

Microsoft Teams

NAVIGATING A WYOMING JUDICIAL BRANCH
REMOTE APPEARANCE



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Heads Up!

- This presentation is meant to demonstrate the technical functionality of Teams.
- It is not meant to cover court policy or procedural questions.
- Video Conferencing practices vary from court to court. Contact the court where the hearing will occur prior to the hearing to ensure you are aware of that court's procedural requirements during a video-conference hearing.
- Teams meeting = Court hearing/proceeding.
- Q&A (Icon with “?” next to the leave button).



Agenda

- What is Teams?
- Security.
- What do you need?

Info

- Joining a Teams meeting.
- Navigate Teams.

Demo



History

What is Teams?

- Microsoft Teams is a unified communications and collaboration platform.
- Is part of Microsoft's Office365 platform.



Security

Is Teams secure?

- We leverage the Office 365 Government Community Cloud (GCC), which means Teams benefits from more than 90 regulatory standards and laws, including:
 - **HIPAA:** Health Insurance Portability and Accountability
 - **FedRAMP:** Federal Risk and Authorization Management Program
 - **CJIS:** Criminal Justice Information Services
 - **FERPA:** Family Educational Rights and Privacy Act



Security

Is Teams secure?

- With Office 365 GCC, we own and control our data, it is encrypted in the service and in transit, our data is always stored in the United States, and we have FBI/CJIS-screened support personnel from Microsoft.



Questions Break?



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What do you need?

- Do I need a Microsoft account or license?
 - No.
- Almost any internet connected device:
 - Windows (PC/Laptop), iOS (iPad/iPhone, Mac etc.), Android (phone/tablet), ChromeOS (ChromeBase/Chromebook).
 - Must have speakers, microphone, camera (for video)
 - Stable network connection.
- Can also participate by phone.



What do you need?

- Windows
 - Web – Yes
 - Teams App – Yes*
- iOS
 - Mac
 - Web – Yes
 - Teams App – Yes*
 - iPad/iPhone
 - Web – No
 - Teams App – Yes*
- ChromeOS
 - Web – Yes
 - Teams App – Yes*
- Android
 - Web – No
 - Teams App – Yes*

* Do NOT sign into Teams App



What can you do?

- Participate by audio and/or video.
- Chat message.
- Share anything from your local device.



Questions Break?



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Windows Demo



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Best Practices!

- Mute your microphone when not speaking.
- No VPN, unless your 100% positive your VPN is split-tunneled.
- Test call, prior to appearance (if possible). Coordinate with scheduler.
- Headset/Headphones (with microphone).
- If participating by phone (call-in), landline preferred.



Tips!

- Teams is not the place for confidential conversations.
- Meeting over
 - Make sure you leave/exit the meeting.
- Chat
 - All meeting participants can view your chats! Use wisely.
- Be PATIENT!



Tips!

www.courts.state.wy.us/teams



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Final Questions?



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Thank you!



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