



Microsoft Teams (MS Teams) allows you to join a proceeding using video or audio from a computer or mobile device or to dial in to a proceeding from a telephone.

General information

[Join a meeting in MS Teams \(Microsoft\)](#)

[Change your background in MS Teams \(Microsoft\)](#)

Preparation and testing

You should:

- Download the MS Teams application in advance of the proceeding
- Ensure you are familiar with the microphone, webcam and speakers on your device
- Ensure any external hardware is installed and working properly
- Test the technology before the proceeding from the location you plan to use during the hearing in order to check your internet connection at that location

Contact information

Virtual proceedings are set up using email addresses. When requested from the Court, provide your email address and contact phone number (as a back-up) so that a proceeding invitation (link) can be sent to you.

If you know that you will be receiving an invitation to attend a proceeding, check your inbox and spam/junk folder to avoid missing the email from the Court.

You are expected to be proactive and tell the applicable court registry promptly if you think there will be any difficulty with participating in a virtual proceeding, and to propose solutions agreed to by all participants where possible.

[Courthouse locations \(Government of BC\)](#)

Joining the proceeding

Participants can join a MS Teams proceeding from an electronic device including a desktop computer, laptop, tablet or smartphone via the "**Join the meeting now**" link included in the proceeding invitation.

- If you are prompted, click to "allow" MS Teams to use your mic and camera
- If you are using the MS Teams web application, fill in the "Type your name" field with your full name and description of your role in the proceeding, such as "First and Last Name (Crown)" or "first and Last Name (Claimant)"
- Wait patiently in the virtual lobby and do not exit the lobby if you are not immediately admitted. If the lobby times out, re-join the meeting

Standing down

If the Court needs to stand down (provide everyone with a break during the proceeding), the video conference will stay on. **Do not leave** the video conference. You are responsible for turning off your own microphone and webcam. If you do not, other participants in the video conference will be able to see and/or hear you and anything going on around you.

Turn your microphone and webcam back on at the end of the break. As soon as you do this, you can be seen and heard by anyone.

Ending the proceeding

Near the end of the time scheduled for your conference or hearing, you may see an "End of Meeting" warning appear on the screen. This indicates that the time scheduled for the proceeding is almost up, but the judge will decide when to end the proceeding. When the judge ends the proceeding, click on the **red phone icon** to disconnect from the proceeding.

Technology issues

Anyone who will be appearing in the Provincial Court by MS Teams can email the Canadian Bar Association at members@cbabc.org for technical support to assist you. The Court and court registries are not able to provide technical support or assistance for using MS Teams.

If technology issues happen

Wait to see if the issue resolves itself. If the problem does not resolve on its own, tell the judge that you are experiencing a problem. If you are not able to communicate with the judge directly (for example, because you have lost your internet connection), contact the applicable court registry.

If you accidentally log out

If you accidentally log out of the proceedings, or otherwise lose your connection to the proceeding, you should quickly attempt to rejoin.

If you miss something that was said

If due to delay, distortion or disconnection you miss something that was said during the proceeding, please let the judge know immediately so that the statement can be repeated. Likewise, please be patient and prepared to repeat your own statements if asked.

If the MS Teams video platform is not working

If MS Teams is down or not working, the court will contact the parties either to provide teleconference dial-in details or to reconnect the parties directly by audioconference, so all parties may continue the proceeding by dialing in from a telephone.

Source URL:

<https://main-bvx6a6i-t74dtfugroaqq.ca-1.platformsh.site/navigating-court-case/information-all-types-cases/attending-court-case/participating-remotely/microsoft-teams-guide>