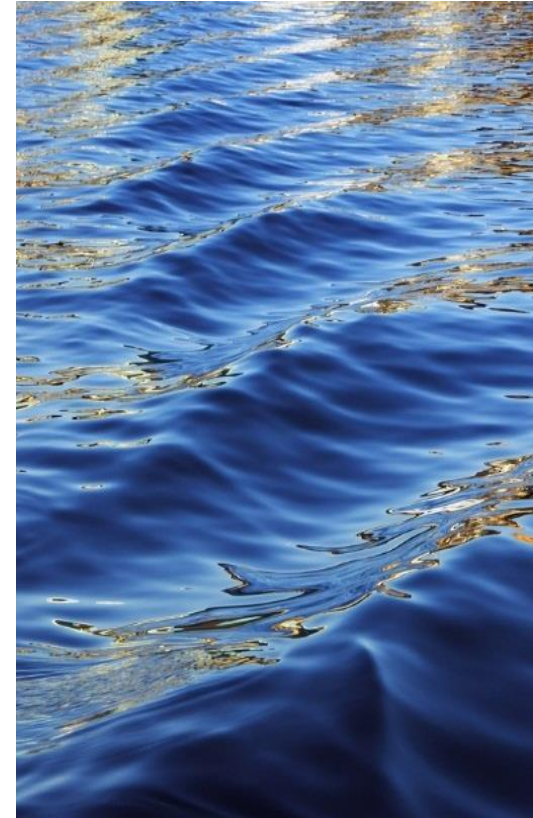


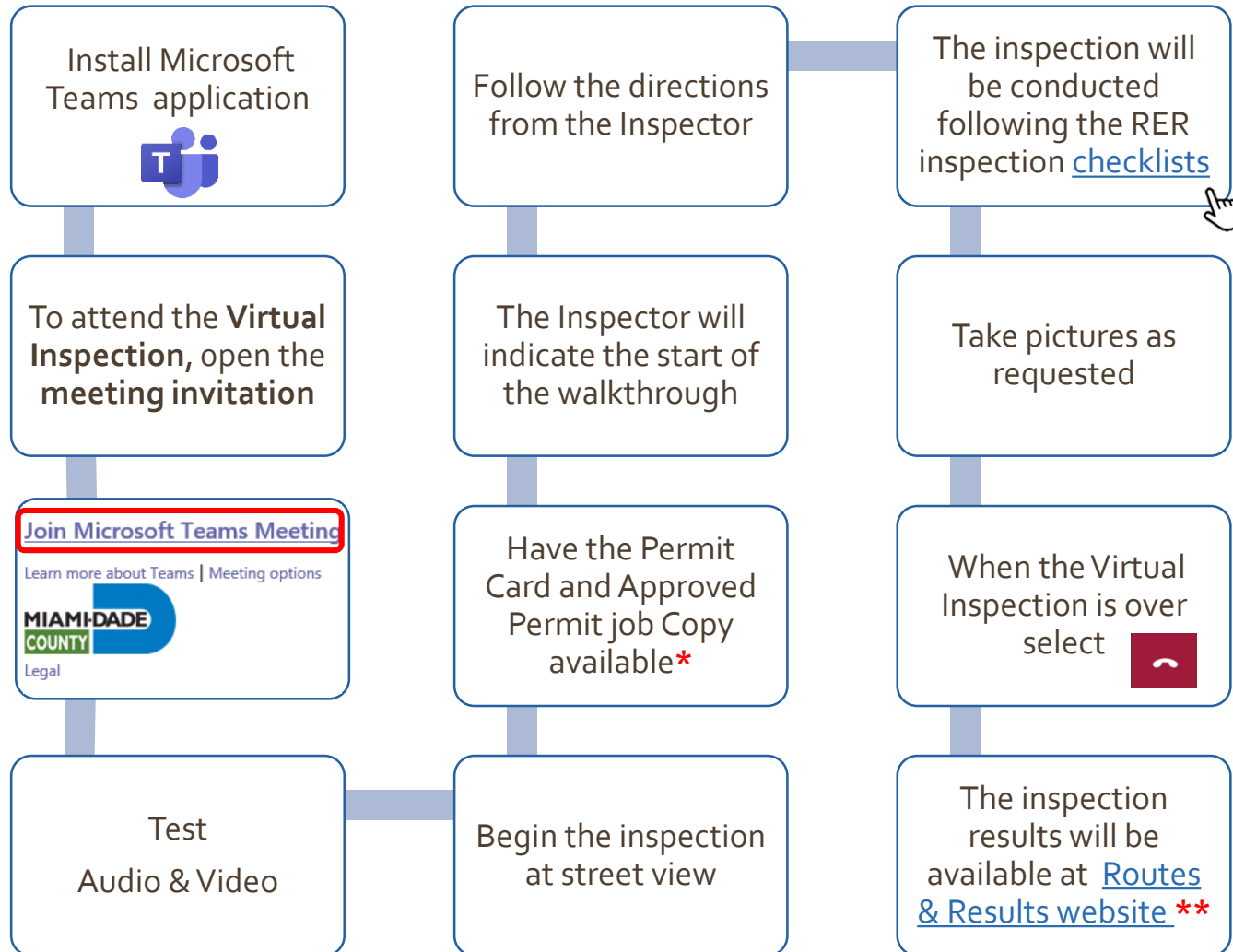
# Department of Regulatory and Economic Resources (RER)



## Guide on how to use Microsoft Teams for Virtual Inspections



# Virtual Inspection Process

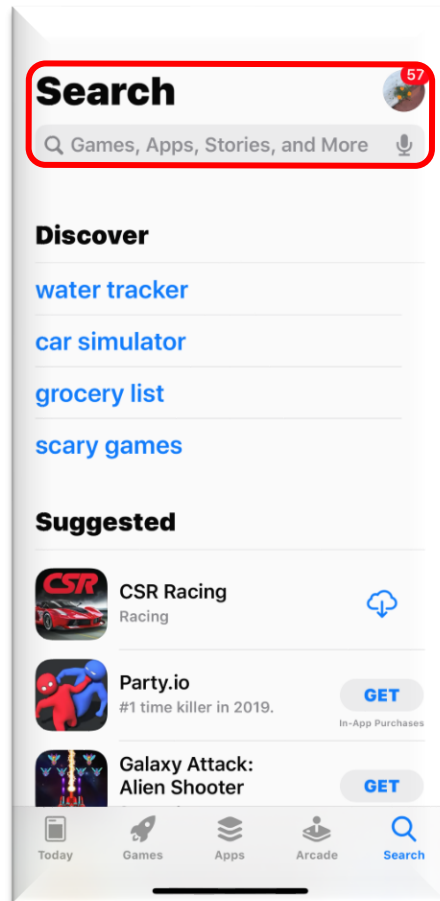


\* Notice of Commencement (for new inspections). Depending on the inspection type, any reports or special inspector letters necessary to enable inspection to be conducted.

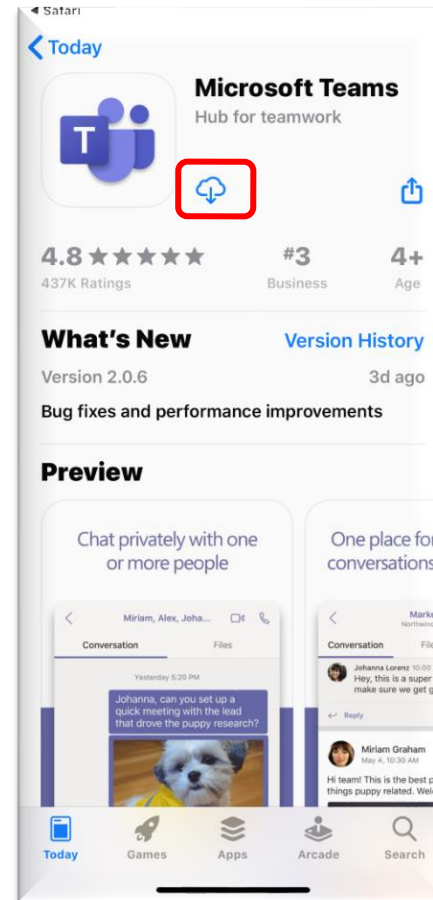
\*\* The inspector reserves the right to determine if due to internet connectivity or the complexity of the inspection an on-site inspection is required.



# Install Microsoft Teams applications



Search for  
Microsoft Teams



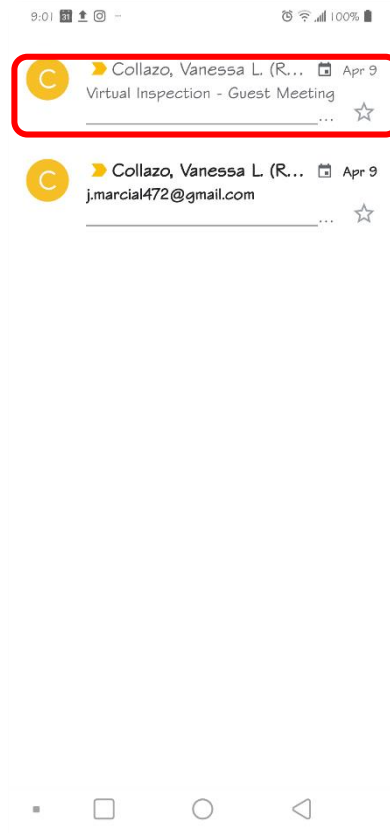
Install the  
application

Ready to participate  
in your Virtual  
Inspection

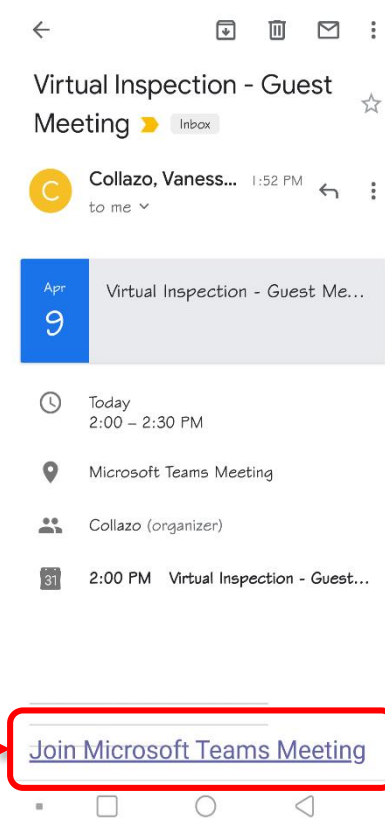


# Microsoft Teams Mobile

## Joining a Meeting for a Virtual Inspection



Open your Email



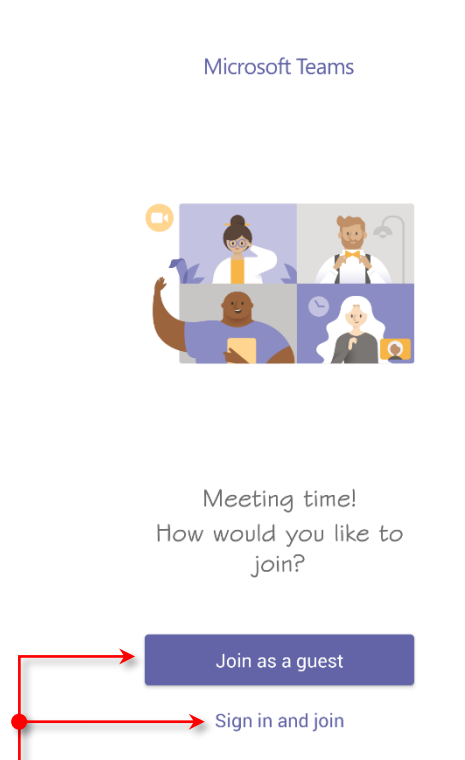
Email Invitation

Click here to join the meeting



# Microsoft Teams Mobile

## Joining a Meeting for a Virtual Inspection



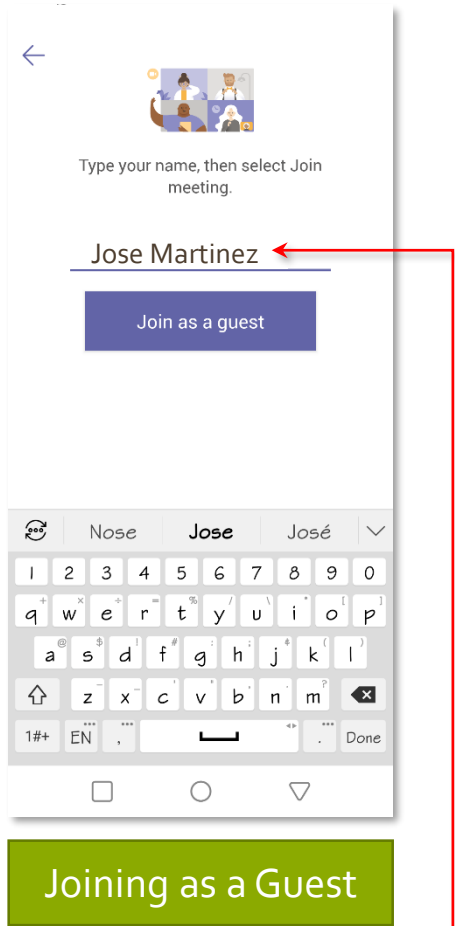
Joining the Meeting

You can join as a guest  
or with an existing  
Microsoft account

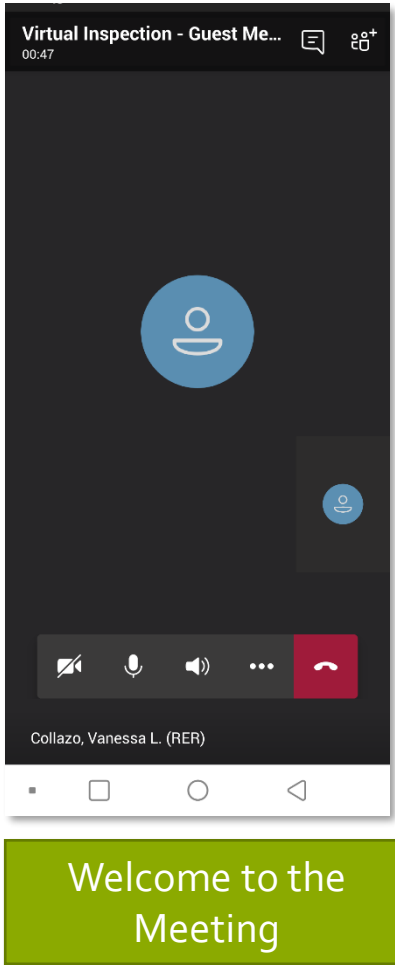
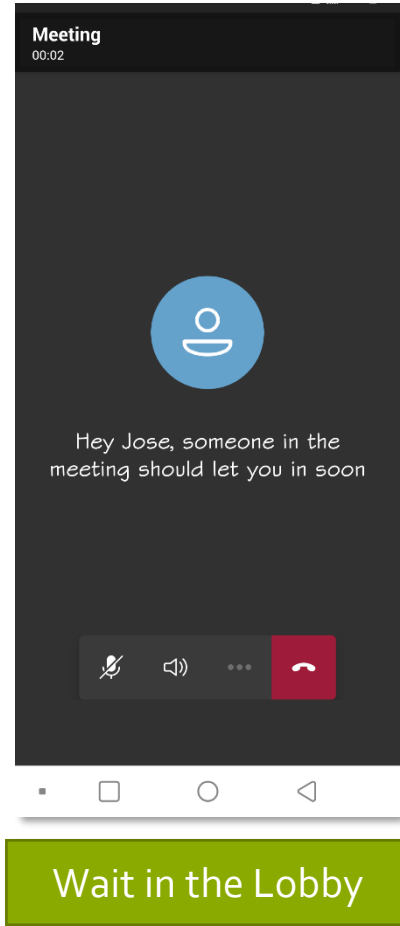


# Microsoft Teams Mobile

## Joining a Meeting for a Virtual Inspection



Enter your Full Name



# Microsoft Teams Mobile

Phone Menu Bar

1:57 93%

Virtual Inspection - Guest Me... 00:47

Show/Add participants

Chat

Put me on hold

Share

Turn off incoming video

Dialpad

Collazo, Vanessa L. (REF)

Speaker Options

Toggle Mic

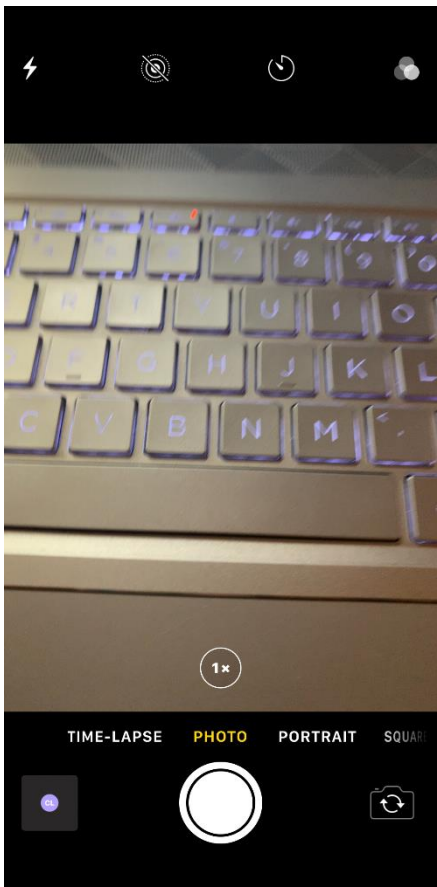
Toggle Camera

To access the Menu Bar tap on the screen and it will appear. After a few seconds it disappears again.



# Microsoft Teams Mobile

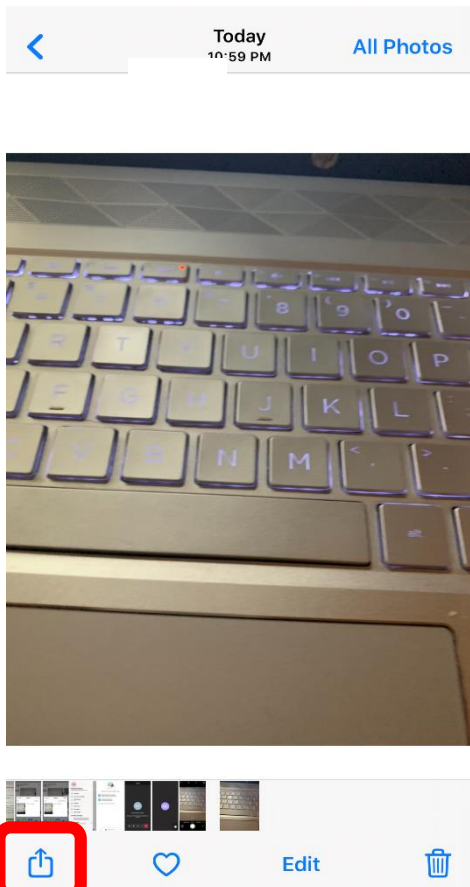
## Sharing a picture – iOS – Apple



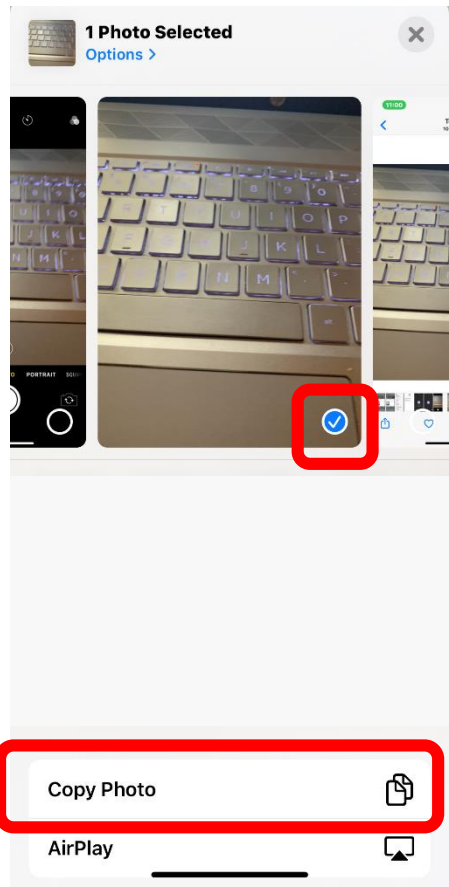
Take a Picture



Open your Camera App



Select Share



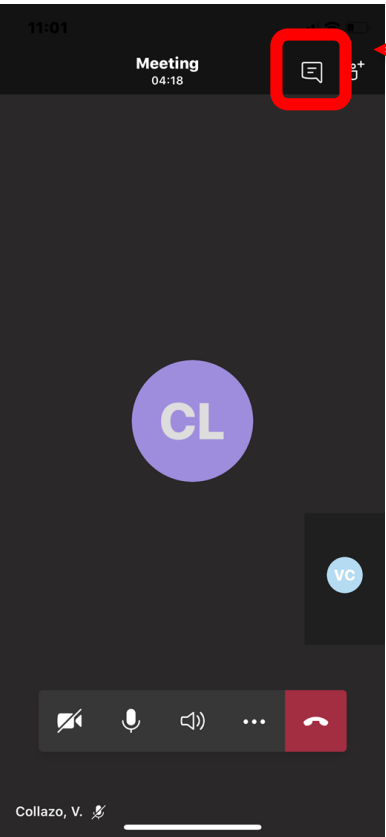
Select Copy Photo



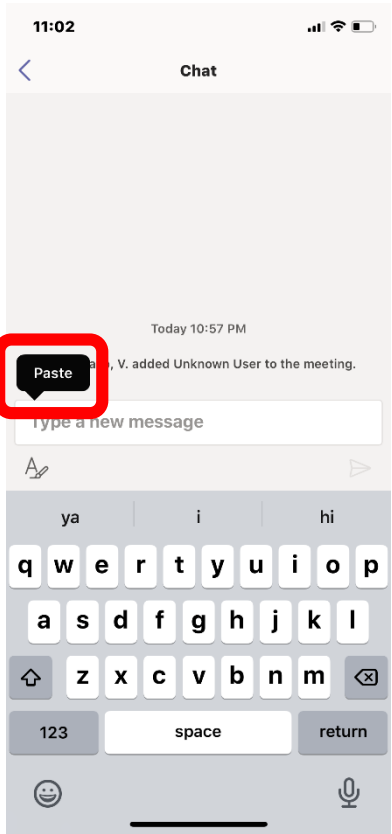


# Microsoft Teams Mobile

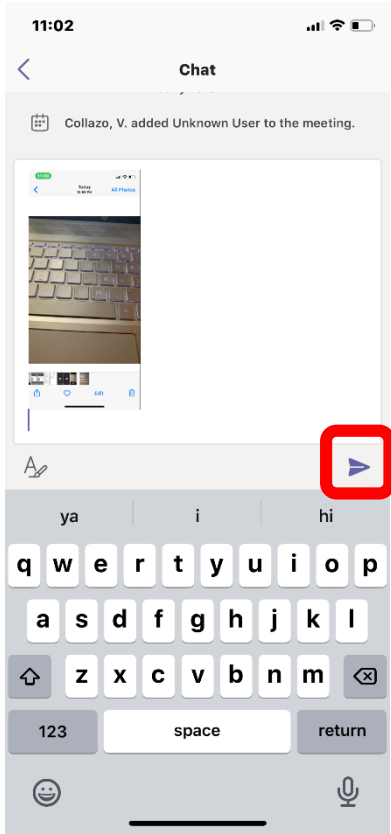
## Sharing a picture – iOS – Apple



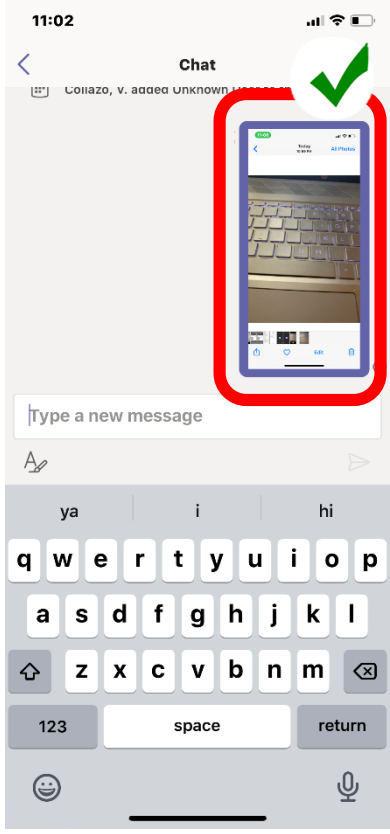
Open Chat



Tap to Paste



Select Send



Confirm the picture  
was received

