



# MILITARY COURT SERVICE

## NEW MEDIO GUIDANCE

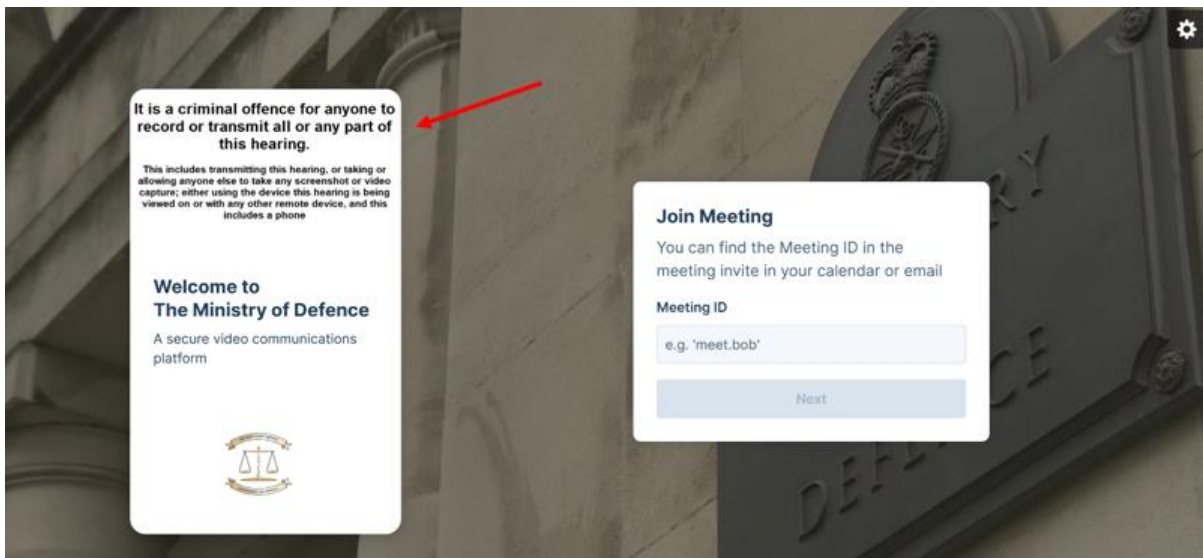
Before connecting, please ensure that your computer/laptop has a camera and a microphone.

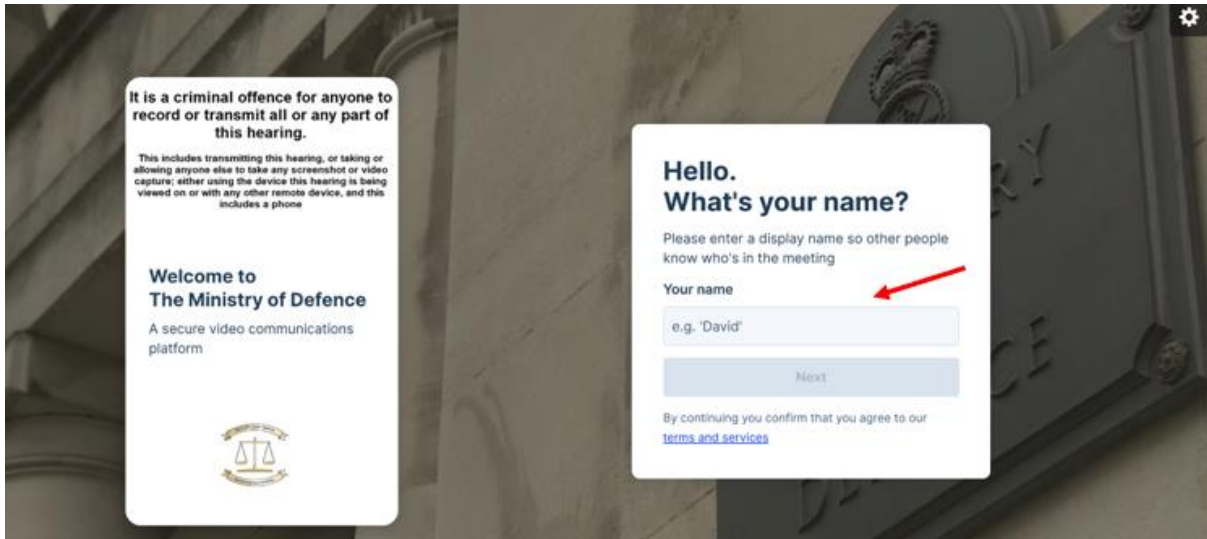
Please note the following very important information relating to devices supported by the application.

<b>Connect web app</b> ==	<ul style="list-style-type: none"><li>• Allows participants to join a Virtual Meeting Room or Virtual Auditorium, or make a call via the Infinity Gateway, using a web browser as their video endpoint.</li></ul> <p>The web app is supported in:</p> <ul style="list-style-type: none"><li>• Google Chrome version 126 and later (64-bit only) on Windows, Linux, macOS, iOS*, and Android*</li><li>• Mozilla Firefox version 128 and later on Windows, Linux, macOS, and iOS*</li><li>• Microsoft Edge version 126 and later (64-bit only) on Windows and iOS*</li><li>• Apple Safari version 15.4 and later on macOS and iOS*</li></ul>
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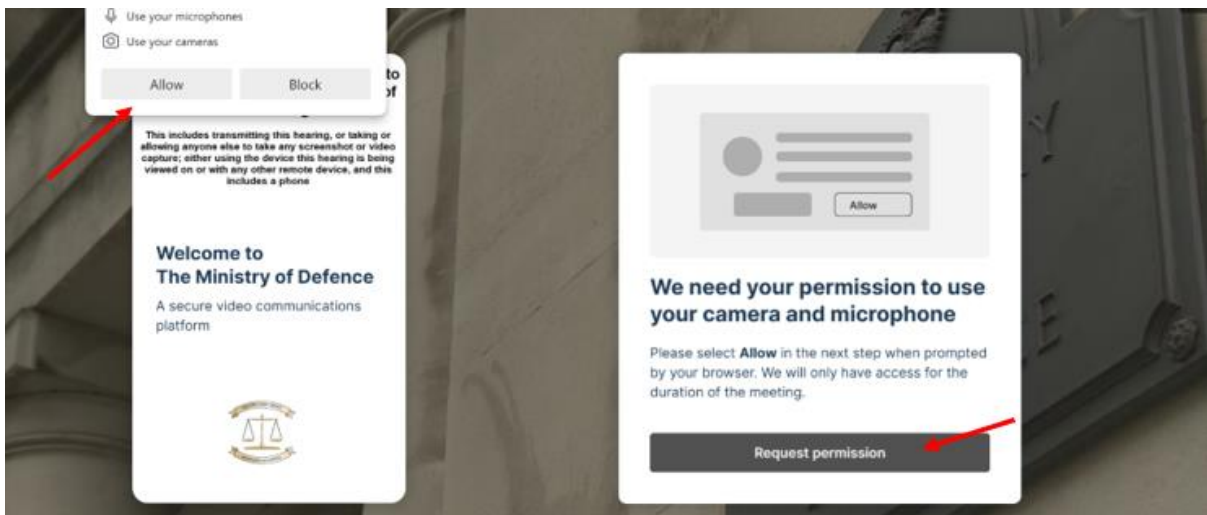
To join the meeting, please click on the link you have been provided to join the conference.

The below landing page will appear. Please take note of the criminal offence warning before you proceed.





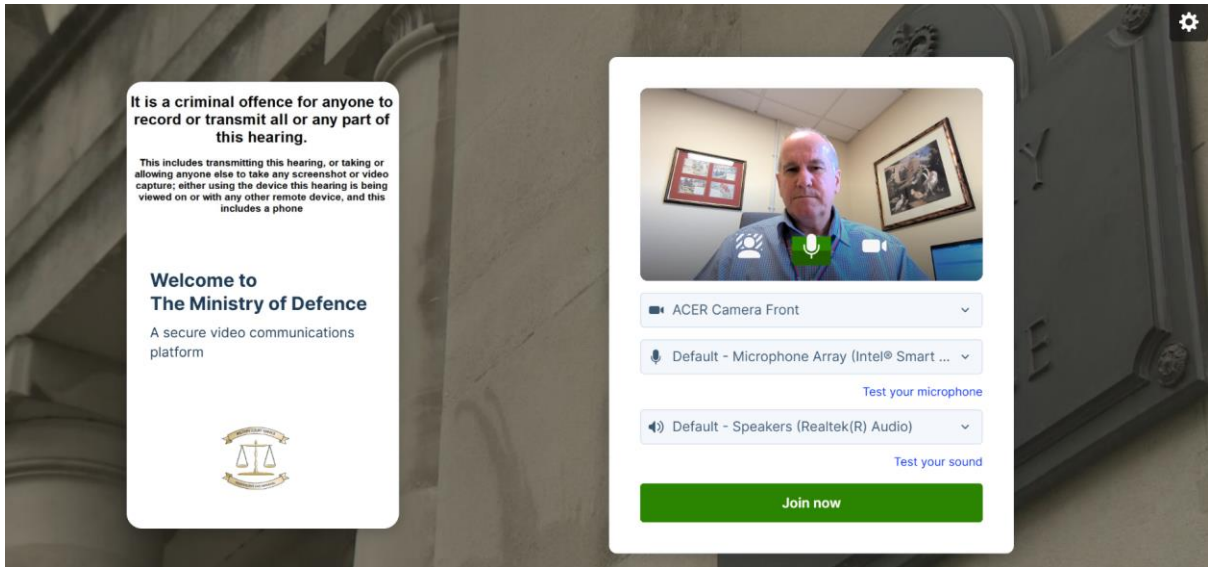
Please enter your name and click **Next** – this is how you will identify in the conference.



Please click **Request permission**. This will be followed by a request to allow access to your microphone and camera – Please Click **Allow**

**If you do not follow this process, you will not join the meeting correctly.**

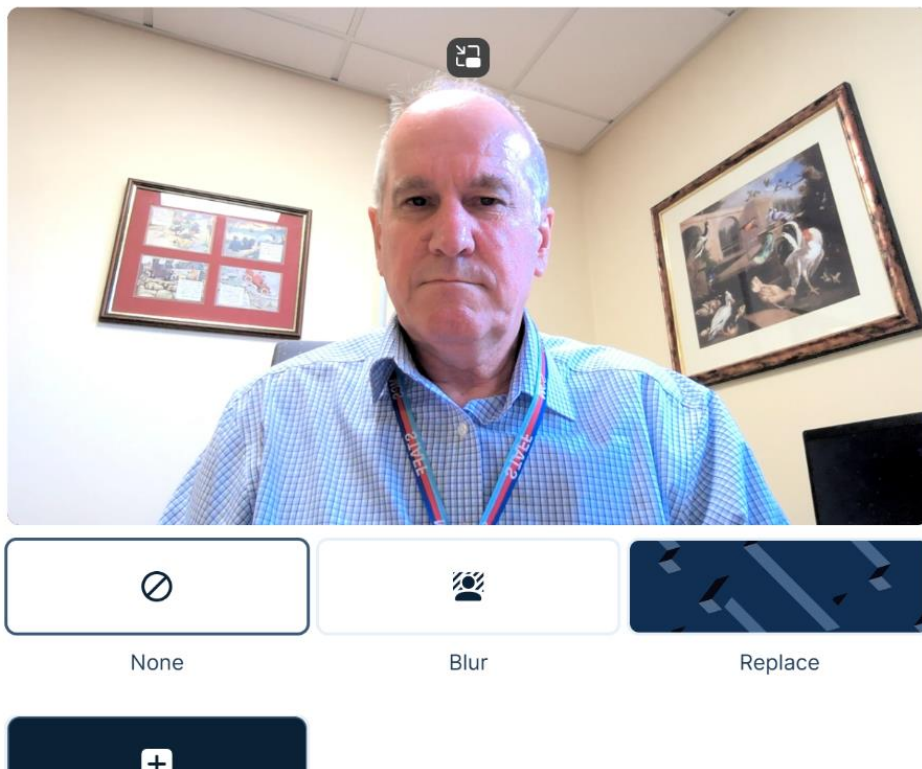
# OFFICIAL



Once you have allowed access you will see that the **Join Now** button will turn green, and you will see yourself in the image window. If your microphone has been activated correctly you will also see a green icon for an active mic. If you require you can change your video and audio source for the meeting and on this new version you can blur your background.

Once completed please click the **Join Now** button.

## Effects



## Are you a Host?

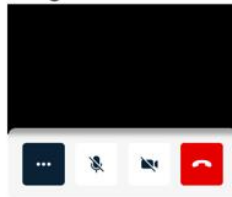
No

Yes

You will be asked if you are a **HOST** for the meeting – Please select **No** (court teams only are HOSTS)

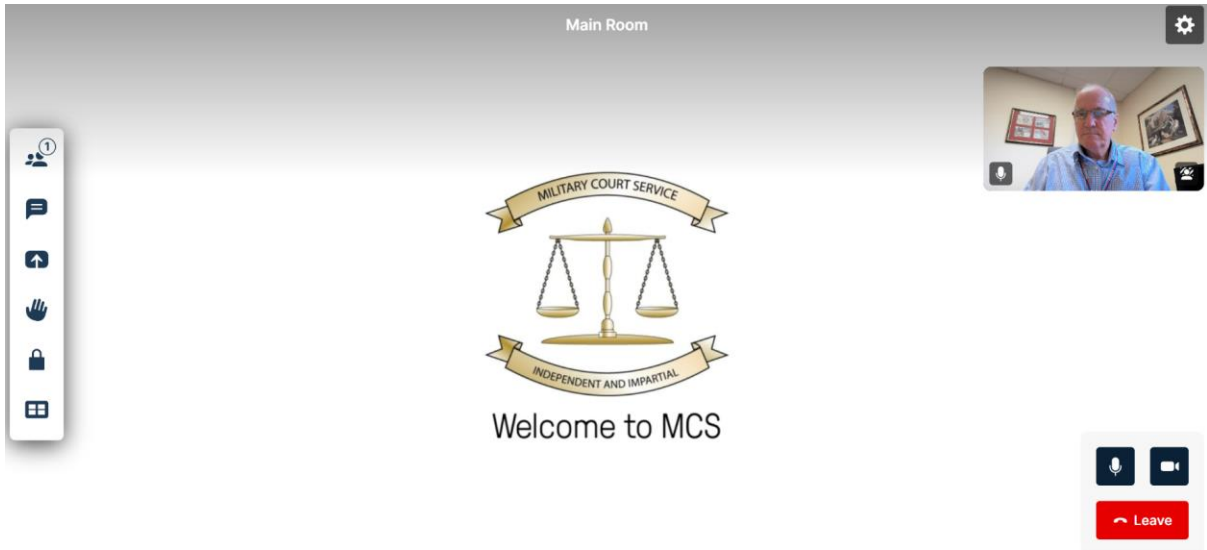


Waiting for the host...

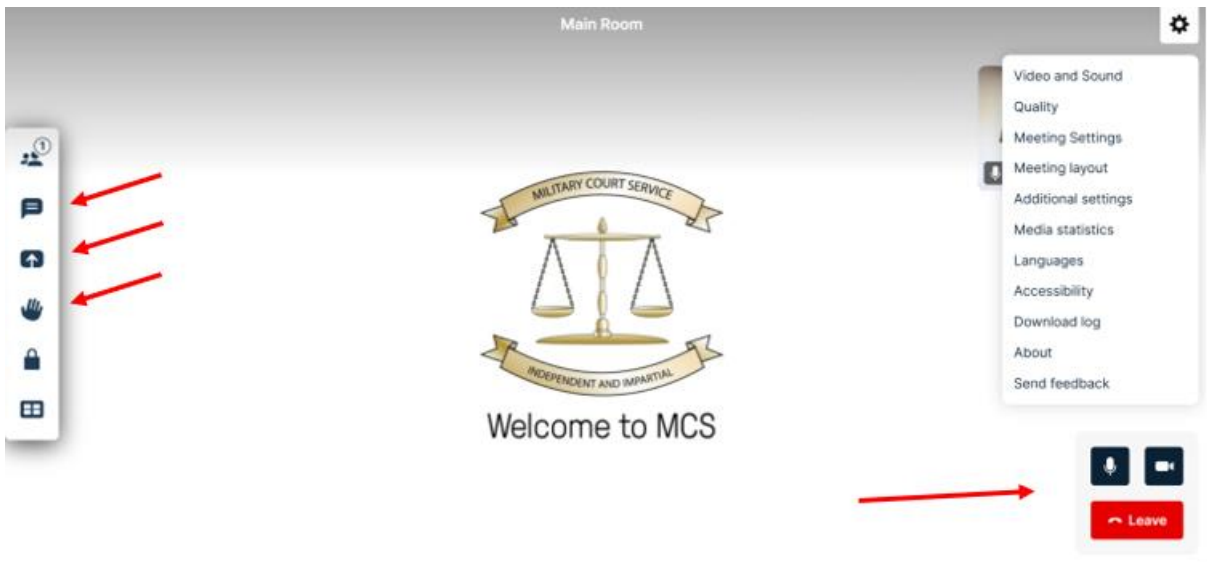


You will now see this screen and the Court will no you are waiting to Join – please be patient and you will be entered into the meeting when the court are ready to provide you access.

## OFFICIAL

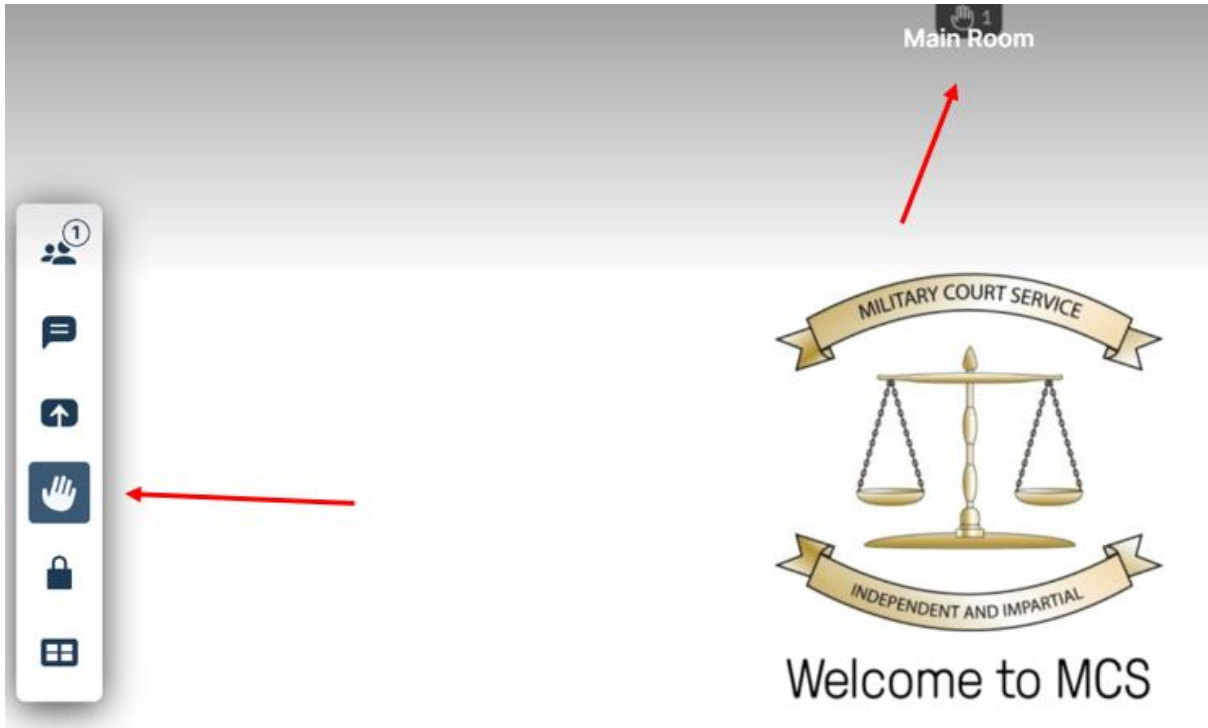


Once you have entered the meeting you will see the following screen

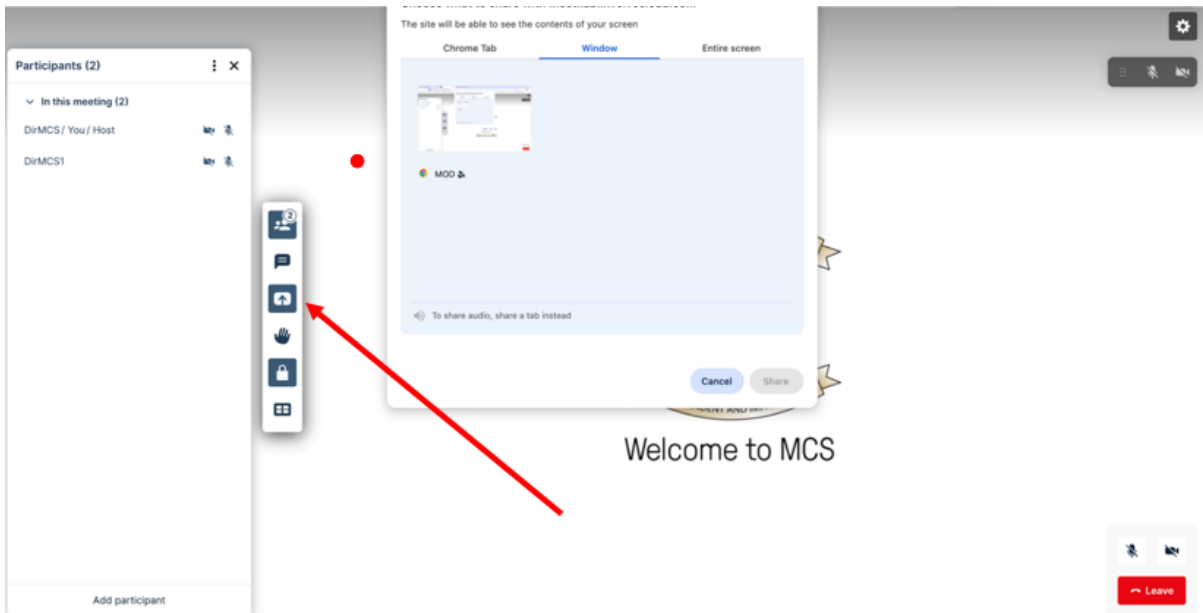


Depending on your access permission there are more features on the top right-hand corner using the COG. Users can mute their camera and/or microphone or leave the meeting in the bottom right-hand corner of the screen.

OFFICIAL

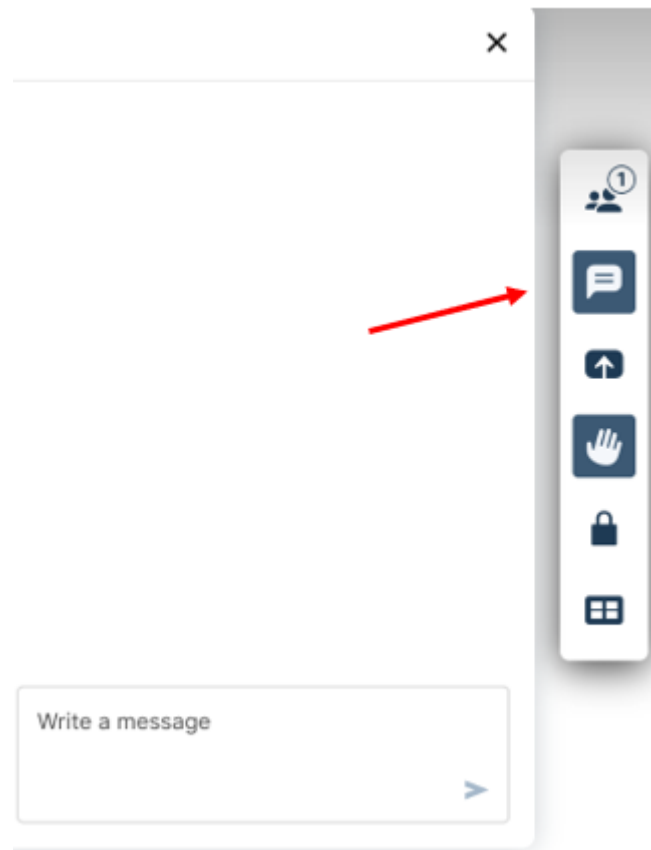


On the left of the screen, you can now put up a hand in the same way as teams if a participant wishes to attract the attention of the meeting.

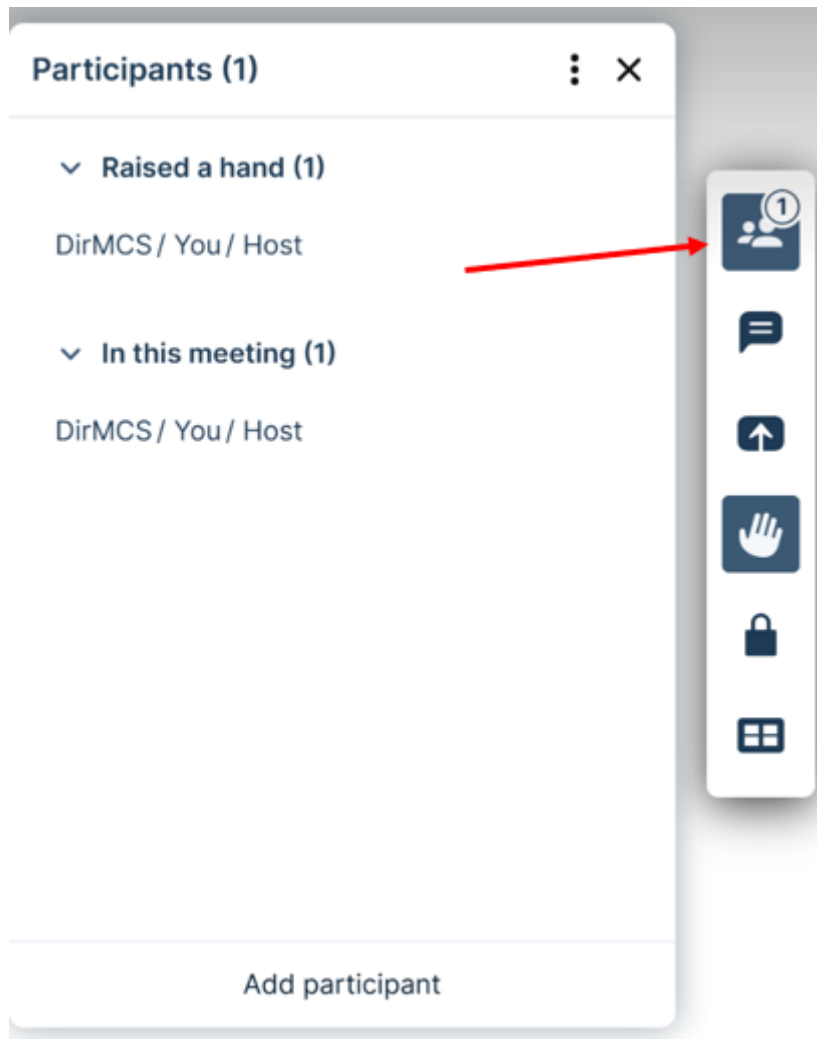


This version also provides the ability to share your screen if the need arises.

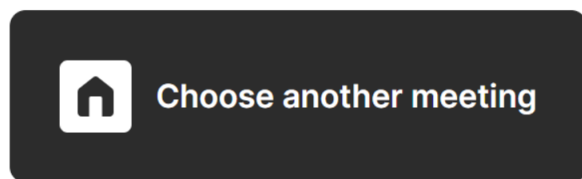
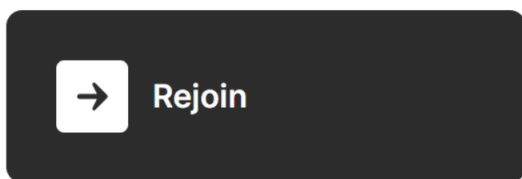
OFFICIAL



Meeting messaging is also available if needed by a user



You are able to view the list of active participants by clicking on the people icon



Once you leave the meeting you will be provide with two options to either rejoin or choose another meeting – if neither of these options are required pleqase close your browser.