


# Virtual Court Setup Guide

Using Microsoft Team and CaseLines

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# 1. Requirements

| Basic Setup Requirements | | | | |
|---|---|---|---|---|
| Laptop or PC | Fast internet connection | Microsoft Teams App installed | Browser for accessing CaseLines | Smart TV or additional Screen (optional) |

# 2. Virtual Court Using Microsoft Teams and CaseLines

## Step 1 – Scheduling a Hearing as a Meeting in Microsoft Teams

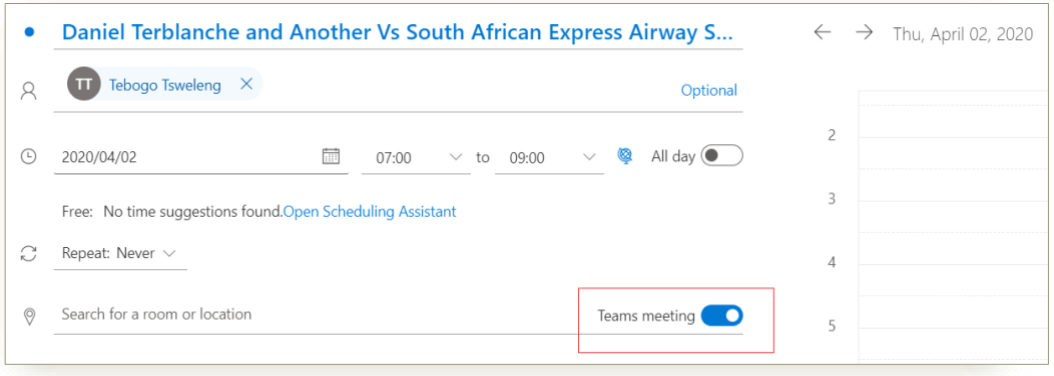



Figure 1: Scheduling a Microsoft Teams Meeting

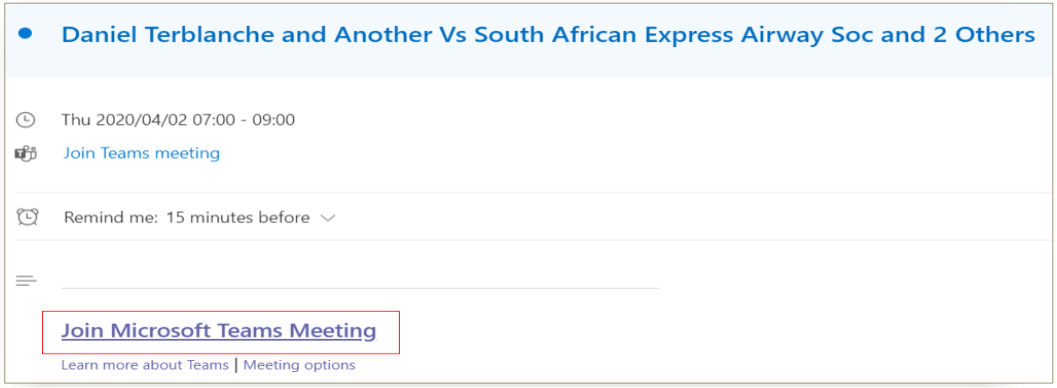



Figure 2: Joining a Microsoft Teams Meeting

1. Using Microsoft Outlook Calendar, schedule the Urgent Court Hearing as meeting. Ensure that the toggle with label 'Teams Meeting' is enabled (Fig. 1)

2. Invite the meeting participants per the Invitation List in CaseLines, alternatively invite Legal Practitioners

3. The meeting participants shall receive an email notification and access the Microsoft Teams Meeting by clicking "Join Microsoft Teams Meeting" (Fig. 2)

NOTE: Setting up the meeting in the manner described above results in a Private Microsoft Teams Meeting, that is, only the invited parties have access to any recordings or information shared through Microsoft Teams during the meeting. For recurring meetings, Case Management, and/or Commercial Court, it may be best to setup the meeting using a Microsoft Teams feature referred to as "Channels".

## Step 2 – Accessing Microsoft Teams

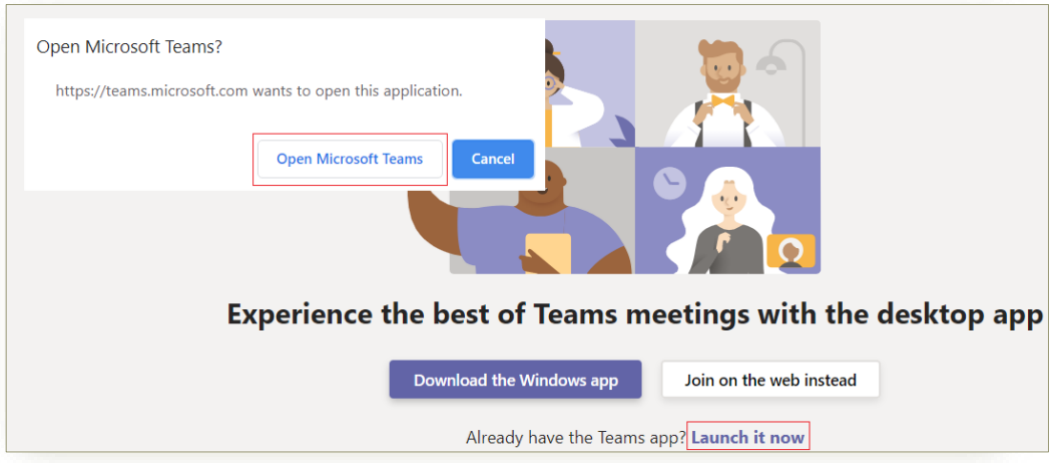



Figure 3: Accessing Microsoft Teams

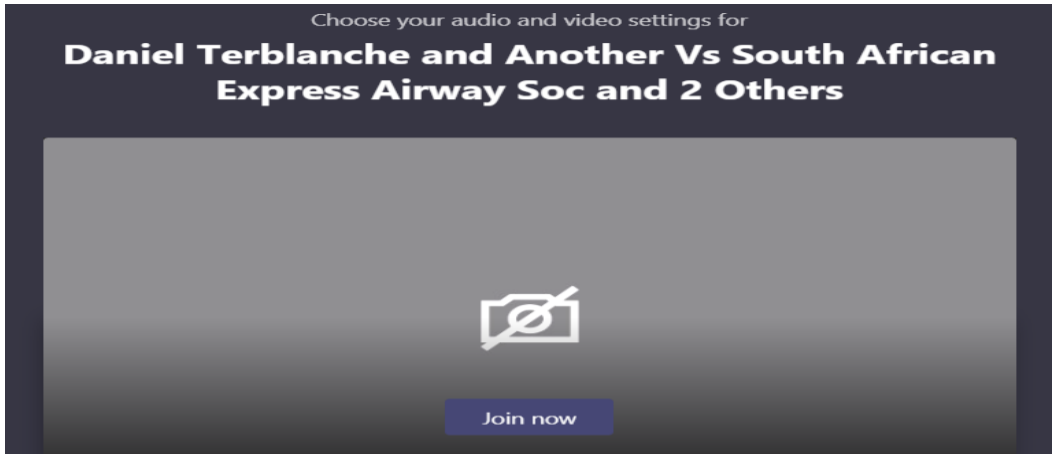



Figure 4: Joining a Hearing in Microsoft Teams

1. Upon clicking "Join Microsoft Teams Meeting", the user shall be presented with a dialog box to launch the Microsoft Teams App or Join on the web. For a better experience, the user should select the Microsoft Teams App.

2. The Microsoft Teams Application opens and subject of the meeting (case name) is further confirmation that user is in the correct virtual meeting. The user clicks "Join" to enter the meeting room.

## Step 3 – Useful Navigation Buttons in Microsoft Teams (Adding More Participants During the Meeting)

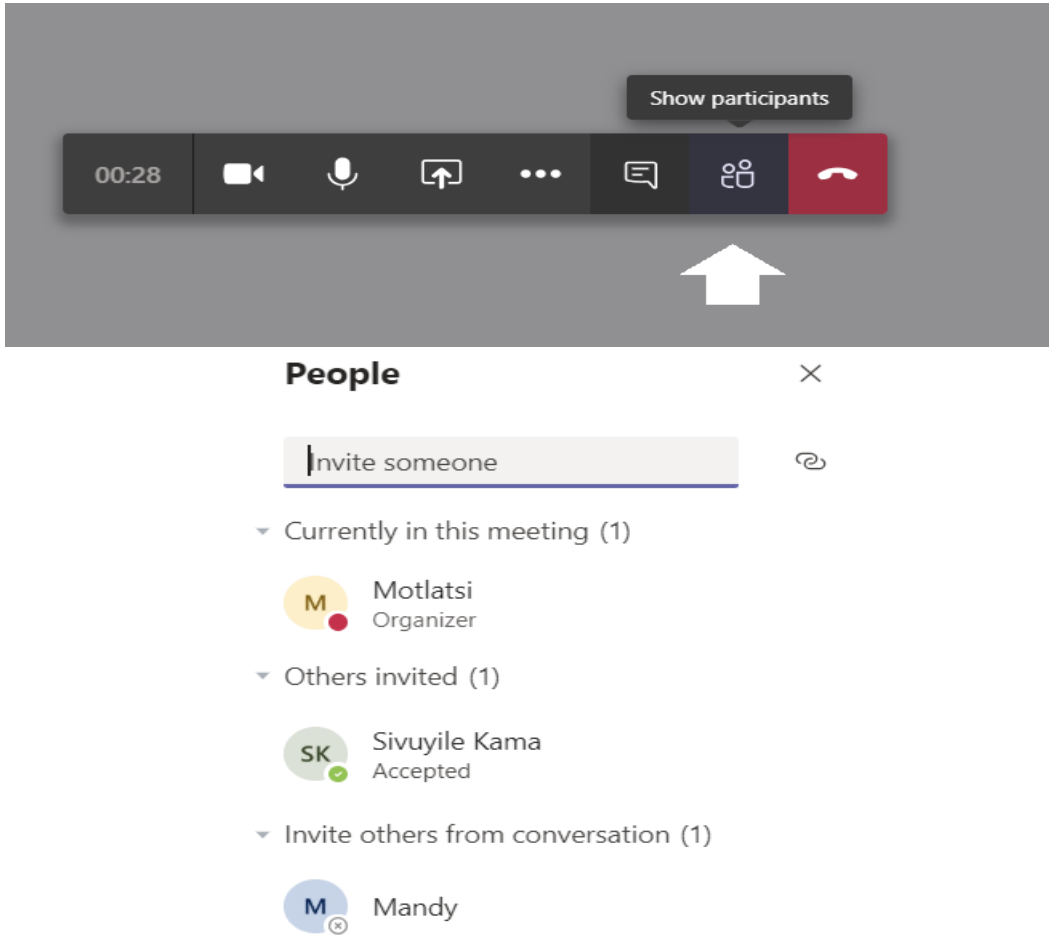



Figure 5: inviting Additional Participants During a Meeting

1. In the meeting room, the user may want to add other participants who were not part of the original invitation list; this is achieved through clicking the "Show Participants" icon.

2. A screen shall appear on the right pane of Microsoft Teams and user can add the email addresses of additional participants

## Step 4 – Sharing the CaseLines Application During Proceedings

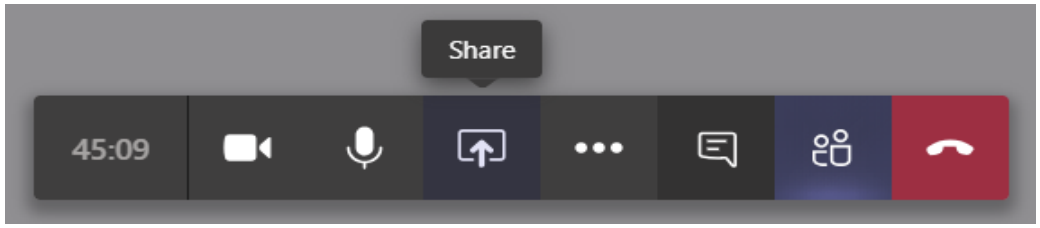



Figure 6: Screen Sharing in Microsoft Teams

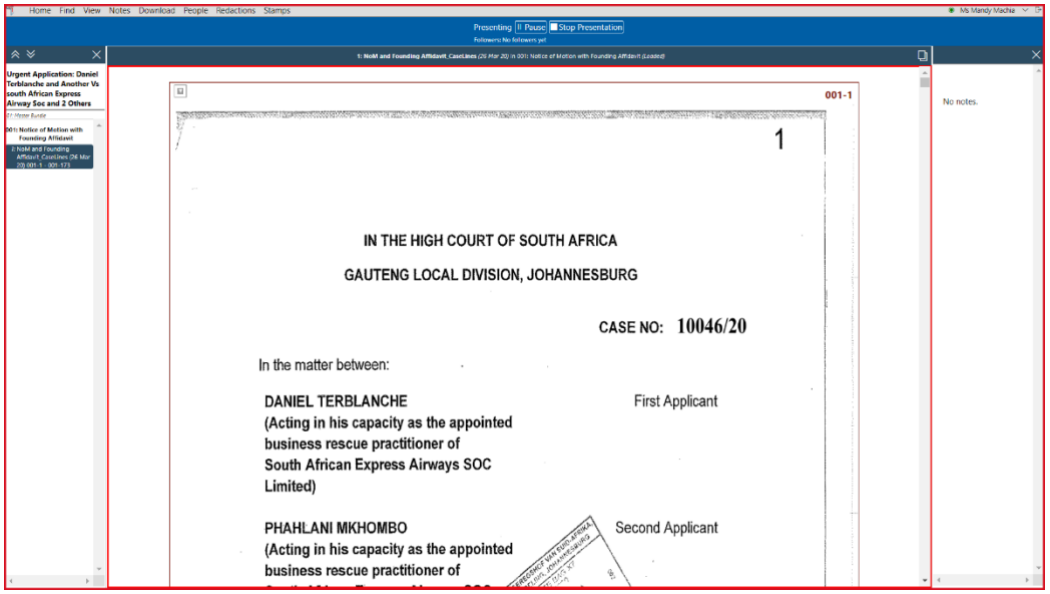



Figure 7: CaseLines (Review Screen in Presentation Mode) Shared via Microsoft Teams

1. The meeting participants (Litigants and Judge) shall use the "Share" screen icon in Microsoft Teams to share the CaseLines Application (Fig 6).

2. The above action presents the user with their desktop and all open applications. The user selects the relevant application (in our case, CaseLines which would have been opened in a browser, Fig 7.)

3.

NOTE: Prior to using "Share" screen, the user should access CaseLines, login and access the relevant case.

## Step 5 – Connecting a Smart TV/Additional Screen for Better Experience

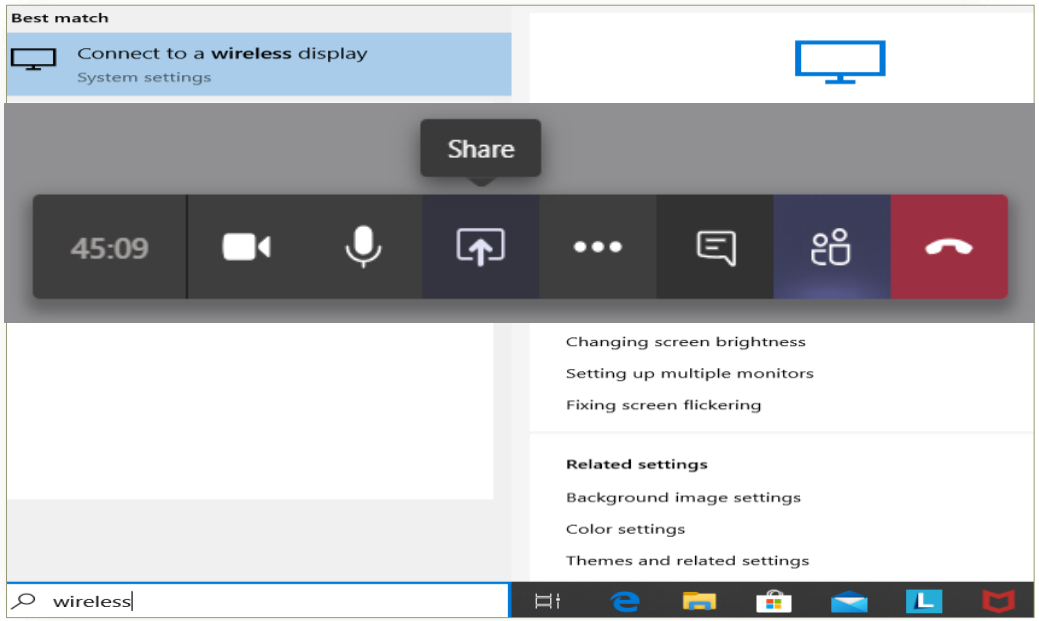



Figure 8: Connecting to a Wireless Display (Windows)




Figure 9: Pairing Laptop and Smart TV

1. Should you wish to connect your laptop to a larger screen or Smart TV, type "wireless" on the Windows Search bar

2. Select "Connect to a wireless display" to pair your Laptop to your Smart TV –your laptop will display the name of your TV, select the TV and complete the instructions as displayed on your TV monitor.

NOTE: These instructions are for users running Microsoft Windows 8.1 or 10.