

MS Teams Link and Protocols



Hearing:

The MS Teams link for the hearing is located below.

Protocols for attending via Teams:

- When creating your Teams ID use your first and last name, not initials or a nickname.
- Your microphone and camera will generally be turned off when you come into the meeting. If it is not, make sure you turn them off.
- The chat and reactions functions will be turned off.
- The hearing will be recorded using Team
- The hearing will be recorded using Teams and the video will be put on the hearing page.

Protocols for presenting online:

- When it is your turn to present the Hearings Advisor will enable your mic and camera
- You will need to unmute yourself and turn your camera on
- Always present with your camera turned on
- Let the Hearings Advisor know ahead of the hearing that you are presenting online. If you have not advised the Hearings Advisor they will not know to allow you access to present.

Trouble shooting

- If you are having issues, leave the meeting and join again.
- If your mic and camera are shaded out it is because you do not have access to present.
- Email the Hearings Advisor if you have any issues.

Teams link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 438 356 546 384

Passcode: ghWe98

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

435162796@t.plcm.vc

Video Conference ID: 136 623 405 4

[Alternate VTC instructions](#)

Or call in (audio only)

[+64 9-886 8067,889418991#](tel:+6498868067889418991) New Zealand, Auckland

Phone Conference ID: 889 418 991#

[Find a local number](#) | [Reset PIN](#)

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