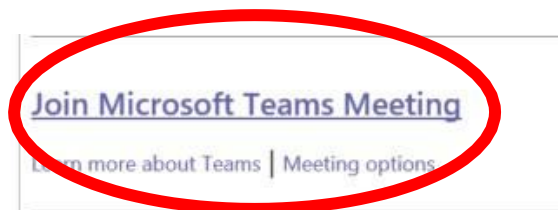
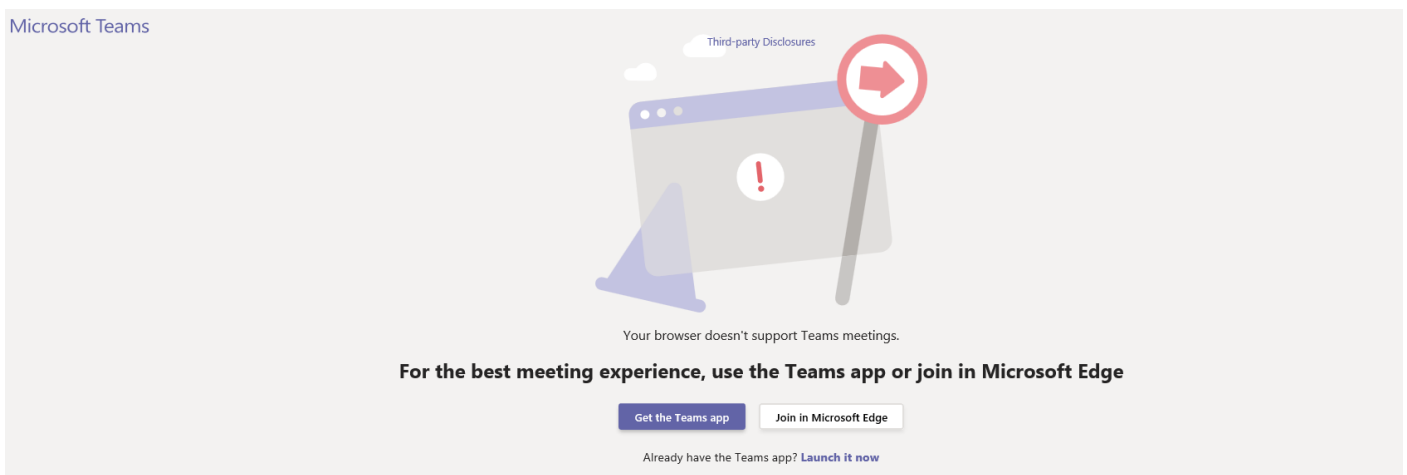


In order to connect to a SAT Hearing or Mediation using Microsoft Teams follow the instructions below:

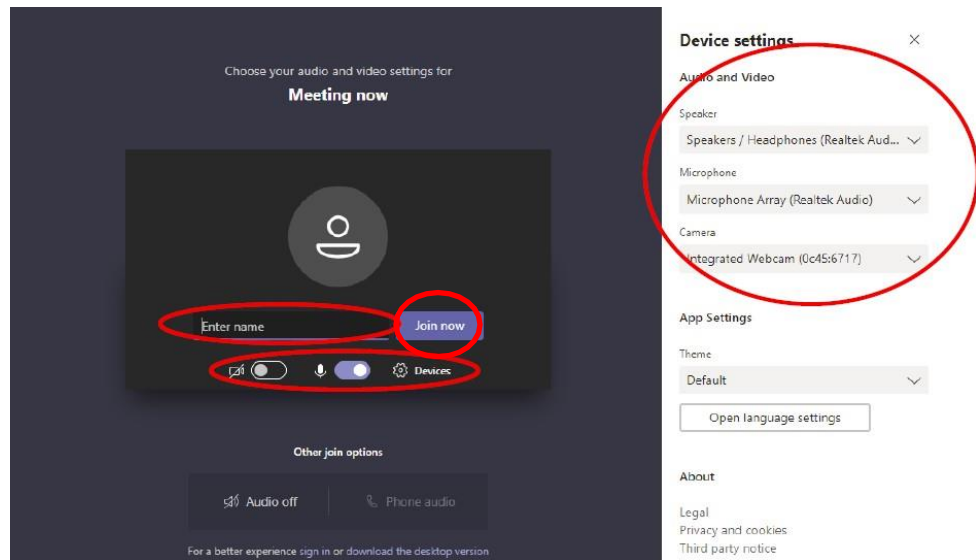
1. To join a Virtual Hearing or Mediation, click on the [Join Microsoft Teams Meeting](#) link at **least 15 minutes prior to the commencement of the Virtual Hearing or Mediation commencing** (this link will have been emailed to you by the Tribunal).



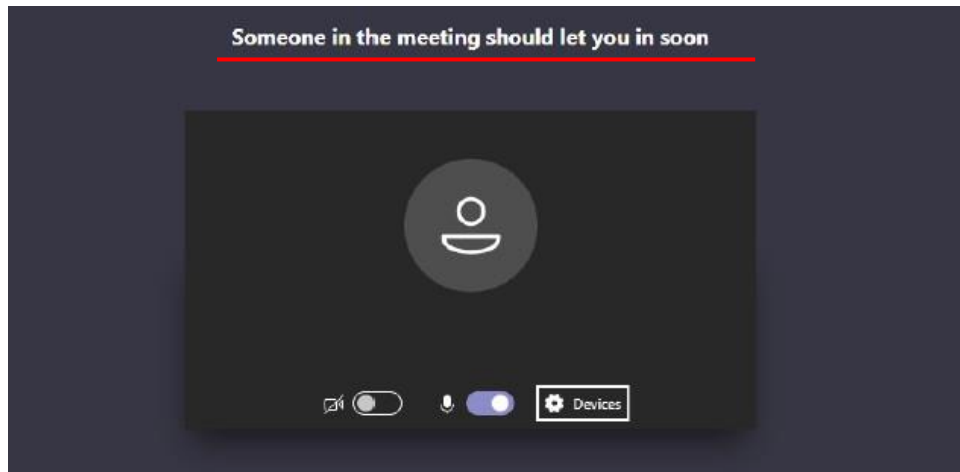
2. If you already have Teams installed on your device, the link above should automatically direct you to the Teams App. Otherwise, you may be redirected to this screen in a web browser



3. If you are directed to this webpage, you may elect to **'Get the Teams app'** – which is **free of charge**.
4. Alternatively, by you may wish to join in by using Microsoft Edge, if so you will be redirected to another webpage. You may be asked to give permission for Microsoft to access your device's microphone and camera – select Allow.
5. On the next screen, enter your First Name and Surname in the relevant field
6. Manage your microphone and camera settings, if required, through the Device Settings Panel
7. Select 'Join Now'

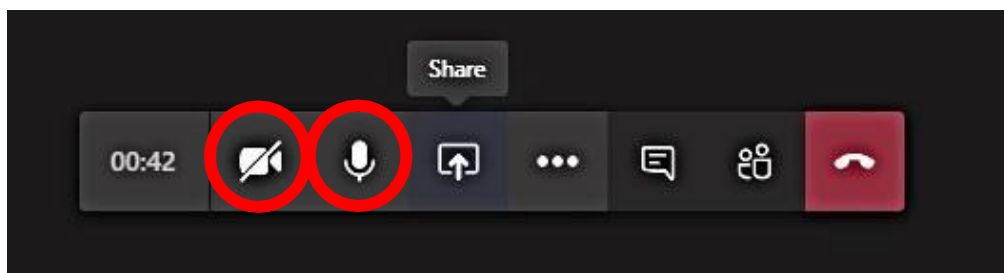


8. Please wait in the Virtual Lobby until you are admitted in to the Virtual Hearing or Mediation.



9. To mute and unmute your microphone, select the microphone icon on the Teams menu ribbon.

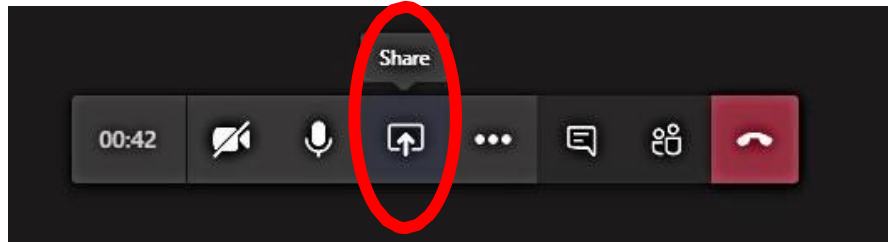
10. To turn your camera on and off, select the camera icon on the Teams menu ribbon



11. **Only if directed by the Tribunal**, the 'sharing screen' functionality may be used during a Virtual Hearing to display and navigate through documents

12. To do this, select 'Share' button on the Teams menu ribbon

13. Then, choose to present either Desktop or Window (i.e. a particular program). The latter option is strongly recommended



IMPORTANT NOTE: If you have not participated in a virtual hearing or mediation at SAT before and would like to test your equipment is connecting correctly before the hearing, please call the case management officer on 9219 3111 or email sat@justice.wa.gov.au and ask if you can test the application prior to the hearing. The test may be scheduled for 20 minutes prior to the meeting.