



Microsoft Teams – Attorney Training FAQ

Does the Wyoming courts use Microsoft Teams?

Yes. Supreme, Circuit, and District Courts are all setup to use Microsoft Teams.

Is there a limitation on the number of participants in a Teams Meeting?

Yes. Microsoft imposes a 250 participant limit for a Teams Meeting.

How does one mute the microphone?

Pressing the Microphone button on the control bar will toggle the mute on/off for your microphone.

What operating systems are supported?

Microsoft Windows 8, 8.1, 10, Mac, iOS, Android, ChromeOS

When I accept an invite, the email goes away. Is this typical?

Certain email applications will delete the email after accepting the invite, then add it to your calendar. This is prevalent with Outlook, however, you can go in Outlook's settings and turn off the function of deleting calendar invites once accepted. This will keep the email in your inbox and not delete it.

What is the best way to test a Teams Meeting before joining?

We recommend calling the court you are scheduled to visit and ask one of the clerks or judicial assistants if you can practice a Teams Meeting with them. You can also run a self-test within the Teams Meeting lobby, before clicking the join button.

Can the courts use Microsoft Teams to allow the public to remotely observe public proceedings?

Please contact the court where your hearing is scheduled for guidance.

My Teams Meeting invite does not display on my iCloud calendar.

If your invite does not show on your calendar, you will need to use the original email invite to join the Teams Meeting.

Do the courts have the ability to mute everyone on the meeting?

Yes. The organizer of the Teams Meeting has the ability to mute all participants.



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When sharing content from my computer, what options do I have and what can I share?

When you click the share screen button, you can share your entire desktop or specific applications. When sharing your entire desktop, you can choose which monitor to share if you have a multi-monitor setup. Participants will then be able to follow your mouse cursor and see everything you are presenting on that monitor. When sharing specific applications, participants can only see that application, not your entire desktop.

How do you share a specific file, such as an Exhibit?

When clicking the share button, you can select the specific application where that file is currently opened. For example, if you want to share a PDF or Word Document, you can select Adobe Reader or Microsoft Word when sharing a specific app.

The application I want to share is not an option for me.

Some apps may not be “sharable” within Microsoft Teams. If this happens, we recommend sharing your entire desktop and to minimize all other background applications.

Are there monitors available at the court for Press or public to access at the courthouse or court room?

We recommend calling the court you will be visiting to confirm what technologies are available as these differ from location to location.

Do I need a paid account to use this platform outside of official Judicial branch meetings?

A paid subscription is not required to join a Teams Meeting. If you want to create and host your own Teams Meetings, a subscription to Office 365 would be required.

What happens if there are technological reasons preventing you from attending a hearing?

At the very least, you may join a Teams Meeting by phone. The phone number you would call to join the Teams Meeting is NOT toll free.

Can I join a Teams Meeting with my smartphone or tablet?

iOS and Android devices are supported. Keep in mind that you will be prompted to install the Teams app on your mobile device when you join.

Have court reporters had any issues or concerns with transcribing a hearing held over Teams?

There haven't been any reported issues.



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Can I record a Teams Meeting?

Organizers are able to record Teams Meetings. Non-Judicial Branch participants will not have the ability to record and the button to record will be grayed out.

Do you think I can get better connectivity if I join a Teams Meeting on the app or on the web?

Depends. In most cases, using the app will provide a better user experience. When joining on the web, you have to take into account what web browser you are using.

Is there a method for a "private" chat between participants outside of the whole group?

There isn't a private chat feature within Microsoft Teams. If you need to have a confidential conversation, we recommend leaving the Teams Meeting and contacting whomever by phone or other method. Please contact the court where your hearing is scheduled for guidance.

If I join by telephone only, are the phone numbers local or toll free?

Joining by phone will incur costs dependent on your phone plan. Teams Meeting phone numbers are NOT toll free.

Is there a time limit for meetings?

There is not a time limit for meetings.

If I share a video, will others be able to hear it, or is there a separate setting to allow it?

When you first click the share button, there is an option to share System Audio (Teams Client only, system audio is not available in Web). Enabling this option will play any audio from your computer to all participants in the meeting.

Does one need to mute his/her microphone when sharing system audio?

In most cases you do not need to mute your microphone. If there is feedback or an echo, muting your microphone may mitigate the issue.

How does one exit out of full screen mode?

Press the Escape key on your keyboard to exit full screen.

Is there a designated lead time allowed to join a meeting?

We allow participants to join a meeting at any time. Please contact the court where your hearing is scheduled for guidance.



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Is there a requirement to have the host join prior to being able to enter the meeting?

Participants are admitted into the Teams Meeting immediately after clicking the [JOIN](#) button. The organizer does not need to be in the meeting for it to start.

Is it necessary to have Office 365 to join a Teams Meeting?

You do not need to subscribe or pay for Office 365 to join a Teams Meeting.

Once a meeting starts and all members are present, can you lock the meeting to prevent others from entering?

The Teams Meeting will remain open and cannot be locked.

If I click the red Hang-up button, does the meeting end?

No, the meeting will only end for you. Other participants will still be in the meeting.