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## Set Up Microsoft Teams on a Computer or Laptop

We recommend that you set up Microsoft Teams at least **one week** before the hearing so you have time to contact WCAT if you have trouble.

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### Step 1

Open the meeting invitation that WCAT emailed to you. Tap the **Join Microsoft Teams Meeting** link.

If you already have the Microsoft Teams app downloaded, you can select **Launch it now**. You can [skip to step 4 below](#).

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### Join Microsoft Teams Meeting

### Step 2

If you do not have Microsoft Teams downloaded, the webpage will give you the option to **Download the Windows/Mac app** OR **Join on the web instead**.

You can also download Microsoft Teams by following [these instructions](#) and clicking the button that says **Download for desktop**.

If you choose to join on the web, you would then [go to Step 4](#).

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### Step 3

If you choose to download the application, your computer will then ask if you want to install it.

To open Teams after you download and install it, you may need to click again on the meeting invitation link that WCAT emailed to you.

### Install Teams after it downloads.

When you open the app, you'll join the meeting automatically.

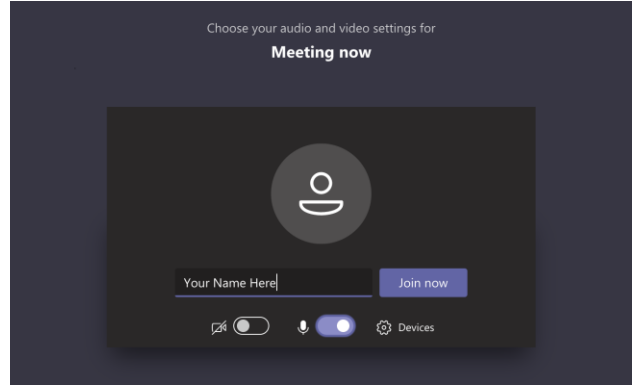
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## Step 4

You should enter your first and last name. Click **Join Now** or **Join as Guest**.

You will then be in a virtual waiting room until the vice chair admits you. You will get a message telling you that someone will let you in soon.



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## Step 5

You should review your audio and video settings when you enter the meeting to ensure both the camera and microphone are on.

[Click here](#) for more detail and troubleshooting instructions.

If you have trouble, contact WCAT at **(604) 664-7800** or toll-free at **1 (800) 663-2782** and ask to speak to the appeal coordinator whose name is on your notice of hearing letter. If you have trouble on the day of the hearing, do not panic. Call WCAT as soon as possible so that the vice chair at your hearing is aware that you are trying to connect.

## More Information

- To get Microsoft Teams set up on a smart phone or tablet, [click here for instructions](#).
- For information on what to expect at a videoconference hearing, [click here](#).
- If you are unable to participate in a videoconference, WCAT may hold a teleconference hearings. For information on what to expect at a teleconference hearing, [click here](#).
- For more detailed instructions on troubleshooting camera or microphone issues, [click here](#).