

**MS TEAMS REMOTE APPEARANCE PROCEDURES - OSCEOLA COUNTY
DIVISION 20 – Hon. Margaret H. Schreiber**

The Court will be using **Microsoft Teams** to conduct the scheduled Court proceedings. **IF YOU ARE APPEARING TELEPHONICALLY, THE PHONE NUMBER IS IN THE NOTICE OF HEARING OR ORDER SETTING HEARING. IF YOU ARE APPEARING VIA VIDEO, YOU WILL RECEIVE A LINK FOR THE HEARING PRIOR TO THE HEARING. IF YOU ARE PRO SE AND WANT TO APPEAR VIA VIDEO, YOU MUST PROVIDE AN EMAIL ADDRESS TO THE JUDICIAL ASSISTANT SO THE LINK CAN BE FORWARDED TO YOU.**

DEVICE NEEDED:

A desktop computer, laptop computer, tablet, or smartphone may be used for the hearing. A camera is preferred but not required, but a microphone is REQUIRED. Please note, most devices have a built in microphone and camera, and additional equipment will NOT be needed to participate in hearings. If you do not have ANY of this equipment available to you or a way to call in to the hearing, please contact Judge Schreiber's Judicial Assistant, Wendy Blair, **407-742-2491** or email her at **ctjwb1@ocnjcc.org**.

HOW TO ACCESS MICROSOFT TEAMS THROUGH A VIDEO LINK:

A. Windows based device

- a. The program can be downloaded from the Microsoft website for free. Alternatively, the program can be accessed by clicking the link provided to the court if the user is operating on Microsoft Edge or Google Chrome web browsers. However, it is preferred to download the program will auto-launch when the link is clicked.

B. Mac/Apple Based Products

- a. The program can be downloaded from the Microsoft website for free. Alternatively, the program can be accessed by clicking the link provided to the court if the user is operating on Microsoft Edge or Google Chrome web browsers. The program WILL NOT work with Safari web browser. However, it is preferred to download the program which will auto-launch when the link is clicked.

C. Android based mobile devices and tablets

- a. It is strongly recommended that the Teams application be downloaded (Free) from the Google Play Store and install it on your device. Allow camera and microphone access. Once the link is emailed to you, clicking the link will automatically launch the Teams programs. Alternatively, the program can be used in your mobile web browser.

D. Apple/IOS based mobile devices and tablets

- a. It is strongly recommended that the Teams application be downloaded (Free) from the Google Play Store and install it on your device. Allow camera and microphone access. Once the link is emailed to you, clicking the link will automatically launch the Teams program. Alternatively, the program can be used in your mobile web browser if you are using Chrome. This will reportedly Not work with Safari.

HOW TO ACCESS MICROSOFT TEAMS THROUGH A PHONE NUMBER (NO VIDEO):

You simply call the phone number listed on the Notice or Order scheduling the hearing.