

Joining your BOE Hearing

You will receive an email reminder a few days before your hearing with a date and time for your hearing. It will contain brief instructions on how to join via Teams or on the phone.

There are three (3) ways to join your hearing:

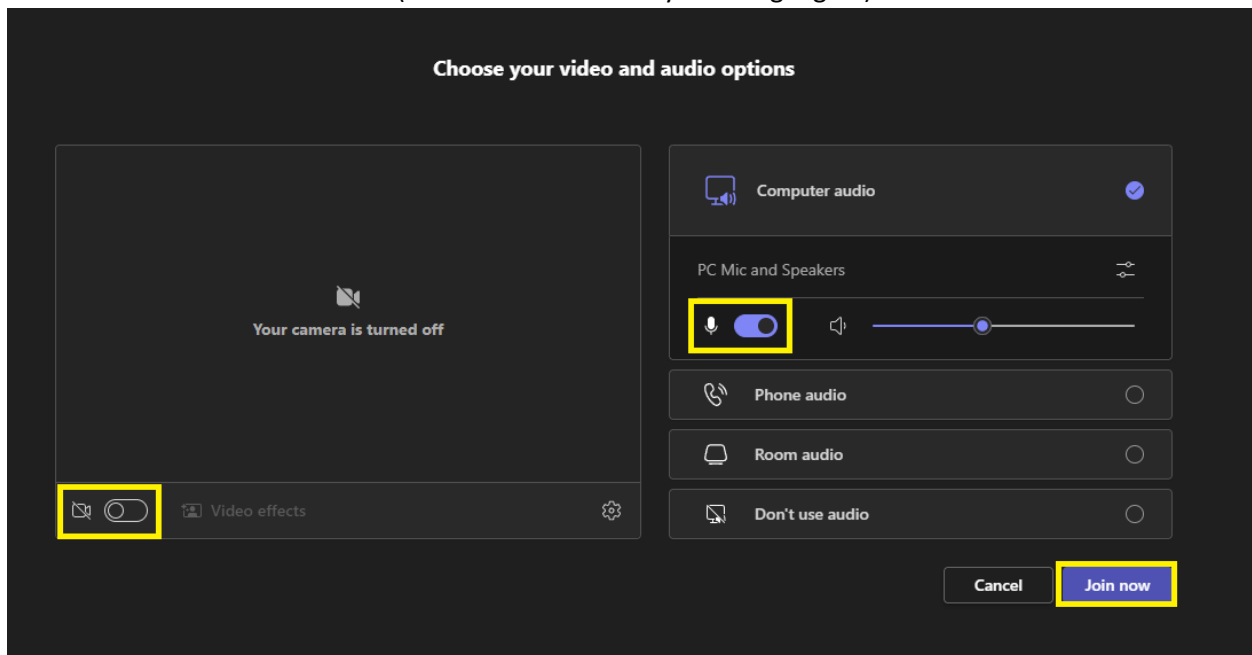
- Microsoft Teams Desktop App
- Microsoft Teams On the Web
- Phone

1. Joining via Microsoft Teams Desktop App:

- If you plan to join on a computer/laptop/tablet we recommend [downloading the newest version of Microsoft Teams](#) in advance of your hearing to prevent any last-minute issues.
- Once you have Teams downloaded follow the set-up instructions that should open with the app. Visit the [Microsoft Teams website](#) if you need additional assistance with se-up.
- Join to test your camera, speaker, and microphone. On the day of your hearing, we recommend you log in to your Teams account **at least 15 minutes before your hearing**.
- Once you are successfully logged in, we recommend that you **join your hearing 5 minutes prior to start time** to allow a few minutes for troubleshooting if things don't go as expected.

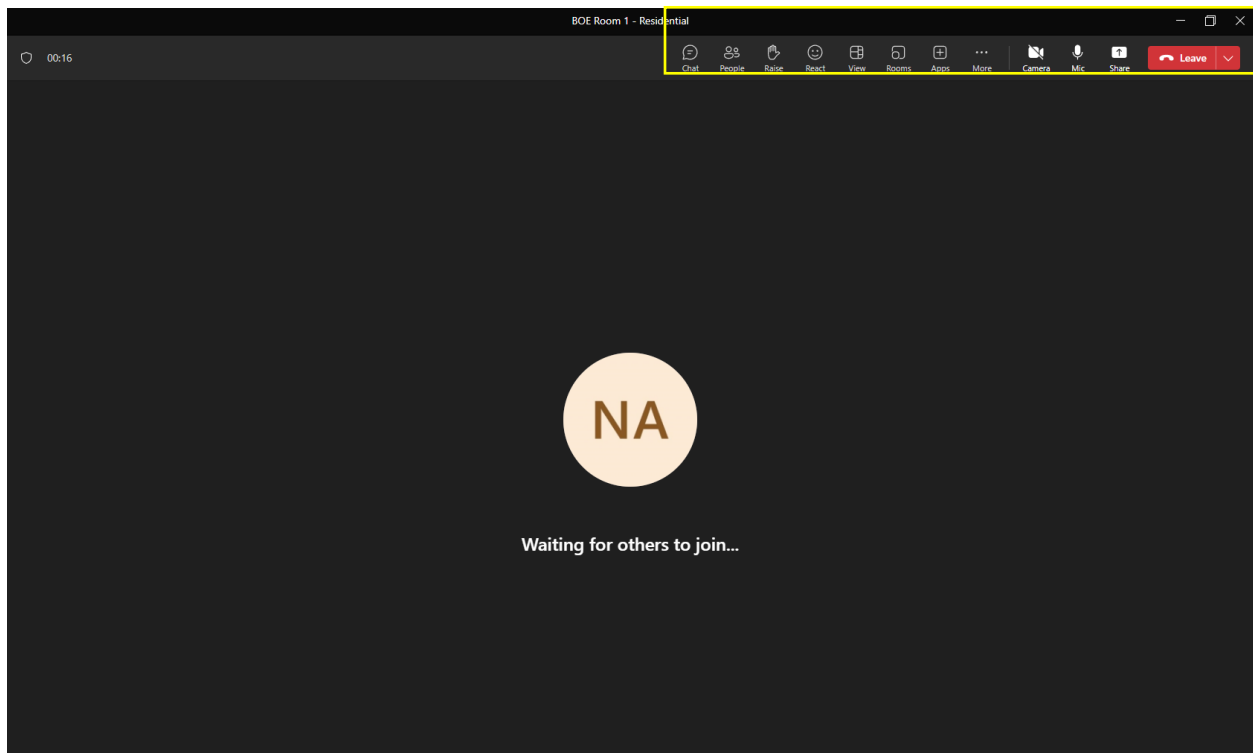
To join your hearing, press the "Click Here to Join" in the reminder email.

Your screen should look like this (it will not include the yellow highlights):

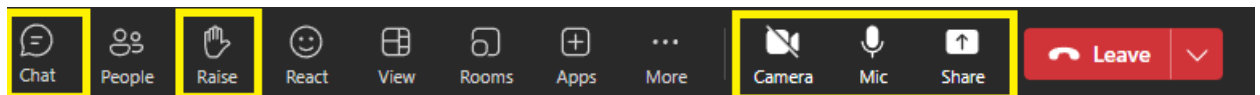


- **Camera:** Highlighted on the left is the toggle for your camera, if your device is equipped with a webcam, you can toggle this on to share video of yourself during the meeting. While in this screen, if you toggle the camera on you will be able to see a preview of your video in the window that currently shows “Your camera is turned off.” This preview will allow you to see what other participants will see when you join the meeting. You do not have to share video if you do not want to or are unable to.
- **Microphone:** Highlighted in the center-right is the toggle for your microphone. Please make sure your microphone is toggled on as we will need to hear you during the hearing.
- **Join the Meeting:** Once you have your microphone toggled on and your video set up, click the highlighted “Join now” button on the right. This will let you into the waiting room for the Teams meeting. The waiting room is set up so that you may join up to five (5) minutes early. Once your hearing has started you will be let into the hearing from the waiting room by BOE staff.

Once in the hearing you will see a screen similar to the one below.

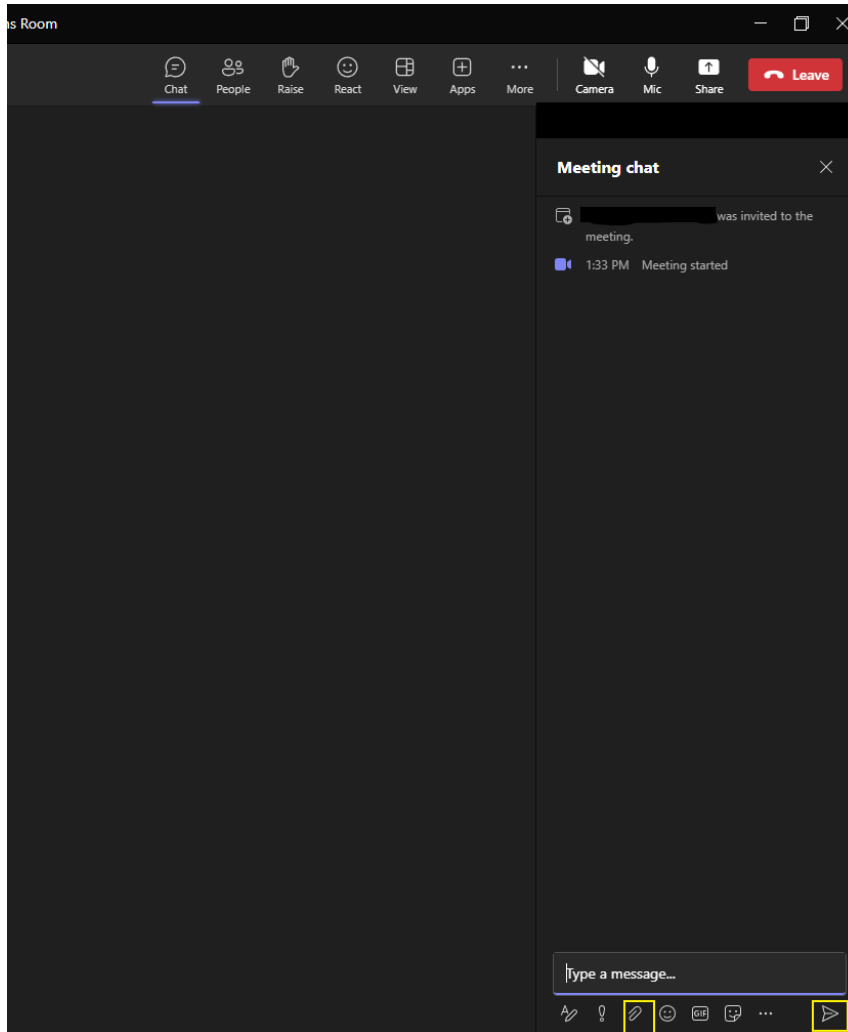


Here is a zoomed in picture of the upper right section of that screen:



Chat Button

- The chat button will open the chat bar on the right side of the screen:



- Using the chat bar, you may send written messages to the people in the hearing and see messages they have written as well.
- Type your message in the field where it says, “Type a message...” and send that message by hitting the Enter key on your keyboard or hitting the paper airplane icon in the bottom right (highlighted in the above image).
- The other highlighted icon in the image, the paperclip, is to send documents. Remember, new evidence may not be given at the hearing.

Raise Hand Button:

- The Raise button will raise your virtual hand in the meeting, this will give a visual cue to the other participants that you would like to say something, this is preferred to interrupting someone while they are speaking.

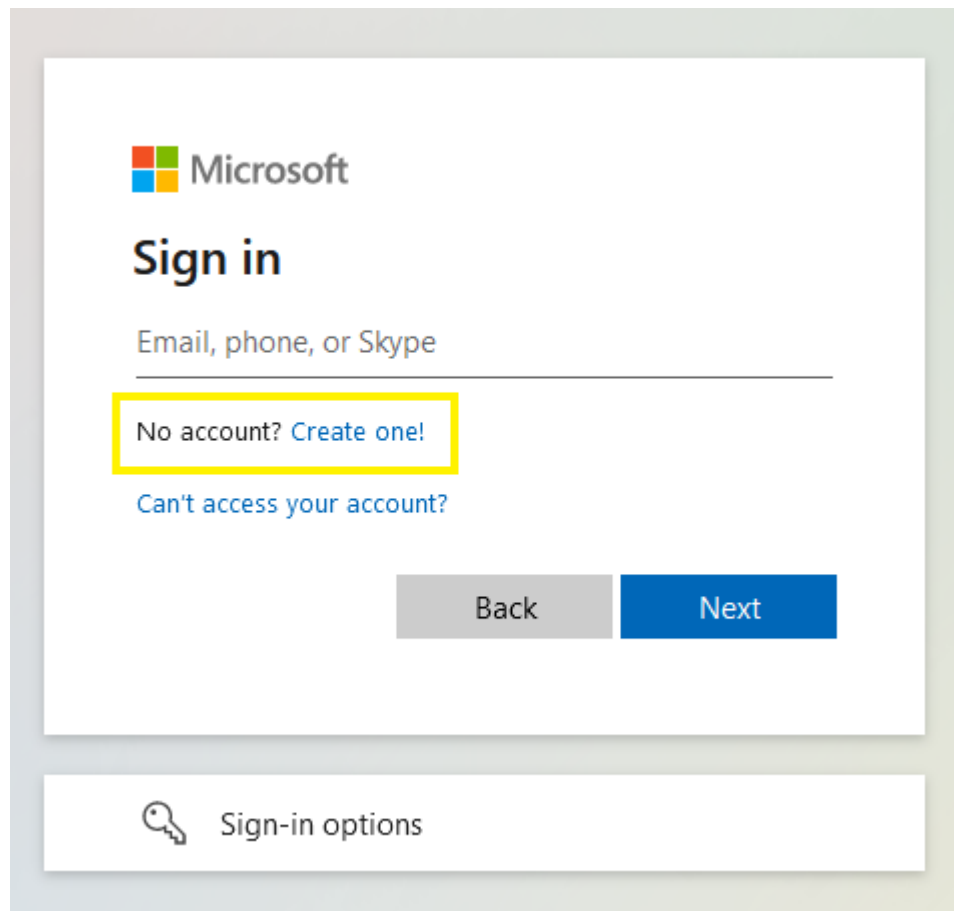
Leaving the Hearing:

- The hearing officer will conclude the hearing when time is up or when all evidence has been presented to them.
- Once you have been informed that the hearing is over you may leave.
- To leave the hearing, press the red “Leave” button (with the downward phone icon) in the upper right.

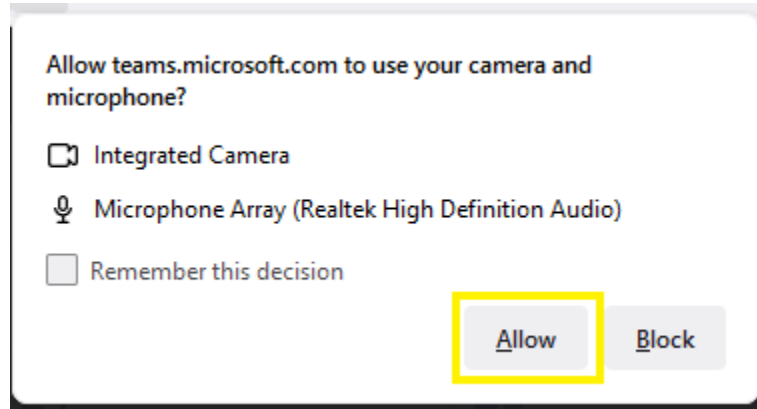
2. Join via Microsoft Teams on the Web (without the app):

- Press the “Click Here to Join” link in your reminder email. You will be taken to the Microsoft Teams website.
- You will need to sign into your Microsoft Teams account. If you don’t have an account, you may click “Create one!” (as shown highlighted below) and follow the on-screen instructions to make an account.

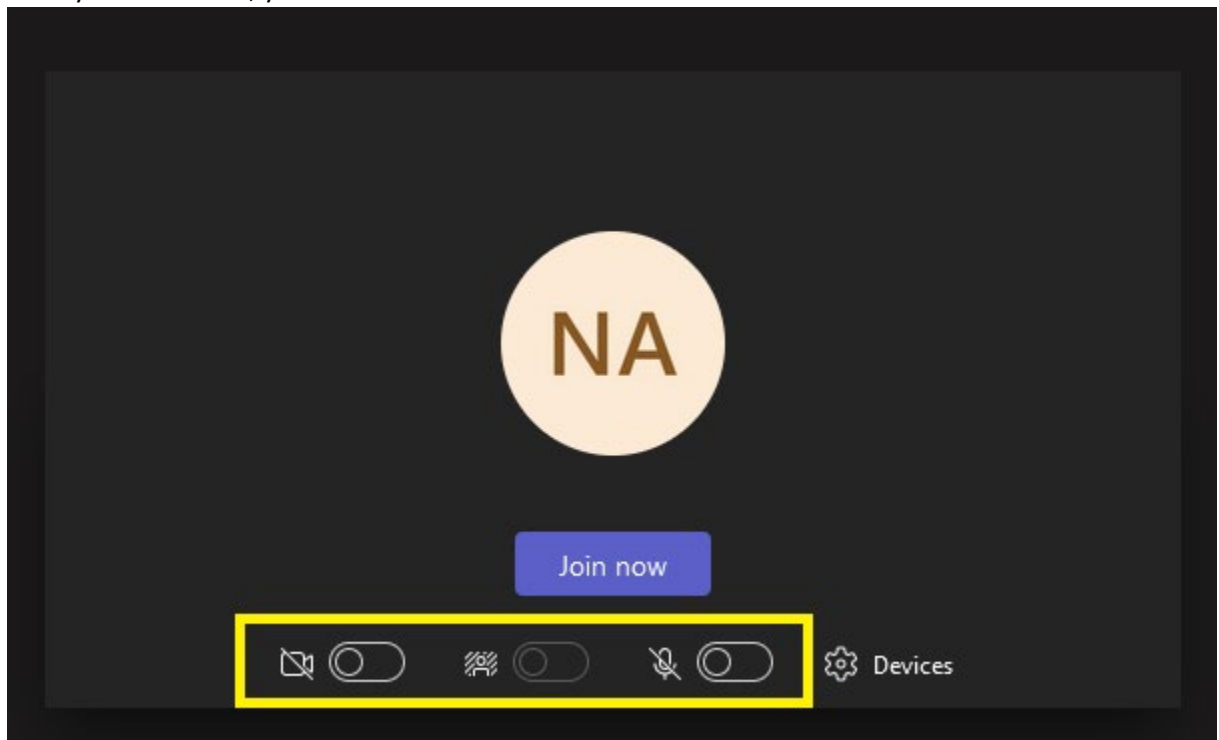
You will see a screen like this:



- Once you log in you should see a screen asking you to allow your web browser to access your camera and microphone. Here is an example of the screen on Firefox:

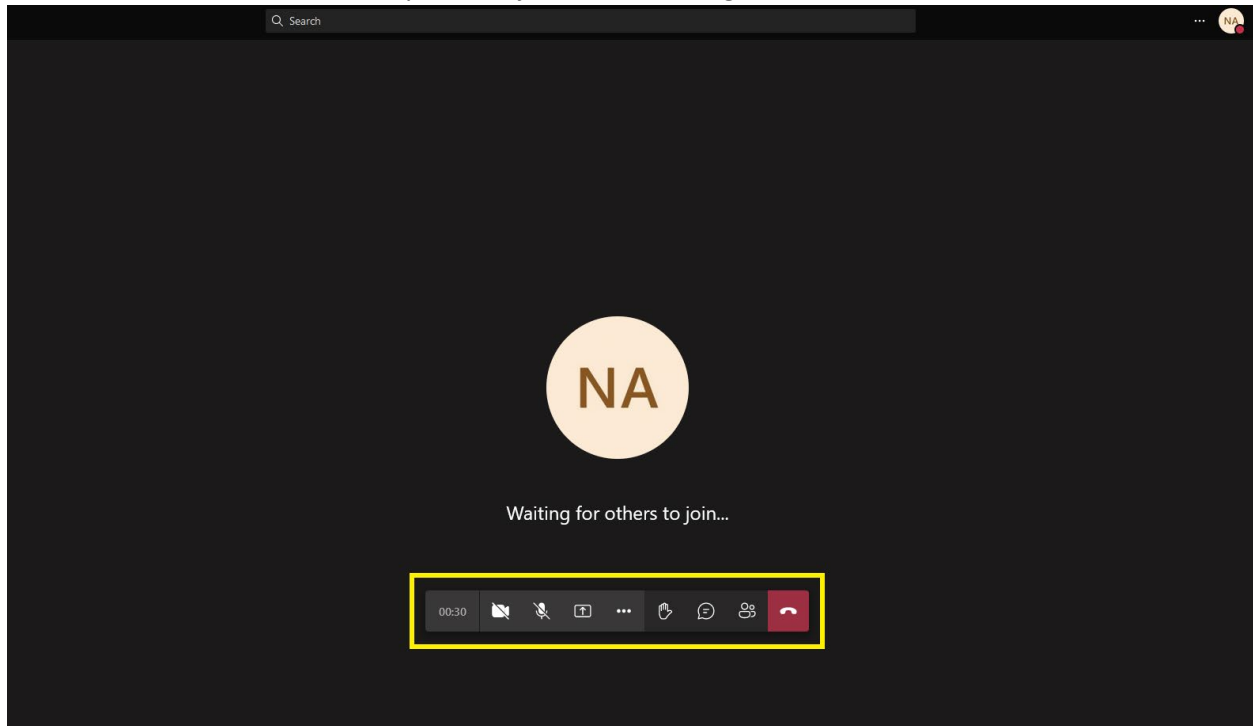


- Please make sure to hit the Allow button so that you will be seen and heard during your hearing.
- After you click Allow, you will see a screen like this:

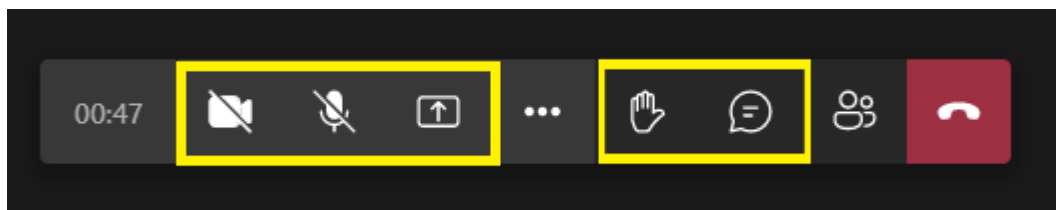


- The highlighted icons above are the toggles for your camera(left) and microphone(right).
- Please make sure to toggle your microphone on to be heard during your hearing.
- Video is optional.
- Once you have toggled those on you can hit the blue "Join now" button. This will allow you into the waiting room for the hearing.
- At your hearing time, BOE staff will let you into the hearing from the waiting room.

Here is what it will look like once you have joined the hearing on the web:



Here is a zoomed in look:



The Camera Button

- This button will turn your camera (if you have one) on or off.

The Microphone Button

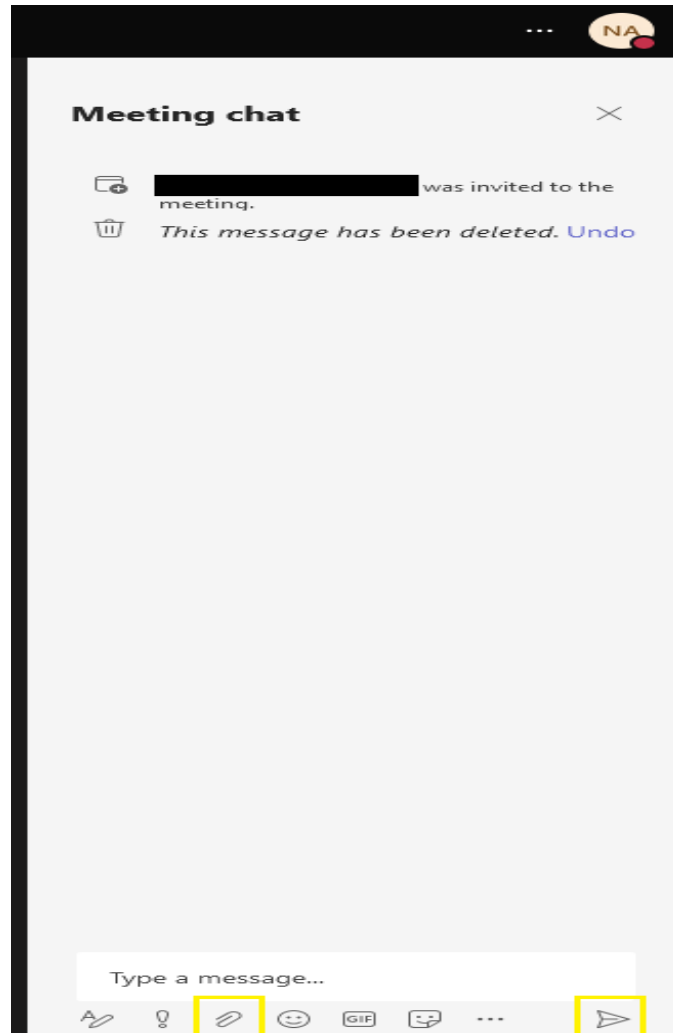
- This button will turn your microphone on or off.
- A BOE staff member may ask you to mute while you are not actively speaking to prevent echoing during the hearing, this button will allow you to mute or unmute yourself.

The Hand Button

- The Raise button (that looks like a hand) will raise your virtual hand in the meeting, this will give a visual cue to the other participants that you would like to say something, this is preferred to interrupting someone while they are speaking.

The Chat Button

- The chat button will open the chat bar on the right side of the screen, like so:



- Using the chat bar, you may send written messages to the people in the hearing and see messages they have written as well.
- You type your message in the field where it says “Type a message...” and send that message by hitting the Enter key on your keyboard or hitting the paper airplane icon in the bottom right (highlighted in the above image).
- Remember, no new evidence is allowed at the hearing.

Leaving the Hearing

- The hearing officer will conclude the hearing when time is up or when all evidence has been presented to them. Once you have been informed that the hearing is over you may leave.
- To leave the hearing press the red phone button (with the downward phone icon) on the right of the bar with the other icons.

3. Join via Phone:

- You will need the phone number for the Teams Conference Call and the Conference ID. Both will be provided on your reminder of hearing email. The phone number will be a standard US phone number and the conference ID will be 9 digits followed by the # sign.
- To call in, dial the Teams Conference Call phone number.
- When prompted you will then be able to enter your 9-digit conference ID number. Remember to hit # after you enter the ID. It will ask if you are the meeting organizer. DO NOT HIT *.
- It will go silent for a few seconds and then allow you to enter the waiting room for the hearing.
- You will likely hear music while you wait.
- Once your hearing has started you will be let into the call by BOE staff.
- The phone call will announce to you that you have been admitted to the hearing.
- You will be able to hear and speak to the participants of the hearing through your phone.
- If you need to mute or unmute yourself, you may press *6 on your keypad.
- The hearing officer will conclude the hearing when time is up or when all evidence has been presented to them.
- Once you have been informed that the hearing is over you may leave. Hanging up will remove you from the hearing.