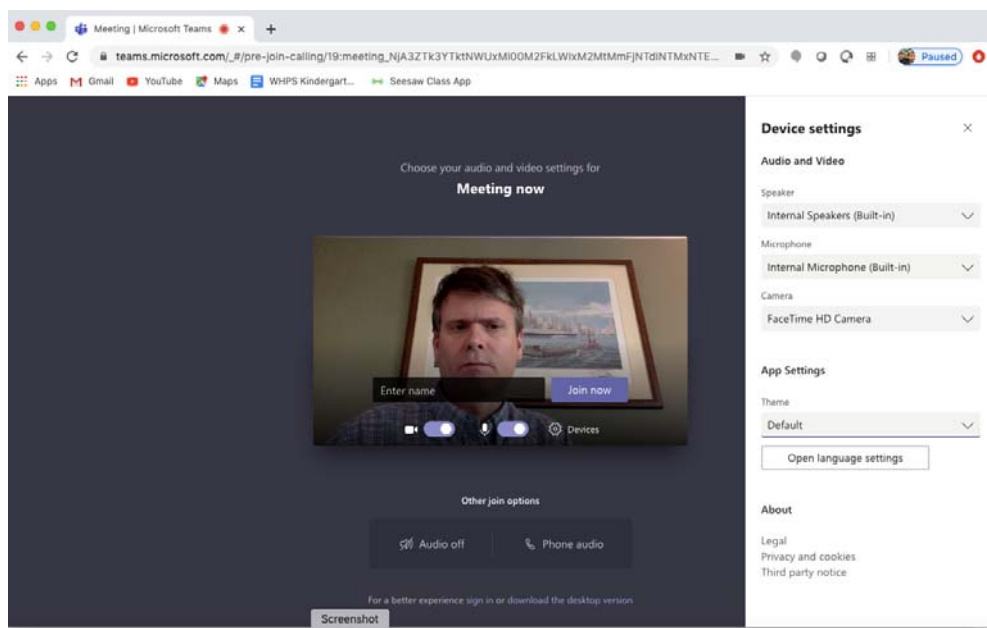


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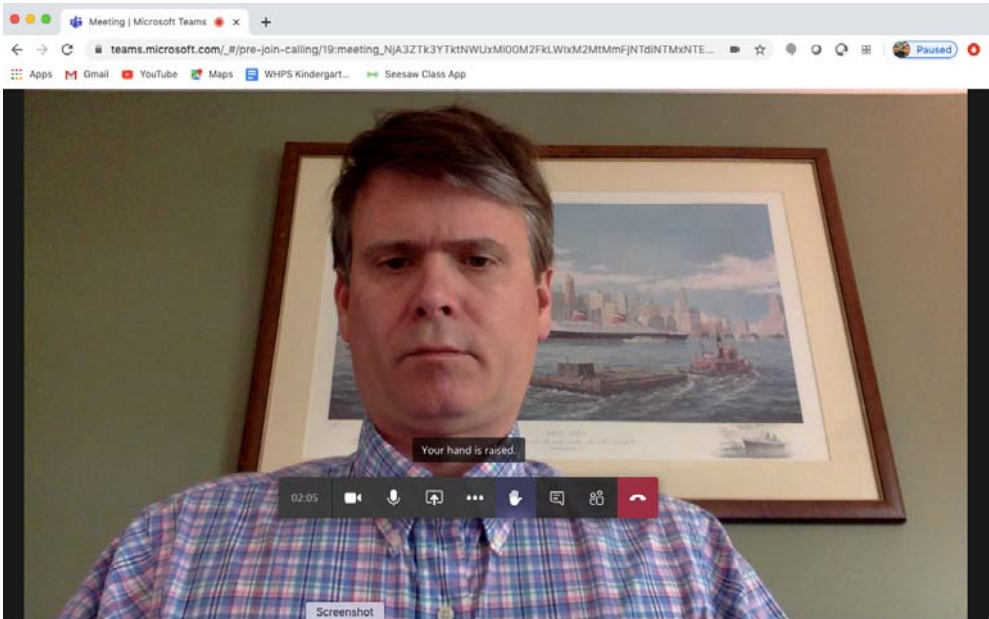
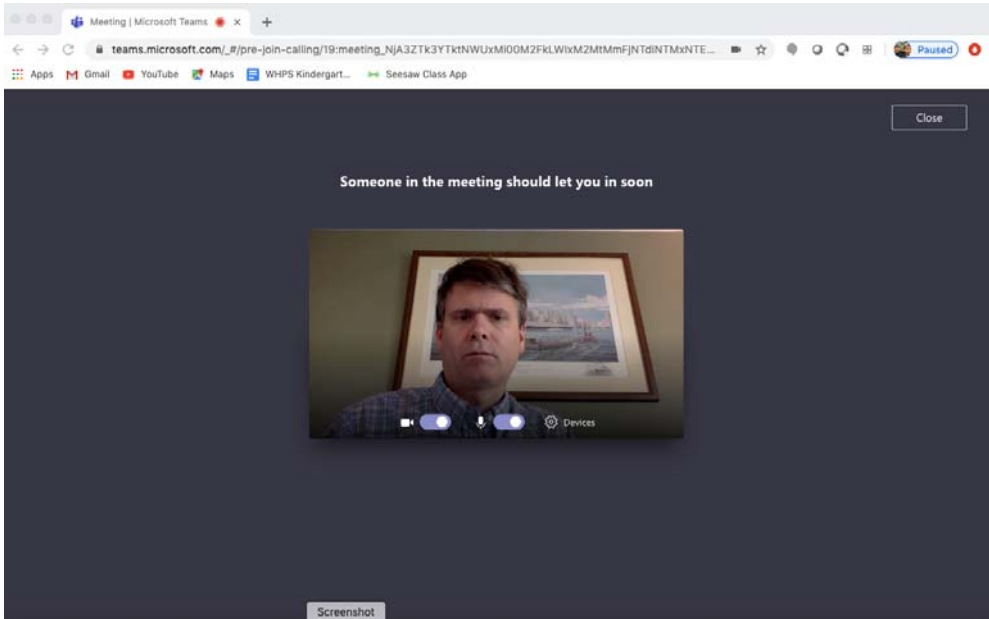


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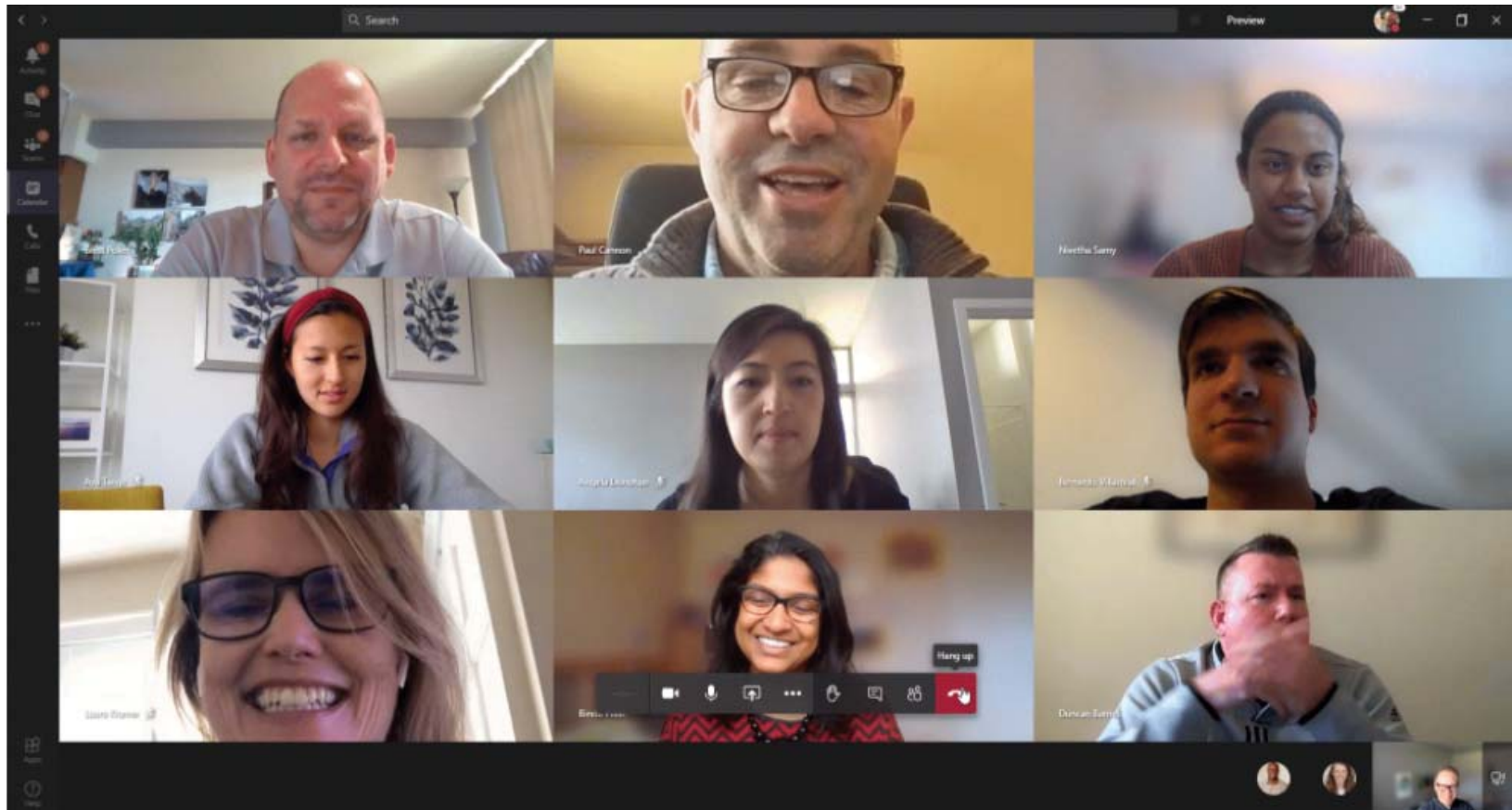


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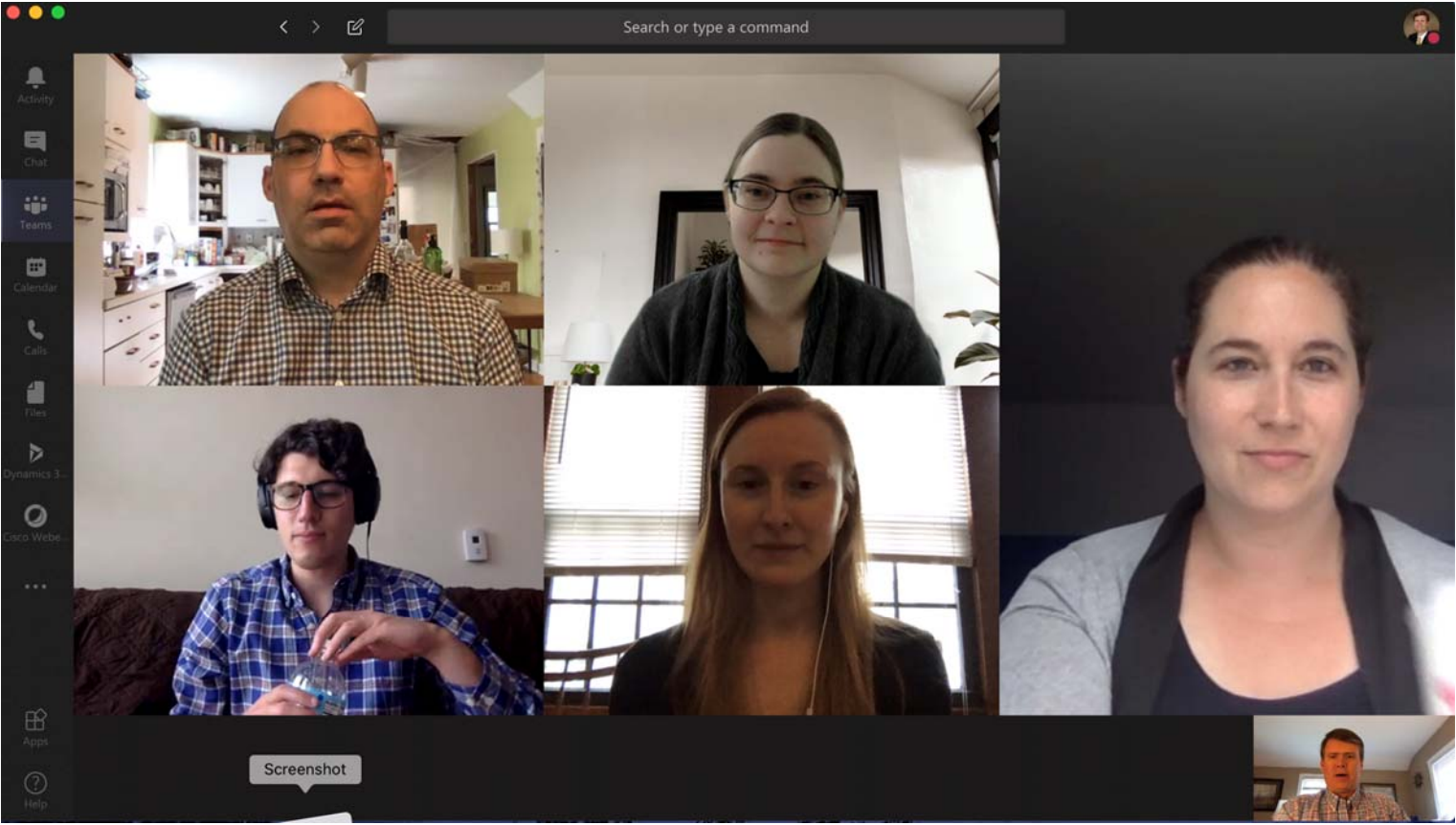


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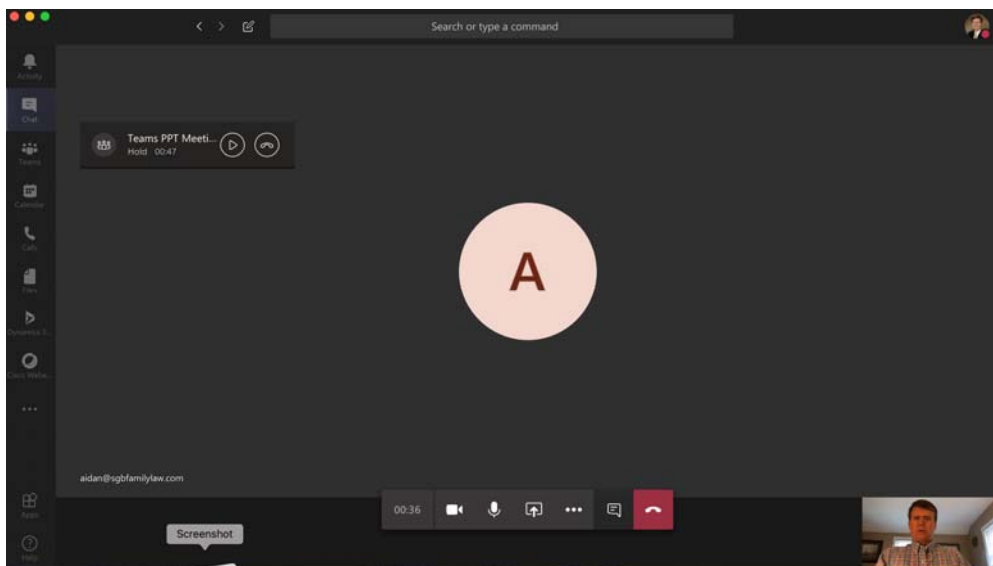


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# Practice Pointers

- Camera Position: Place the camera of your computer slightly higher than the top of your head and pointed down to your eyes.
- Lighting: Place a lamp next to the side of your computer; it should be in line with and slightly behind the computer, so the light falls on your face. Do NOT have a window or bright light behind you.
- Microphone: Whether it is built into your computer or external, be sure that your microphone is far enough away from your mouth, so you are not unintentionally bellowing into it during argument. Also, remember to unmute your microphone when speaking.
- Environment: Quiet and distraction free is a must. As is having an appropriate background. If you have a squeaky chair, use WD-40. Also, bring your own water and stopwatch.
- Internet: Try to ensure that your computer is the only device using the internet (no family members streaming movies or gaming online), and close all other unnecessary internet applications (email, additional open windows in your browser, etc.).

## Practice Pointers Continued

- This platform provides excellent opportunity to advance a persuasive argument, but you need to get comfortable with it before arguing.
- Judges faces appear closer, as will your face to them.
- Desk set-up is key. You do not want to be seen craning your neck or looking down all the time to view notes. Also, you want to be able to see the justices'/judges' hands go up when they have a question.
- Sit further back in your chair if you use your hands to talk.
- Judges may well be in the video conference room before you enter.
- Mute cell phone, tablets, office phones. Disable notification sounds on the computer you are using.

## Practice Pointers Continued

- Act Natural
- Make Eye Contact
- Use Your Normal Voice; Pause between speakers, etc.
- Avoid Exaggerated and Unnecessary Gestures or Movement
- Avoid Unnecessary Noise; tablecloth

# Judicial Branch Information Cards



**ITDTU – Teams: Join Scheduled Meetings  
Between Judges and Attorneys  
Using a PC or Mobile Device**  
Information Technology Division – Training Unit

## About Microsoft Teams

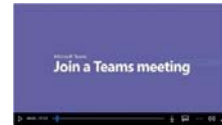
Microsoft Teams is a collaborative meeting app with video, audio and screen sharing features. This guide will provide instructions on how to join a scheduled Teams meeting from an email message or the Teams Application.

## Getting Started

What is needed to participate in a Teams scheduled meeting?

- ✓ Received a Teams email invitation
- ✓ PC, IOS or Android device
- ✓ Secure and dependable internet service provider
- ✓ Teams installed on your device or the Teams Web App

Before getting underway, please view the following short video:  
[Join a Teams meeting video](#). (Ctrl + Click to follow link)



## Recommendations

- A list of hardware requirements for Teams can be viewed by visiting the [Microsoft Teams website](#).
- If possible, use a web browser other than *Internet Explorer* due to possible compatibility issues.
- The Teams App for **IOS** (App Store) and **Android** (Google Store) devices are also available free of charge. Please note that features may be limited however this option is suitable for individuals who prefer to access Teams with a smartphone or tablet.
- Teams App can also be downloaded for PCs from the [Microsoft product website](#) free of charge.
- Test Teams any time prior to meetings using "[Teams Hearing Test Meeting](#)"

## Join a Teams Meeting

You will be invited to participate by email message. The message will provide three meeting participation options:

- Join Microsoft Teams Meeting with **Teams App** installed
- Join Microsoft Teams Meeting with **Teams Web App**
- Telephone number with Conference ID



## Join meeting using Teams App installed on PC or mobile device:

### Option A – From an email invitation

1. From your email mailbox, **Open** the Teams email invitation
2. Within the email message locate and select [Join Microsoft Teams Meeting](#)
3. Choose video and audio settings prior to joining the meeting
4. Select **Join now**

Test Teams any time prior to meetings using "[Teams Hearing Test Meeting](#)"

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FAMILY & MATRIMONIAL LAW



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# Judicial Branch Information Cards Continued



## Top 10 Virtual Conference Tech Tips



1. **Check all connections and accessories:** Is the Wi-Fi working and at highest signal, is the network cable securely inserted into the modem, verify/test/adjust the microphone and video camera settings on the computer and/or device as needed.
2. **Charge all device batteries:** If using a laptop it is recommended that it be plugged in or fully charged, have a cell phone or mobile device charged as a backup, and keep a charger nearby as video conference session can drain down batteries.
3. **Check your surroundings:** It is expected that you have a quiet location with minimal background distractions. Improve your lighting by using natural light in front or side of the computer, or overhead lighting to add a light beside the computer. Position your camera by setting the laptop on a few books or a box so others may see you at eye level. Refrain from tilting your head up or down, instead, look straight up to the camera, people should see your head and shoulders almost down to your elbows.
4. **Prepare and practice:** Before joining a virtual conference, do a test run to ensure you are familiar with features or that everything you set up is working to offset or minimize technical issues.
5. **Headset with microphone** is recommended. If you don't have one, try using one from your smartphone as it usually provides better sound quality than the one on a laptop. Speak clearly and concisely.
6. Learn how to **Mute** and **Unmute**: Only turn on mic when it is your turn to speak, Mute when not speaking. Always check the computer/device screen if you clicked the mute button.
7. **Keyboard and Apps:** Hands off the keyboard and only keep essential windows and programs open.
8. **Notifications:** Turn off or silent mobile device notifications such as email, text messages and news/weather alerts.
9. **Secure Conference:** Make sure you have a reliable antivirus solution installed that provides virus, phishing, and web protection, and always keep operating systems and browsers updated.
10. **Support:** Identify who will be the support contact within your organization in the event something goes wrong before or during the virtual conference. Create a contingency plan if the laptop malfunctions such as using a smart phone or tablet.

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# ITDTU –Etiquette Tips for the Virtual Courtroom Process



Information Technology Division – Training Unit

## Etiquette Tips for the Virtual Courtroom Process

### Video and Audio conference etiquette:

- The same formal etiquette and protocol of a physical Court is expected in the Virtual Court.
- Counsel and litigants are to dress professionally as if they were attending an in-person hearing in a courtroom.
- Read all the documentation prior to the virtual proceeding and be prepared.
- Participants are to join a Virtual proceeding from a quiet, secure location.
- Participants are to ensure that there will be no interruptions, distractions such as children or pets present.
- Witnesses are not permitted to use or access their phones while participating in virtual proceedings unless told to do so by the judge.
- Do not interrupt other people when they are speaking, nor attempt to speak over them.
- Speak clearly and concisely.



# ITDTU – Teams: Join Scheduled Meetings Between Judges and Attorneys Using a PC or Mobile Device



Information Technology Division – Training Unit

## About Microsoft Teams

*Microsoft Teams* is a collaborative meeting app with video, audio and screen sharing features.

This guide will provide instructions on how to join a scheduled *Teams* meeting from an email message or the *Teams* Application.

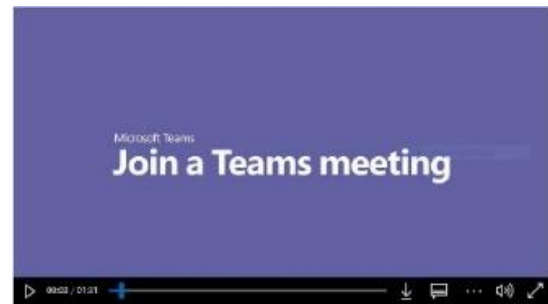
## Getting Started

What is needed to participate in a *Teams* scheduled meeting?

- ✓ Received a *Teams* email invitation
- ✓ PC, iOS or Android device
- ✓ Secure and dependable internet service provider
- ✓ *Teams* installed on your device or the *Teams* Web App

Before getting underway, please view the following short video:

[Join a Teams meeting video](#). (Ctrl + Click to follow link)



## Recommendations

- A list of hardware requirements for *Teams* can be viewed by visiting the [Microsoft Teams website](#).
- If possible, use a web browser other than *Internet Explorer* due to possible compatibility issues.
- The *Teams* App for **iOS** (App Store) and **Android** (Google Store) devices are also available free of charge. Please note that features may be limited however this option is suitable for individuals who prefer to access *Teams* with a smartphone or tablet.
- *Teams* App can also be downloaded for PCs from the [Microsoft product website](#) free of charge.
- Test *Teams* any time prior to meetings using “[Teams Hearing Test Meeting](#)”

## Join a Teams Meeting

You will be invited to participate by email message. The message will provide three meeting participation options:

- Join Microsoft Teams Meeting with **Teams App** Installed
- Join Microsoft Teams Meeting with **Teams Web App**
- Telephone number with Conference ID

[Join Microsoft Teams Meeting](#)

+1 860-123-4567 United States, Hartford

Conference ID: 123 456 789#

## Join meeting using *Teams* App installed on PC or mobile device:

### Option A – From an email invitation

1. From your email mailbox, **Open** the *Teams* email invitation
2. Within the email message locate and select [Join Microsoft Teams Meeting](#)
3. Choose video and audio settings prior to joining the meeting
4. Select **Join now**

Test *Teams* any time prior to meetings using “[Teams Hearing Test Meeting](#)”

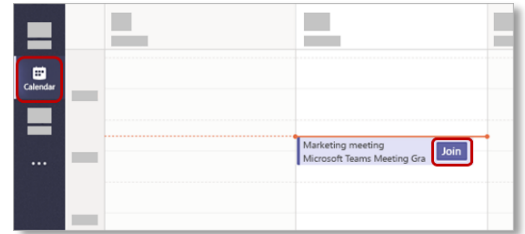


## Join meeting using Teams App installed on PC or mobile device:

### Option B – Using the Teams App Calendar

1. **Open** the Teams App installed on your PC or device
2. Select **Calendar**
3. From the calendar, locate the meeting, then, select **Join**
4. Choose your video and audio settings prior to joining the meeting  
(For additional video and audio setting information please read “Choose your video/audio settings” at the end of this document)
5. Select **Join now**

*Note: The organizer may not start the meeting on time or individuals may have joined earlier than the designated time and therefore participants may need to wait until the meeting organizer joins and opens up the meeting to participants.*



### Join meeting using Team Web App:

1. From your email mailbox, **Open** the Teams email invitation
2. Within the email message locate and select [Join Microsoft Teams Meeting](#)
3. **Type** your name in the text field. (this helps other participants recognize you)
4. Choose video and audio settings prior to joining the meeting  
(For additional video and audio setting information please read “Choose your video/audio settings” at the end of this document)
5. Select **Join now**

### Join Meeting using Telephone and Conference ID:

Recommended for participants who are having Internet connection issues

1. From your email mailbox, **Open** the Teams email invitation
2. From the email message dial the telephone number
3. Enter **Conference ID** when prompted
4. Answer questions when prompted

#### Join Microsoft Teams Meeting

+ 1860-123-4567 United States, Hartford

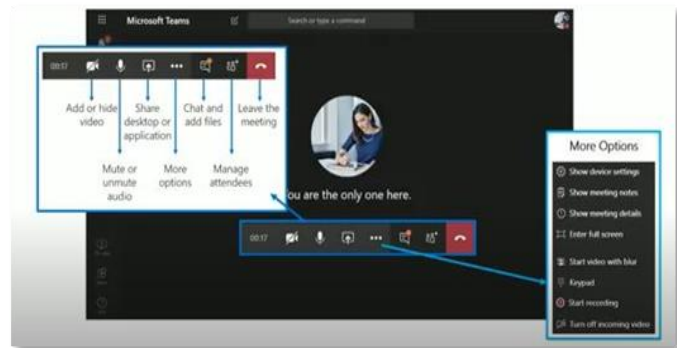
Conference ID: 123 456 789#

### Microsoft Teams Tips

#### Choose your video/audio settings:

The following displays how to set meeting features such as hide or add video and audio before joining a meeting.

- **Video:** On/Off
- **Mic/Audio:** On/Mute  
(Best practice: Mute Mic when not speaking)
- **Screen share**
- **More Options**
- **Leave Meeting**



Test Teams any time prior to meetings using “[Teams Hearing Test Meeting](#)”

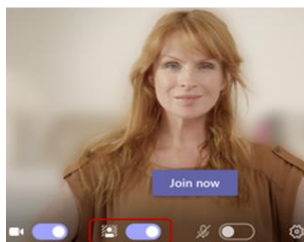
### Microsoft Teams Blur Background

The *Blur* feature permits individuals to remove background distractions.

*Note: Blur is only available in scheduled meetings, and, may not be available on all devices.*

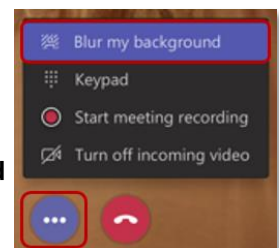
#### Option A- Prior to Meeting

- From invite, **Join** meeting
- Set *Blur* option to **On**
- Select **Join now**



#### Option B- During meeting












- During the meeting
- Click the 3 dots - Options
- Select **Blur my background**





## Top 10 Virtual Conference Tech Tips



-  **Check all connections and accessories:** Is the Wi-Fi working and at highest signal, is the network cable securely inserted into the modem, verify/test/adjust the microphone and video camera settings on the computer and/or device as needed.
-  **Charge all device batteries:** If using a laptop it is recommended that it be plugged in or fully charged, have a cell phone or mobile device charged as a backup, and keep a charger nearby as video conference session can drain down batteries.
-  **Check your surroundings:** It is expected that you have a quiet location with minimal background distractions. Improve your lighting by using natural light in front or side of the computer, or overhead lighting to add a light beside the computer. Position your camera by setting the laptop on a few books or a box so others may see you at eye level. Refrain from tilting your head up or down, instead, look straight up to the camera, people should see your head and shoulders almost down to your elbows.
-  **Prepare and practice:** Before joining a virtual conference, do a test run to ensure you are familiar with features or that everything you set up is working to offset or minimize technical issues.
-  **Headset with microphone** is recommended. If you don't have one, try using one from your smartphone as it usually provides better sound quality than the one on a laptop. Speak clearly and concisely.
-  Learn how to **Mute** and **Unmute**: Only turn on mic when it is your turn to speak, Mute when not speaking. Always check the computer/device screen if you clicked the mute button. 
-  **Keyboard and Apps:** Hands off the keyboard and only keep essential windows and programs open.
-  **Notifications:** Turn off or silent mobile device notifications such as email, text messages and news/weather alerts.
-  **Secure Conference:** Make sure you have a reliable antivirus solution installed that provides virus, phishing, and web protection, and always keep operating systems and browsers updated.
-  **Support:** Identify who will be the support contact within your organization in the event something goes wrong before or during the virtual conference. Create a contingency plan if the laptop malfunctions such as using a smart phone or tablet.

## **Helpful Links:**

### **Microsoft Teams Training Videos:**

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

### **Office Webcams:**

<https://www.logitech.com/en-us/product/brio?crd=34>

<https://www.logitech.com/en-us/product/c930e-webcam?crd=34>

<https://www.logitech.com/en-us/product/b525-webcam?crd=34>

<https://www.microsoft.com/accessories/en-us/business/lifecam-cinema-for-business/6ch-00001>

### **Office Speakerphones:**

<https://www.jabra.com/business/speakerphones/jabra-speak-series/jabra-speak-750##7700-409>

<https://www.jabra.com/business/speakerphones/jabra-speak-series/jabra-speak-510##7510-409>

<https://www.yealink.com/product/speakerphone-cp900>

<https://www.poly.com/us/en/products/phones/calisto/calisto-7200>

<https://www.poly.com/us/en/products/phones/calisto/calisto-3200>

### **Huddle Room Collaboration Bars:**

<https://www.jabra.com/business/video-conferencing/jabra-panacast>

<https://www.poly.com/us/en/products/video-conferencing/studio/studio-x50>

<https://www.poly.com/us/en/products/video-conferencing/studio/studio-x30>

<https://www.yealink.com/product/video-conferencing-vc210-ms-teams>

<https://www.yealink.com/product/microsoft-teams-room-system-mvc300>

<https://www.yealink.com/product/uvc30-cp900-byod-meeting-kit>

<https://www.logitech.com/en-us/product/microsoft-rooms>

Conference Room Video Conference:

<https://www.poly.com/us/en/products/video-conferencing/group/group-500>

<https://www.yealink.com/product/microsoft-teams-room-system-mvc900>

<https://www.yealink.com/product/microsoft-teams-room-system-mvc800>

Video Conference Carts:

<https://www.microsoft.com/en-us/surface/business/surface-hub-2>

<https://www.poly.com/us/en/products/video-conferencing/packaged/group-media-center>

<https://www.poly.com/us/en/products/video-conferencing/packaged/educart-500>

Video Room Interoperability Platforms (allows legacy video conference equipment already in rooms to work with Teams):

<https://www.poly.com/us/en/products/services/cloud/realconnect>

<https://www.pexip.com/microsoft-interoperability>

<https://www.bluejeans.com/products/integrations/microsoft-gateway>

This list is by no means exhaustive; it is merely comprised of equipment that I have either used personally or have researched and found to be high quality. The products listed are intended to be examples of broader classes of products that you might find useful as you invest in video conferencing equipment.

# Additional Resources

The below references are provided by the State of Connecticut Judicial Branch

## [Instructions on How to Join Scheduled Meetings Between Judges and Attorneys Using a PC or Mobile Device](#)

- [https://jud.ct.gov/remoteJustice/Docs/Teams\\_JUDGESATTORNEYS5\\_6\\_2020.pdf](https://jud.ct.gov/remoteJustice/Docs/Teams_JUDGESATTORNEYS5_6_2020.pdf)

## [Etiquette Tips for the Virtual Courtroom Process](#)

- [https://jud.ct.gov/remoteJustice/Docs/JBTeamsVideoConferenceEtiquette5\\_8\\_2020.pdf](https://jud.ct.gov/remoteJustice/Docs/JBTeamsVideoConferenceEtiquette5_8_2020.pdf)

## [Virtual Conference Tech Tips](#)

- [https://jud.ct.gov/remoteJustice/Docs/TeamsVirtualConferenceTechTips05\\_07\\_2020.pdf](https://jud.ct.gov/remoteJustice/Docs/TeamsVirtualConferenceTechTips05_07_2020.pdf)