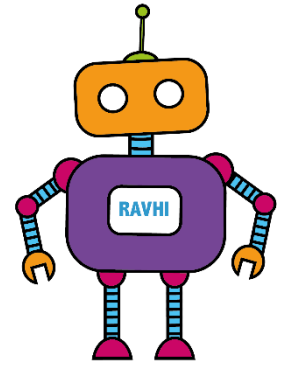


Virtual Hearings Guidance – using Microsoft Teams

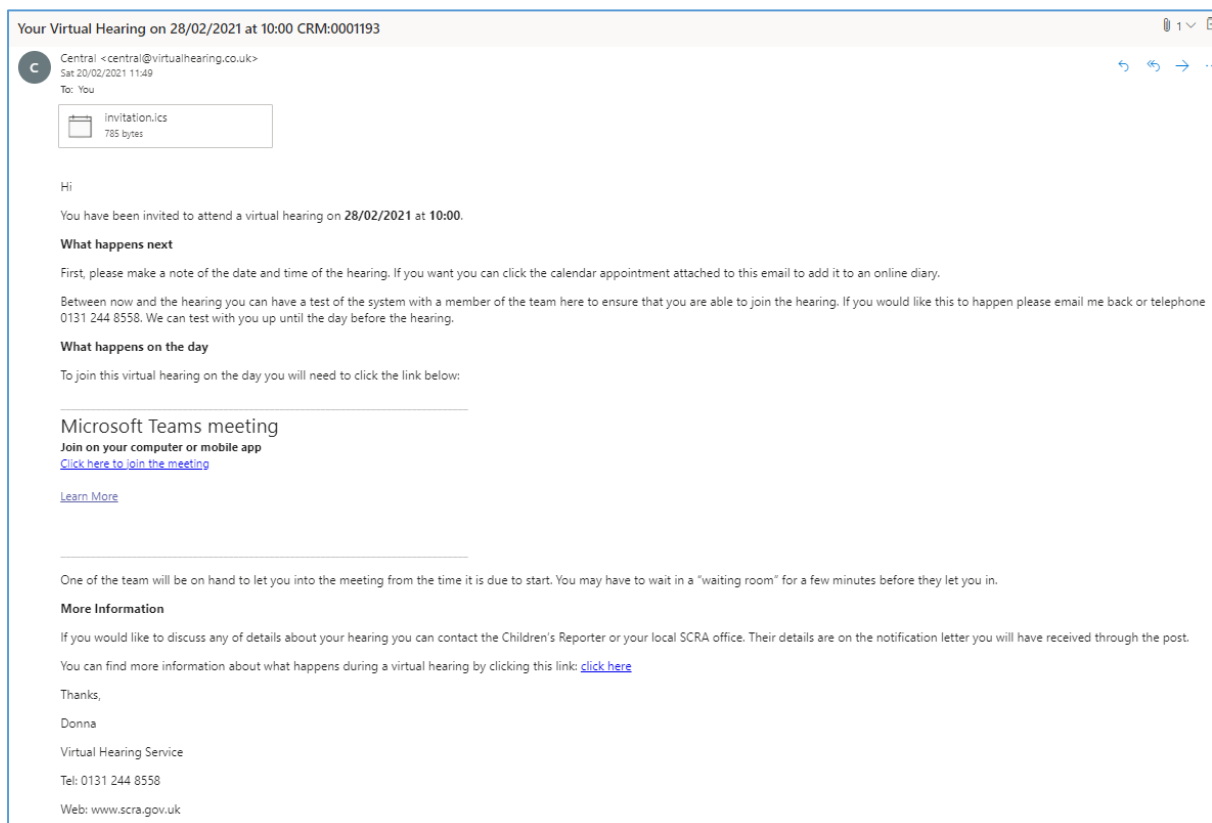
This guidance is to assist you when SCRA has arranged a Children’s Hearing within a Virtual Hearing Room on Microsoft Teams.



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.



If you have a Windows laptop or PC you can install the app from your invitation. Click [here](#).

If you have a Windows laptop or PC you can install Teams before you receive your Hearing invitation. Click [here](#).

If you have an Android Device. Click [here](#).

If you have an iOS Device. Click [here](#).

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

Joining the Hearing

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

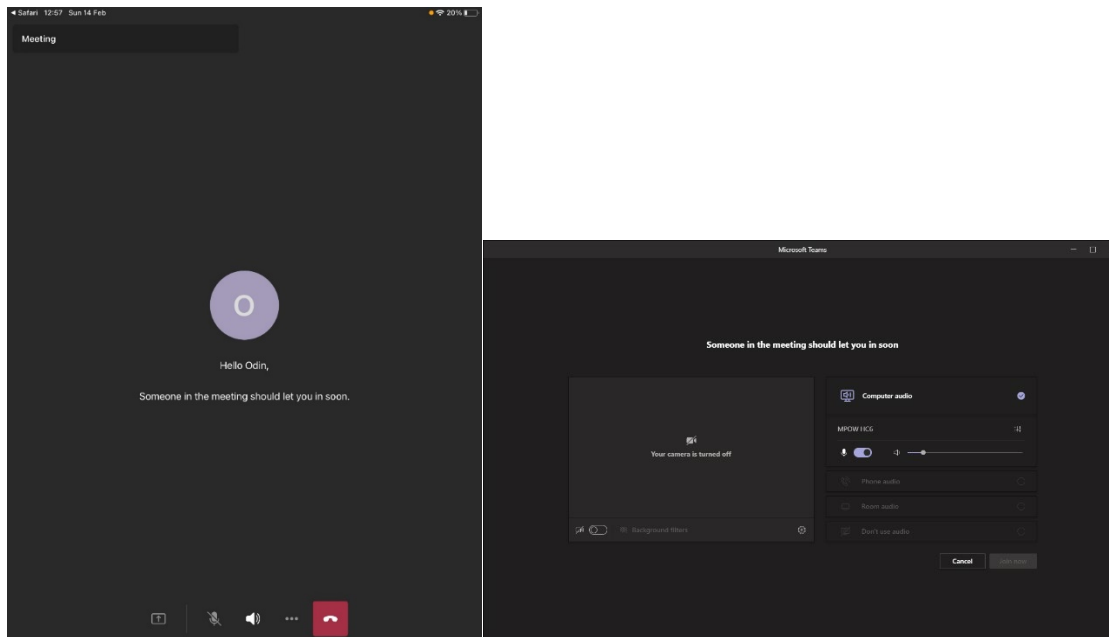
Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)

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.

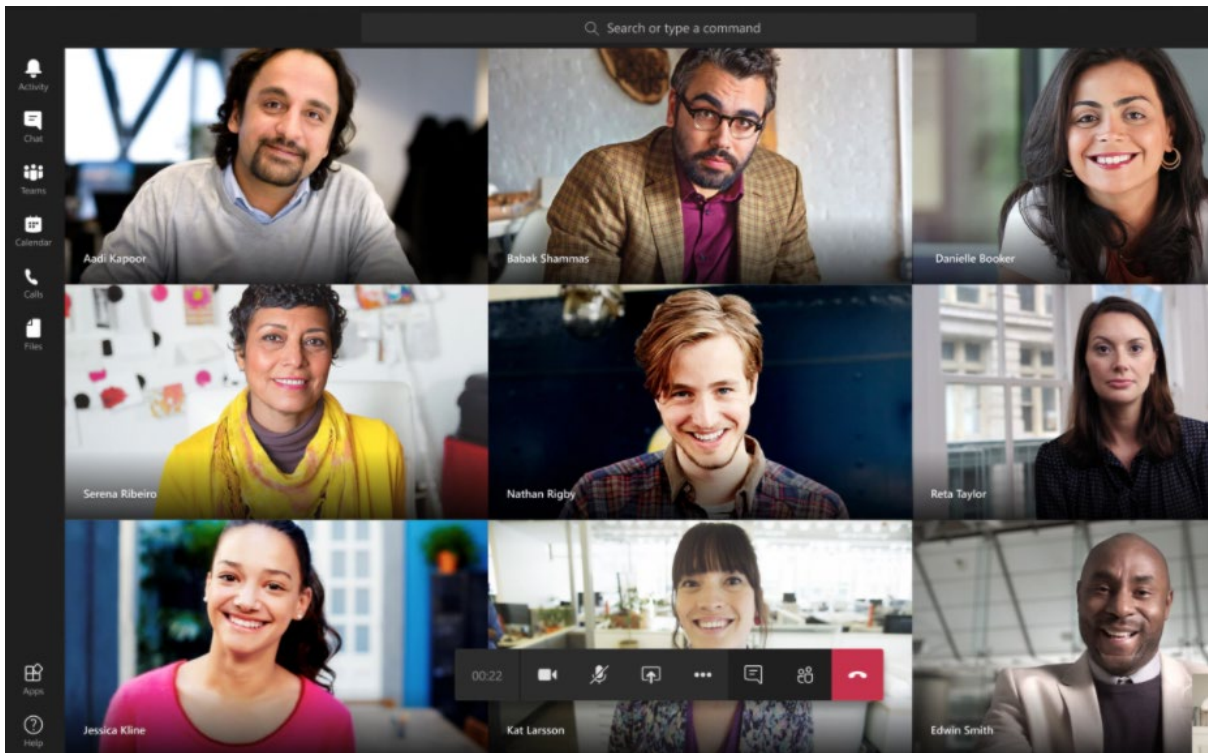
If joining as a Guest the app will ask you to input your name so that we can see who you are. If you choose to log in to your Microsoft account, it will show the name you have registered against your account.

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 your 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.