



# e-Manual for Microsoft Teams Application for Installing and Join Video Conferencing using Smart Phones

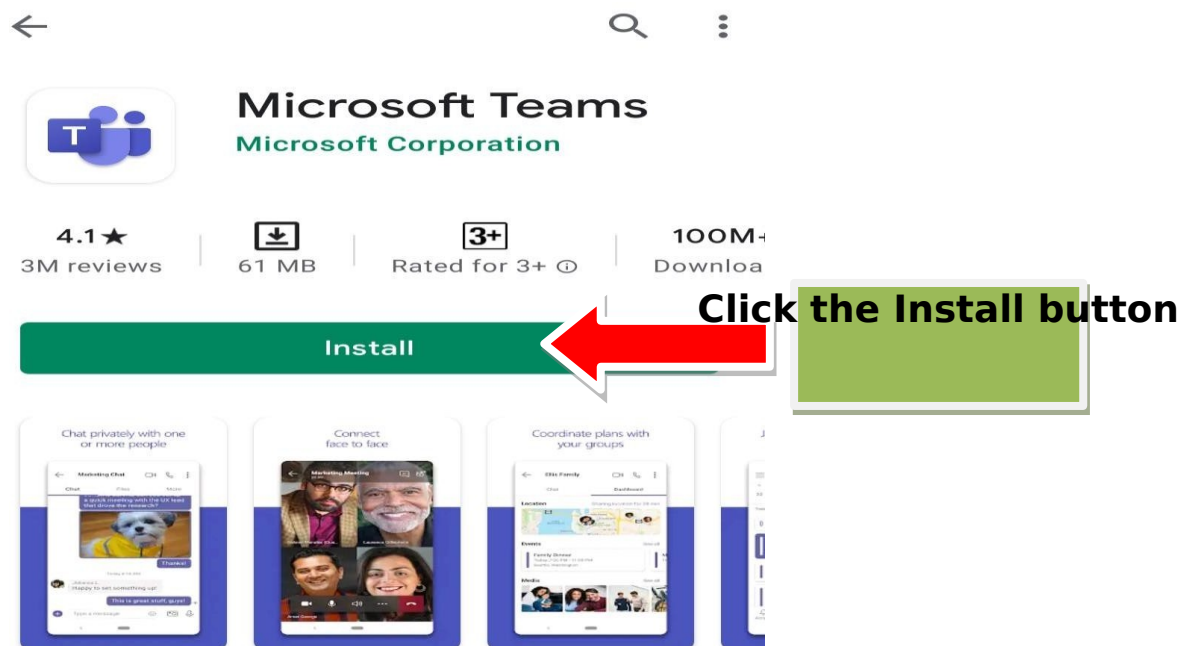
## For Mobile User:

Download "**Microsoft Teams**" from Google Play Store using Android Smart Phone.

**STEP 1:** Open Your Mobile Play Store app and type in the search box "**Microsoft Teams**" or Click the below link to download "**Microsoft Teams**" application directly.

<https://play.google.com/store/apps/details?id=com.microsoft.teams>

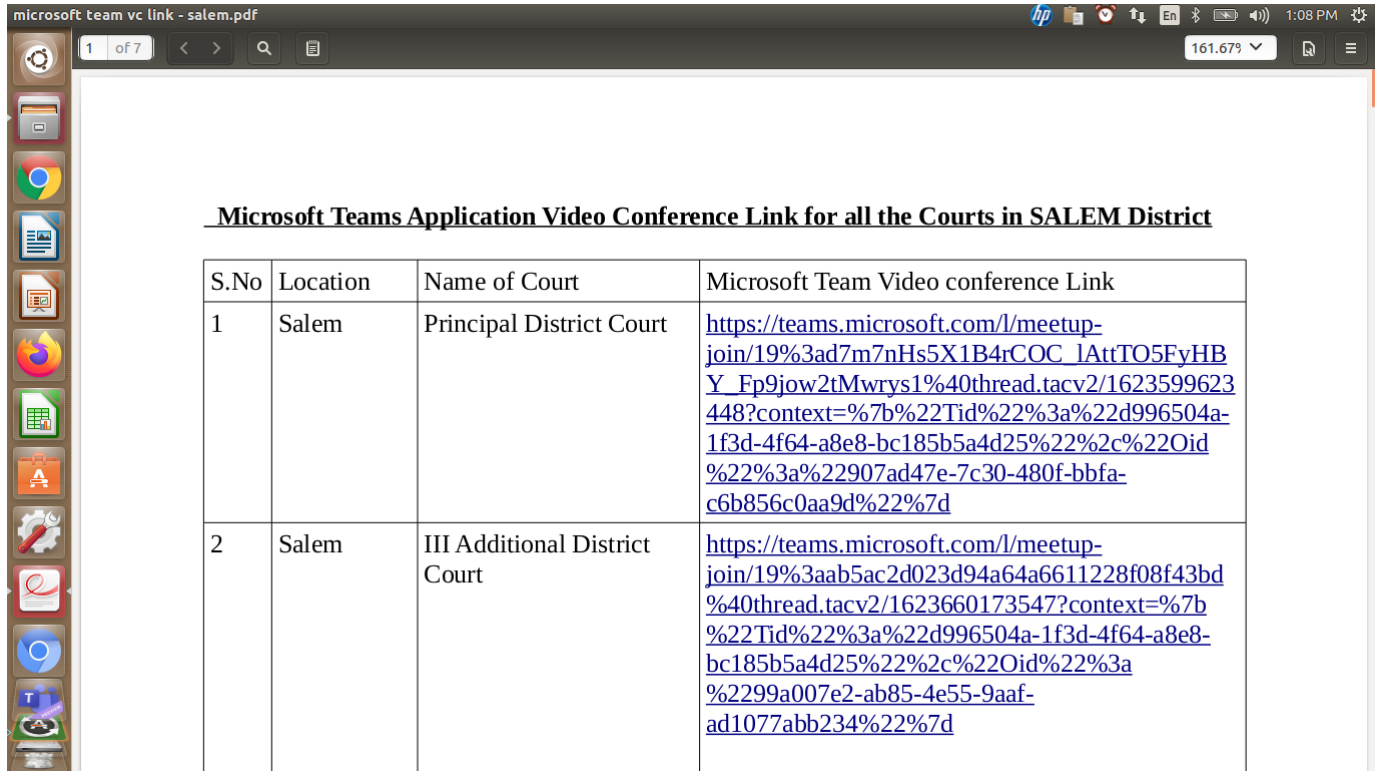
### **Example 1:**



**STEP 2:** Click the install button appearing like on the below example 1 screen for installing the "**Microsoft Teams**" application.

**Step 3:** After installing the Microsoft Teams enter the Meeting Link or URL provided by Court. The VC link for the each court will be uploaded in the District Court website.

**Example 2:**



**Microsoft Teams Application Video Conference Link for all the Courts in SALEM District**

S.No	Location	Name of Court	Microsoft Team Video conference Link
1	Salem	Principal District Court	<a href="https://teams.microsoft.com/l/meetup-join/19%3ad7m7nHs5X1B4rCOC_lAttTO5FyHB_Y_Fp9jow2tMwrys1%40thread.tacy2/1623599623448?context=%7b%22Tid%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22907ad47e-7c30-480f-bbfa-c6b856c0aa9d%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ad7m7nHs5X1B4rCOC_lAttTO5FyHB_Y_Fp9jow2tMwrys1%40thread.tacy2/1623599623448?context=%7b%22Tid%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22907ad47e-7c30-480f-bbfa-c6b856c0aa9d%22%7d</a>
2	Salem	III Additional District Court	<a href="https://teams.microsoft.com/l/meetup-join/19%3aab5ac2d023d94a64a6611228f08f43bd%40thread.tacy2/1623660173547?context=%7b%22Tid%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22299a007e2-ab85-4e55-9aaf-ad1077abb234%22%7d">https://teams.microsoft.com/l/meetup-join/19%3aab5ac2d023d94a64a6611228f08f43bd%40thread.tacy2/1623660173547?context=%7b%22Tid%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22299a007e2-ab85-4e55-9aaf-ad1077abb234%22%7d</a>

**Click the above link and open the link using Microsoft Teams application**



**STEP 3:** After selecting the meeting link received from court “**Join Meeting**” screen will appear like below mentioned example 3.

**Example 3:**

4G 3G 12:59 0.00 KB/s 4G 79

Microsoft Teams



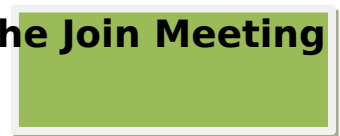
Meeting time!  
How would you like to join?

Join meeting

Sign in and join

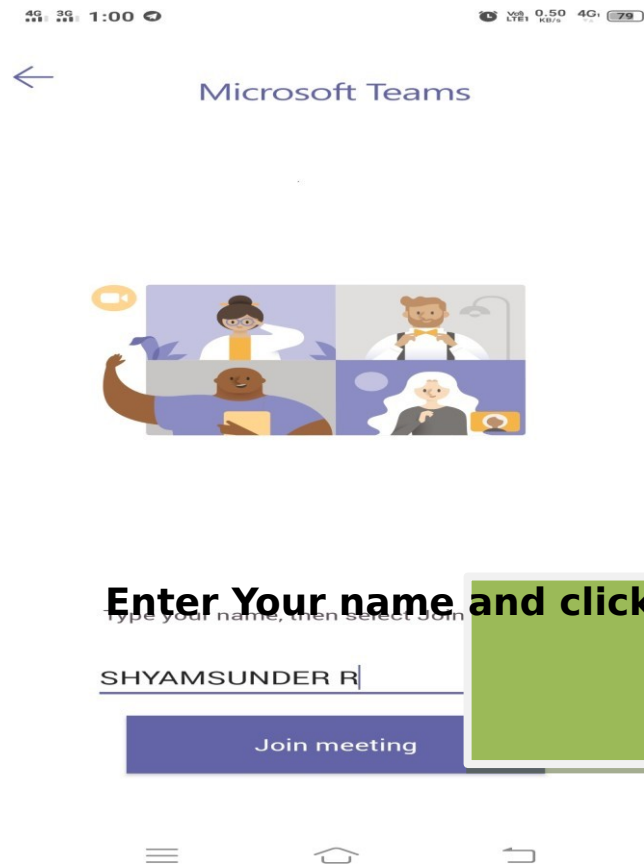


**Click the Join Meeting button**



**STEP 4:** After selecting the Join Meeting enter your Name and “Join Meeting” like below mentioned example 4.

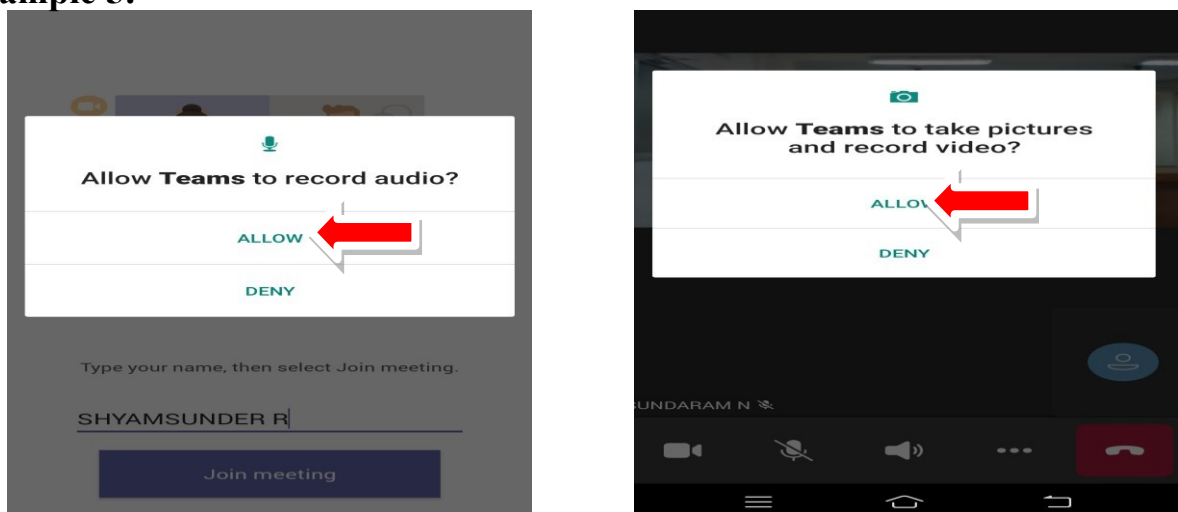
**Example 4:**



**Enter Your name and click the Join Meeting button**

**STEP 5:** After Join the Training/Meeting you must ensure that Audio and Videos are Enabled Audio and Video like below mentioned example 5

**Example 5:**



**STEP 6:** After Join the Meeting you must ensure that the mic is in “MUTE” state. Do not “UNMUTE” your mic unnecessarily.

## **GENERAL INSTRUCTION**

- ❖ Participants are requested to participate in the Video Conferencing with good mobile internet connectivity & noise free room with good lighting.
- ❖ Participants are advised to use a head phone for receiving clear audio from both sides.
- ❖ Participants are required to mute their mic after joining the meeting.
- ❖ Do not “switch on” or “unmute” the microphone unnecessarily, keep the mic in mute mode, unless your asked to talk.