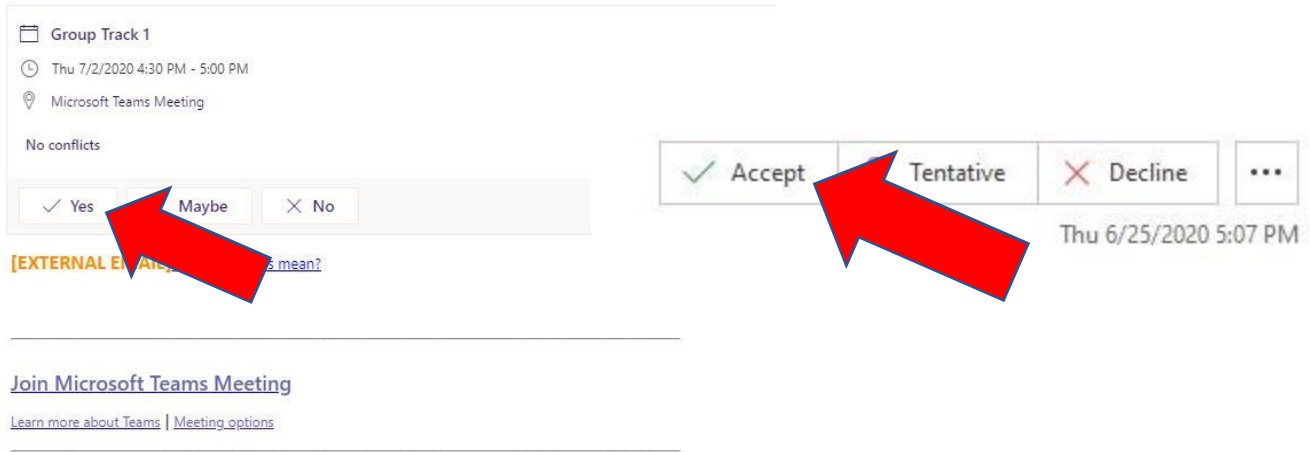


MICROSOFT TEAMS INSTRUCTIONS WHEN USING A COMPUTER

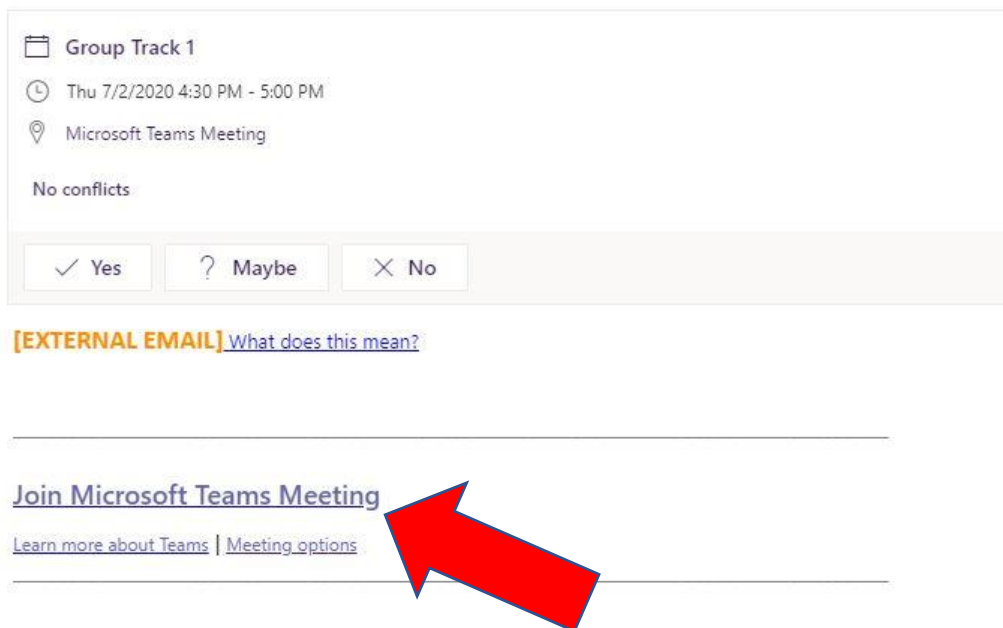
PRIOR TO YOUR VIRTUAL APPOINTMENT

Your probation officer will invite you to a TEAMS meeting using an email invitation. Depending on the email program you use (Outlook, gmail, etc), you will be given the option to accept meeting by clicking “Yes” or “Accept.”

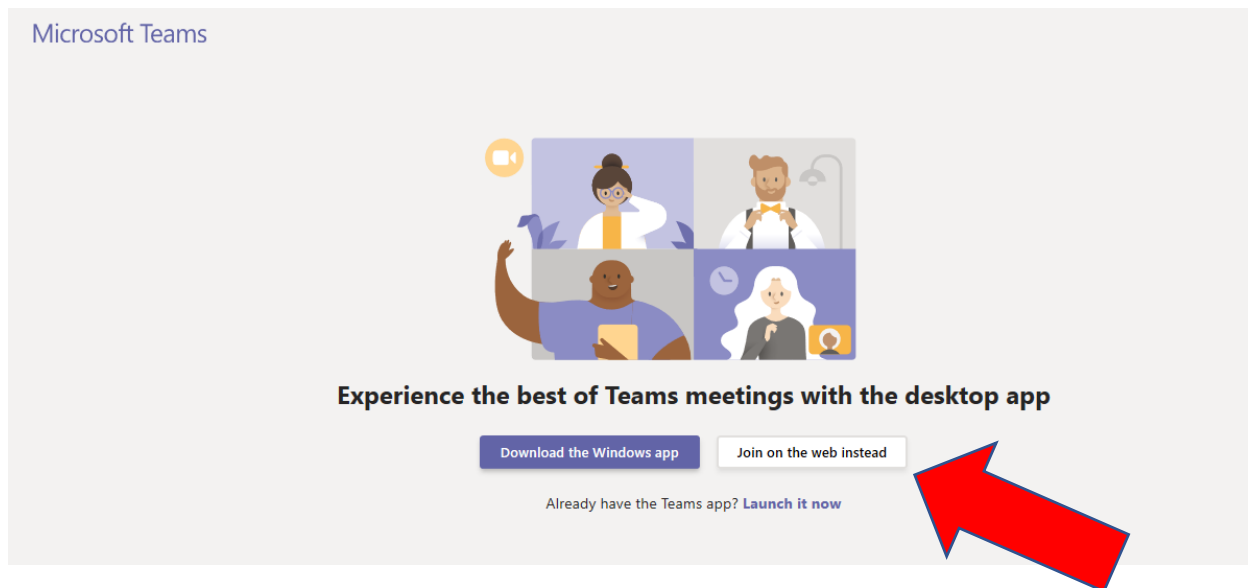
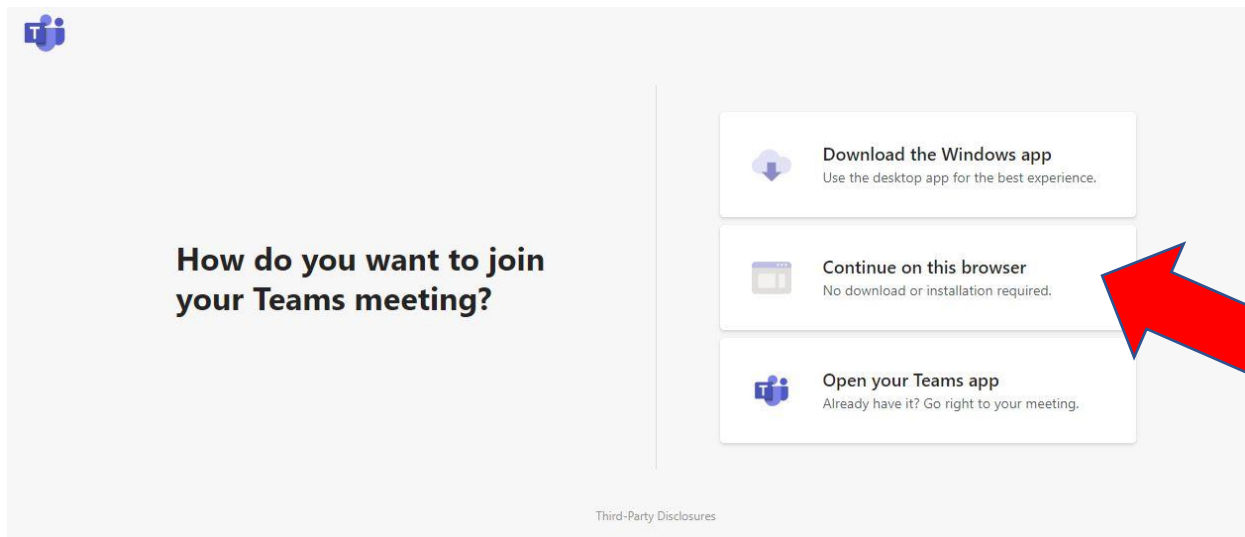


DAY OF APPOINTMENT

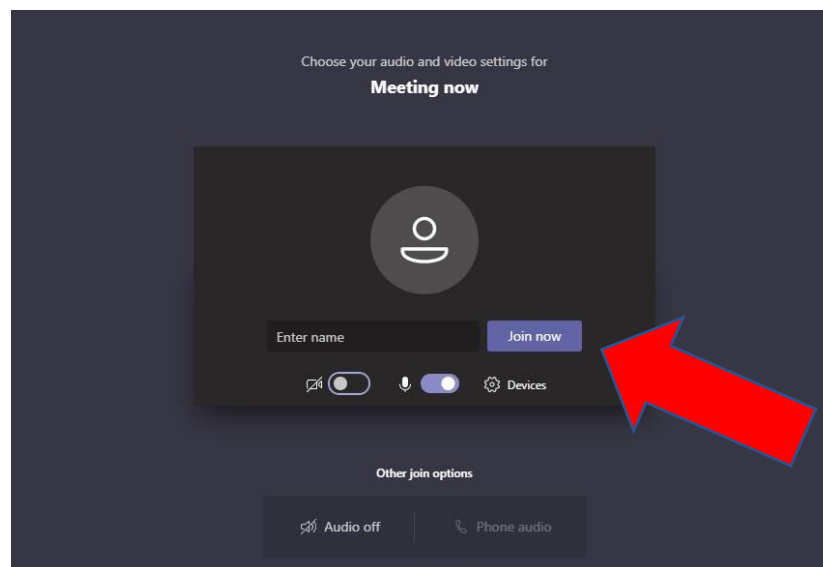
1. Click on “Join Microsoft TEAMS Meeting” in email invitation you received from your probation officer.



2. Depending on the web browser you use, you will be taken to one of the two webpages below which will ask how you would like to join the meeting. Select either “Continue on this Browser” or “Join on the web instead.”



3. Enter your name in the box and click “Join now.”



4. Once you have clicked "Join now," you will be placed in a virtual waiting room. When available and ready to begin the meeting, your probation officer will allow you into the meeting.

