Virtual Hearings Guidance – using Microsoft Teams

This guidance is to assist you when SCRA has arranged a Children's Hearing within a Virtual Hearing Room on Microsoft Teams.

Teams

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account.

You will need to access the Hearing through the link within your email, so please be sure not to delete this. Your email will look similar to the one below.

/ Virtual Hearing on 28/02/2021 at 10:00 CRM:0001193	₿ 1~
Central <central@wirtualhearing.co.uk> Sw 20/02/2021 11.49 Tor: You</central@wirtualhearing.co.uk>	ა "ა →
invitation.ics 785 bytes	
Hi	
You have been invited to attend a virtual hearing on 28/02/2021 at 10:00.	
What happens next	
First, please make a note of the date and time of the hearing. If you want you can click the calendar appointment attached to this email to add it to an online dia	ry.
Between now and the hearing you can have a test of the system with a member of the team here to ensure that you are able to join the hearing. If you would like 0131 244 8558. We can test with you up until the day before the hearing.	e this to happen please email me back or telepho
What happens on the day	
To join this virtual hearing on the day you will need to click the link below:	
Microsoft Teams meeting Join on your computer or mobile app <u>Click here to join the meeting</u>	
Learn More	
One of the team will be on hand to let you into the meeting from the time it is due to start. You may have to wait in a "waiting room" for a few minutes before th	nev let vou in.
More Information	
If you would like to discuss any of details about your hearing you can contact the Children's Reporter or your local SCRA office. Their details are on the notification	on letter you will have received through the post.
You can find more information about what happens during a virtual hearing by clicking this link: <u>click here</u>	
You can find more information about what happens during a virtual hearing by clicking this link: <u>click here</u> Thanks,	
You can find more information about what happens during a virtual hearing by clicking this link: <u>click here</u> Thanks, Donna	
You can find more information about what happens during a virtual hearing by clicking this link: <u>click here</u> Thanks, Donna Virtual Hearing Service	
You can find more information about what happens during a virtual hearing by clicking this link: <u>click here</u> Thanks, Donna Virtual Hearing Service Tel: 0131 244 8558	

If you have a Windows laptop or PC you can install the app from your invitation. Click <u>here.</u> If you have a Windows laptop or PC you can install Teams before you receive your Hearing invitation. Click <u>here.</u>

If you have an Android Device. Click <u>here</u>. If you have an iOS Device. Click <u>here</u>.

If you would like someone to talk you through any of the installation steps, you can contact <u>virtualhearings@scra.gov.uk</u>



Joining the Hearing

When it's time for your meeting, click the link in your email invitation.

Microsoft Teams meeting Join on your computer or mobile app <u>Click here to join the meeting</u>

Always open the App if it is installed as this will let you see everyone in the room. Going through the browser only lets you see the person who is speaking.

If joining as a Guest the app will ask you to input your name so that we can see who you are. If you choose to log in to your Microsoft account, it will show the name you have registered against your account.

You will need to stay in a waiting room for the receptionist to give you access to the meeting. Don't worry if you have to wait a little while. An example of what you will see is shown below.

While you are in the waiting room set you camera and microphone to on.



Once the receptionist lets you in to the room, you will be able to see the other attendees.



Testing in Advance of the Hearing

You can arrange a test call with one of the RAVHI Team if you want to make sure everything is ready for your Hearing. Email **virtualhearings@scra.gov.uk** or telephone 0131 244 8558 to leave a voicemail.