
Set Up Microsoft Teams on a Smart Phone or Tablet

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.

Step 1

Open the meeting invitation that WCAT emailed to you. Tap the **Join Microsoft Teams Meeting** link. If you have Microsoft Teams installed on your device, it will open when you click the link and you can [skip to step 3 below](#).

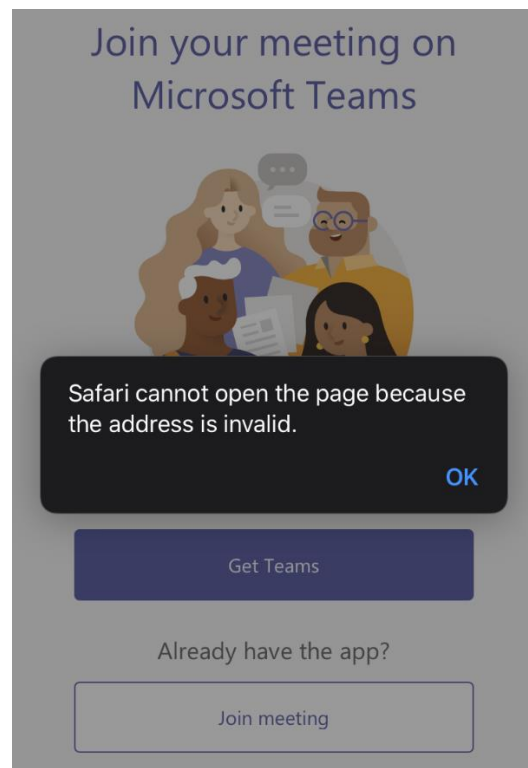
[Join Microsoft Teams Meeting](#)

Step 2

If you do not have Microsoft Teams installed, you will get a message that says the web page cannot be opened (see right). Tap **OK** on that notification. Then tap on **Get Teams**.

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

Once Microsoft Teams has finished downloading, open the app. You may need to click again on the meeting invitation link that WCAT emailed to you.



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Step 3

Tap **Join as Guest**.

When you open Microsoft Teams for the first time, it may ask to allow the app to use your microphone and camera – tap **Accept**.

Meeting time!
How would you like to join?

Join as a guest

Sign in and join

Step 4

You should enter your first **and** last name and click **Join Meeting**.

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.

Type your name, then select
Join meeting.

Name

Join meeting

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 laptop or desktop computer, [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](#).