

Using Microsoft Teams in SAET

Last updated: 3 September 2020



This document provides instructions for using Microsoft Teams (MS Teams) in SAET conferences and hearings. Go to www.saet.sa.gov.au/resources/msteams/ for information on:

- What is Microsoft Teams?
- Requirements for using MS Teams in a SAET conference or hearing
- Further assistance using MS Teams in SAET

Need some assistance?

Contact SAET for assistance using MS Teams as early as possible **prior** to your conference or hearing.

MS Teams Instructions

Pictures in this document may differ from your own device.

1. SAET schedule a conference or hearing by MS Teams

You have received a notice from SAET that a conference or hearing is scheduled to take place by video conference using MS Teams.

2. SAET will email a meeting invitation including a link to an MS Team meeting

Following your notice, you will receive an email meeting invitation that includes a link to 'Join Microsoft Teams Meeting'.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

3. At the scheduled time, select to join the meeting

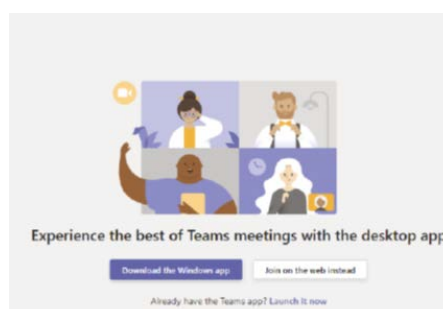
At the scheduled time of your conference or hearing, click on the 'Join Microsoft Teams Meeting' link in the calendar invitation.

If you have installed the app, the app will open automatically.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

If you have not installed the app, your browser will open to the following page. You may join the meeting using your browser by clicking '**Join on the web instead**'.

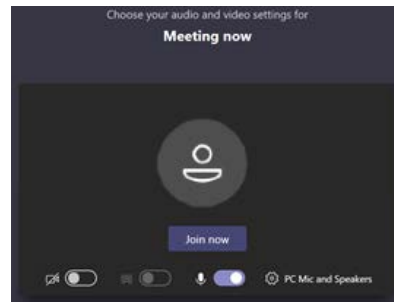


4. Check your camera and microphone settings and 'Join Now'

When Teams opens, the following window will enable you to check your camera and microphone.

You can check your device settings by clicking the settings icon.

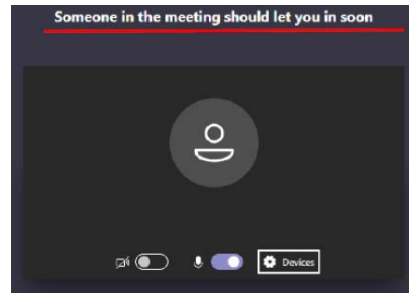
When you are ready, click '**Join Now**'



5. Wait in the 'lobby'

You will be taken to a 'lobby' until the Member is ready to 'admit' you.

Note: Please be patient, as your case may be delayed by an earlier case, or other parties may not be ready to commence.



6. SAET Member will admit you into the meeting (conference or hearing)

7. Once admitted, adjust your device settings

Once you are admitted to the meeting you can control your experience with the following icons:

Turn your camera off and on



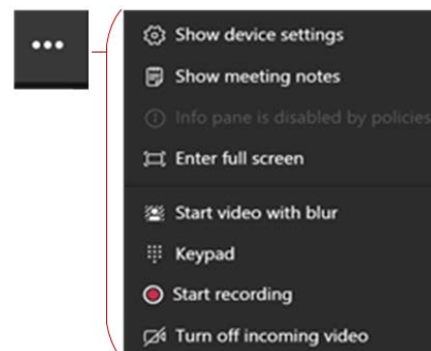
Mute and unmute your microphone



Share your screen (eg display a document)




More actions. Click on this to get the following options




The **'Show device settings'** option enables you to check and change which speaker, microphone and camera your device is currently using.


Audio devices


Realtek(R) Audio 

Speaker


Headphones (Realtek(R) Audio) 

Microphone


External Microphone (Realtek(R) Audio) 

 Make a test call

Secondary ringer

None 

Camera

HP Full-HD Camera 

Show Participants connected to the meeting



Hang up – end meeting



Note: speaker volume is controlled by your device speaker volume usually accessible on your taskbar.

