



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

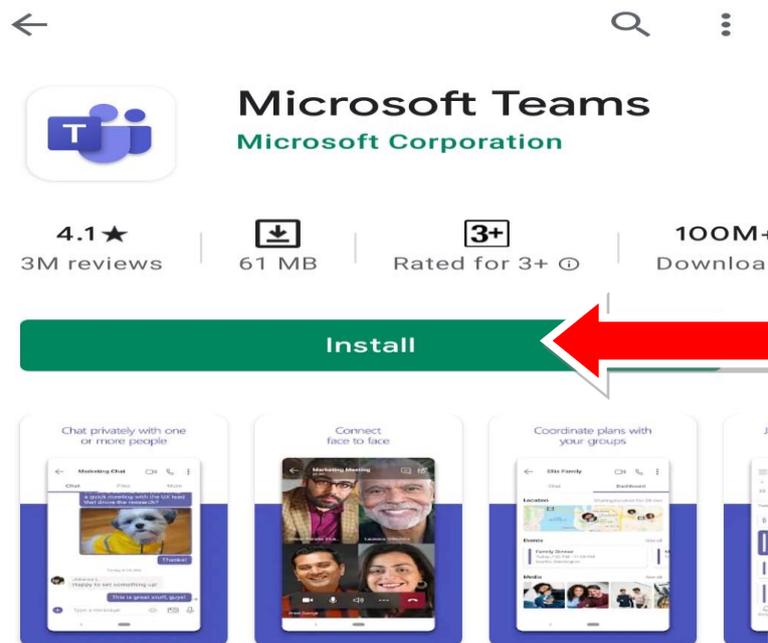
For Mobile User:

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 Erode District

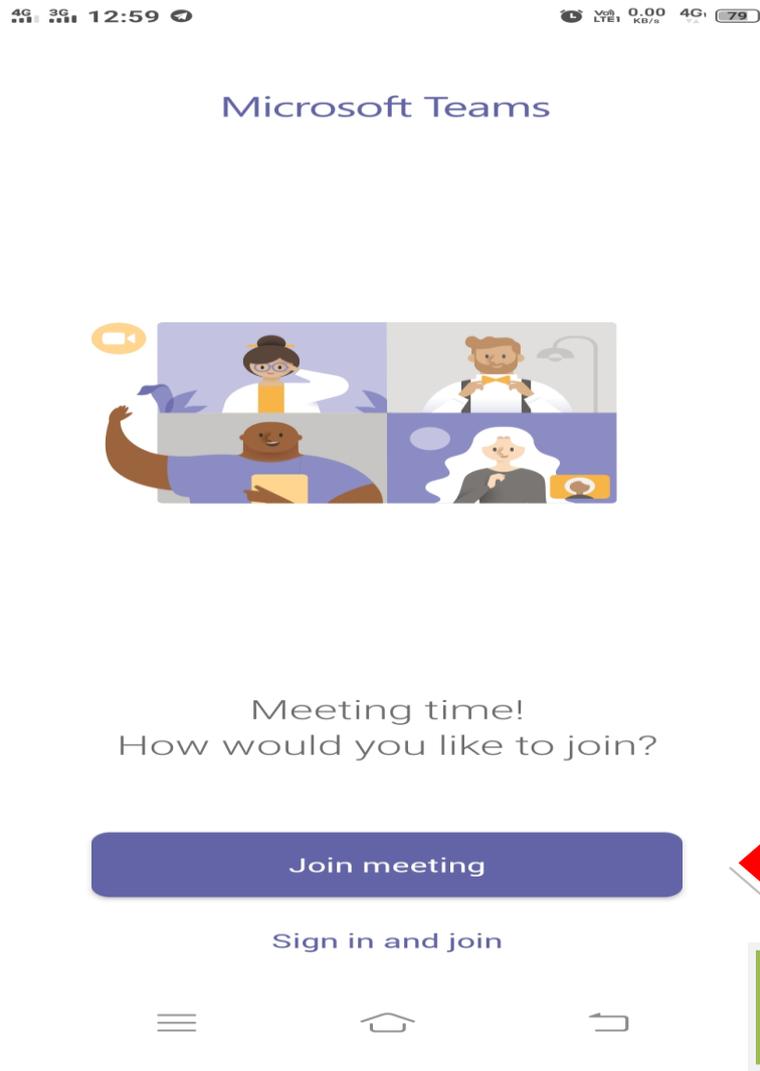
S.No.	Name of the Court	Microsoft Teams Application Video Conference Link
1	Principal District Court, Erode	https://teams.microsoft.com/join/19%3ameeting_OTBjYiI3MwItNTk1Yi00MTE3LTkxMzYtNDU5OTljNWVlMDc5%40thread.v2/0?context=%7b%22id%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22cdc94bb9-a9e-4c59-a31d-8217a3dd1ddf%22%7d
2	I Additional District Court, Erode	https://teams.microsoft.com/join/19%3ameeting_YzdhNzY3ZmQlNTBmNi00MDk1LTk4MmMfYig4NjYzM2UxOTcv%40thread.v2/0?context=%7b%22id%22%3a%22d996504a-1f3d-4f64-a8e8-bc185b5a4d25%22%2c%22Oid%22%3a%22cc2e4878-212a-470c-852d-2c5f8020ffc4%22%7d



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:



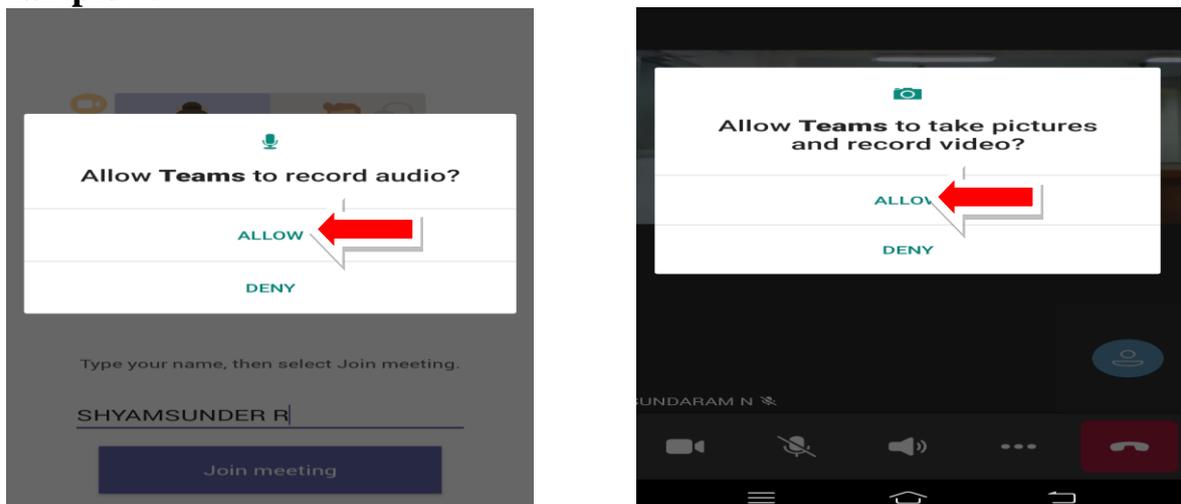
STEP 4: After selecting the Join Meeting enter your Name and “Join Meeting” like below mentioned example 4.

Example 4:



STEP 5: After Join the Training/Meeting you must be 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.