

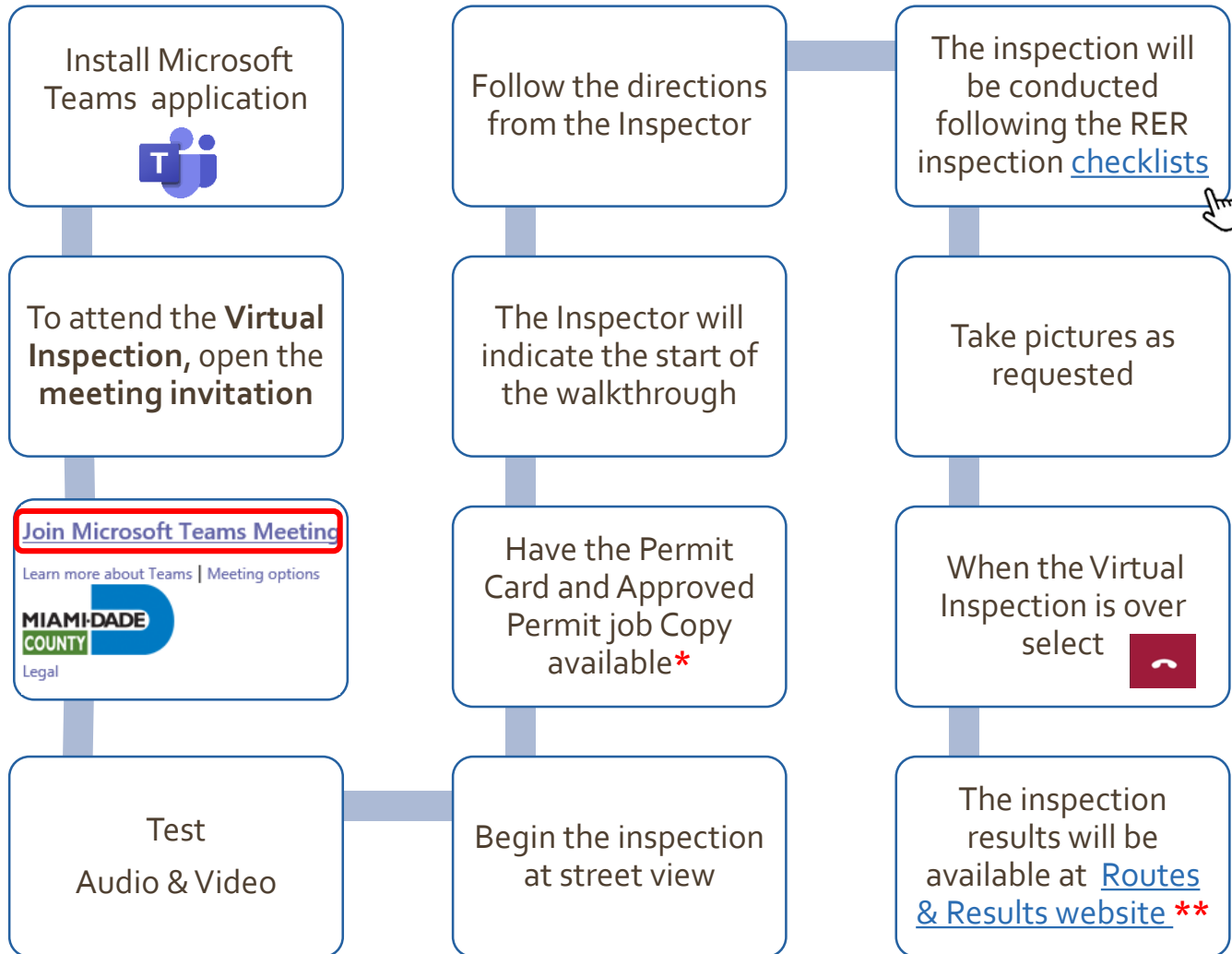
Department of Regulatory and Economic Resources (RER)



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.

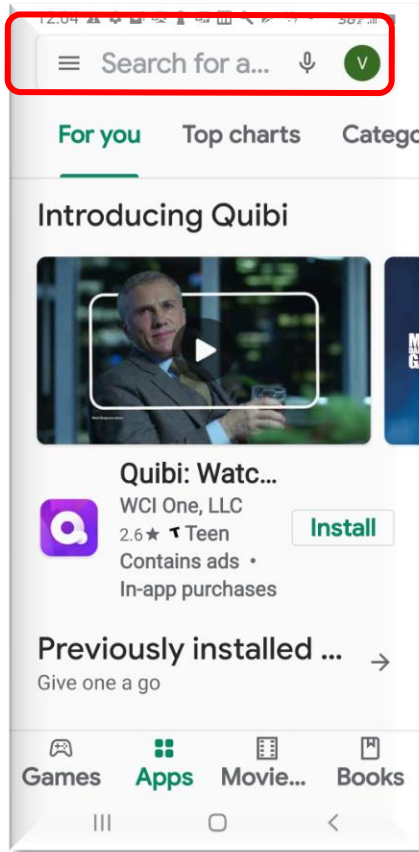




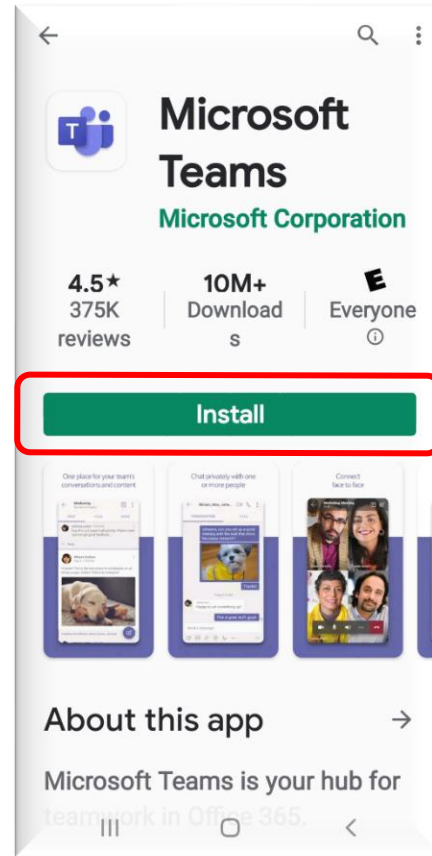
**Joining a MS
Teams Meeting
from your
Mobile**



Install Microsoft Teams applications



Search for
Microsoft Teams



Install the
application

Ready to participate
in your Virtual
Inspection

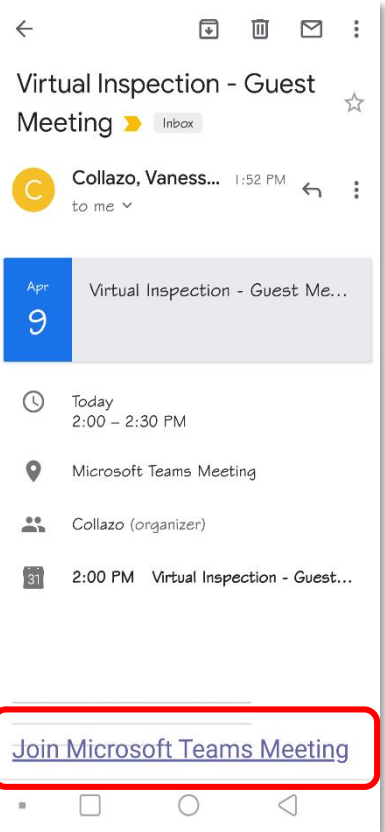


Microsoft Teams Mobile

Joining a Meeting for a Virtual Inspection



Open your Email



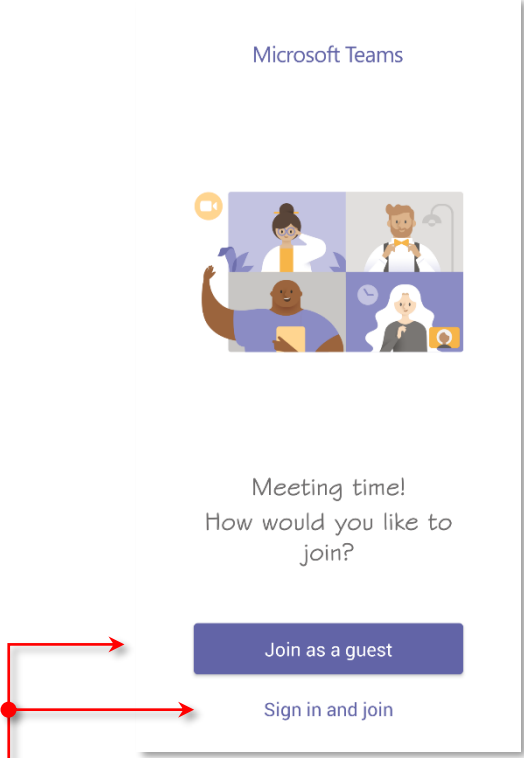
Email Invitation

Click here to join the meeting



Microsoft Teams Mobile

Joining a Meeting for a Virtual Inspection



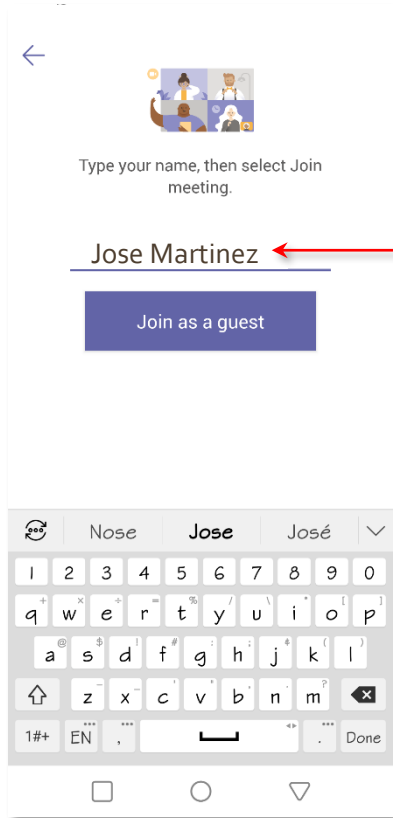
Joining the Meeting

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



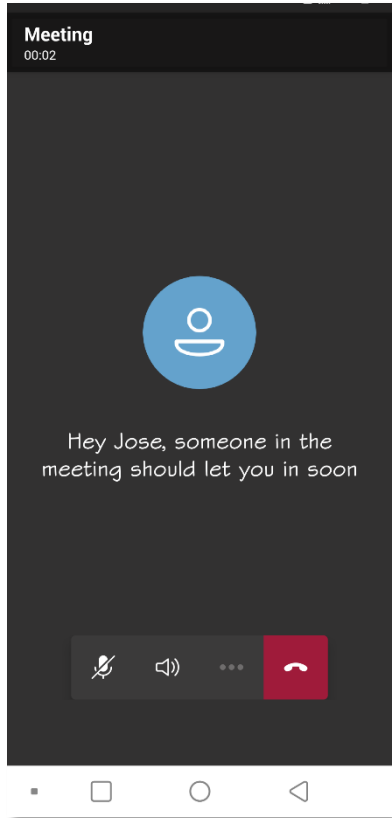
Microsoft Teams Mobile

Joining a Meeting for a Virtual Inspection

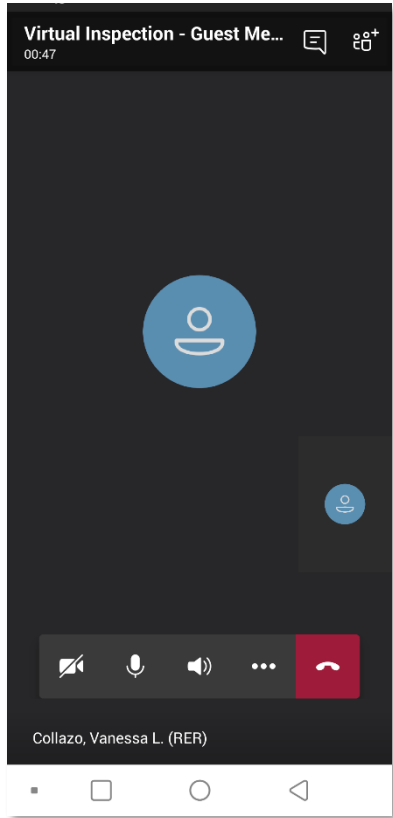


Joining as a Guest

Enter your Full Name



Wait in the Lobby



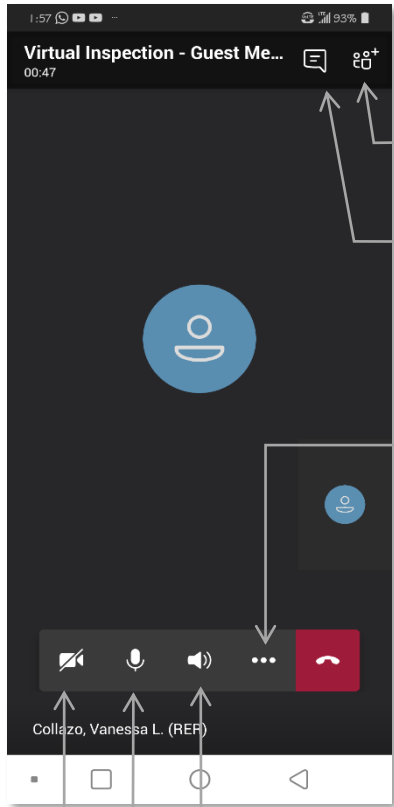
Welcome to the Meeting



Microsoft Teams Mobile

Phone Menu Bar

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



Show/Add participants

Chat

- Put me on hold
- Share
- Turn off incoming video
- Dialpad

Speaker Options

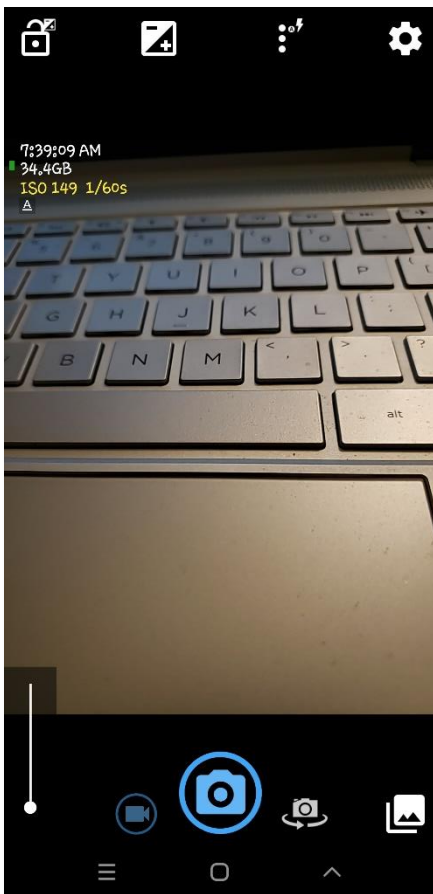
Toggle Mic

Toggle Camera



Microsoft Teams Mobile

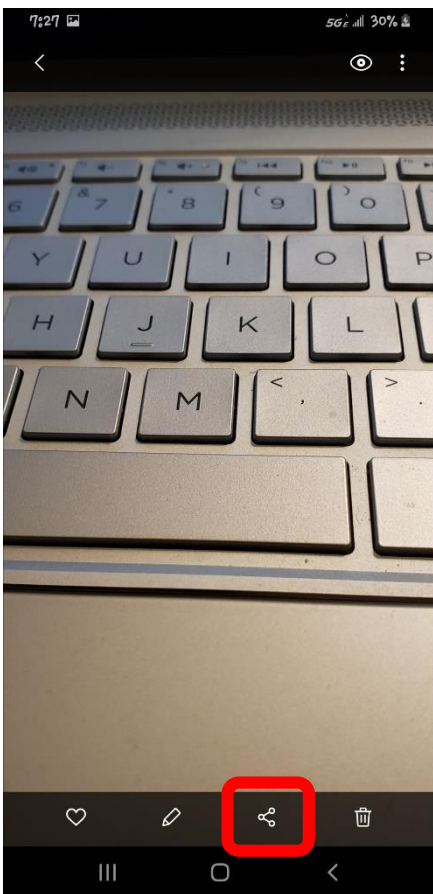
Sharing a picture – Android Devices



Take a Picture



Open your Camera App



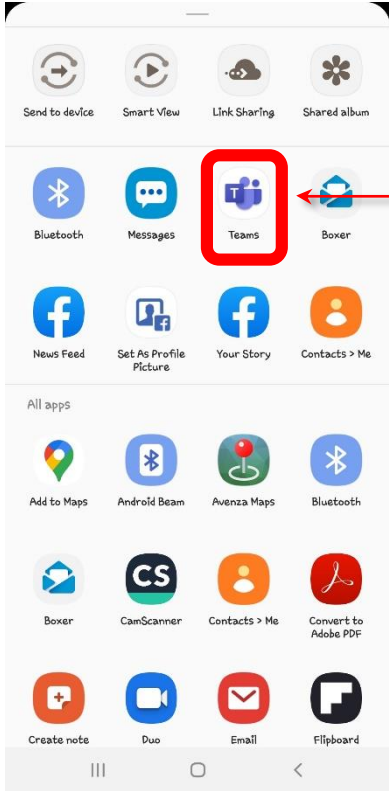
Open in Gallery and Select Share

Note
Some of these screens and icons may appear slightly different depending on the brand and model of your Android device.



Microsoft Teams Mobile

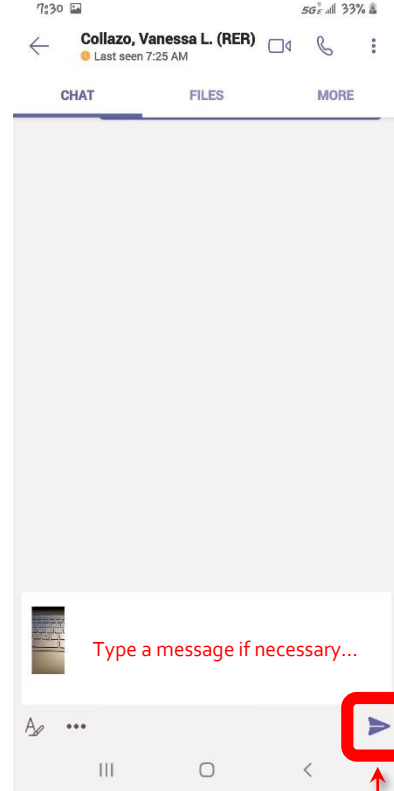
Sharing a picture – Android Devices



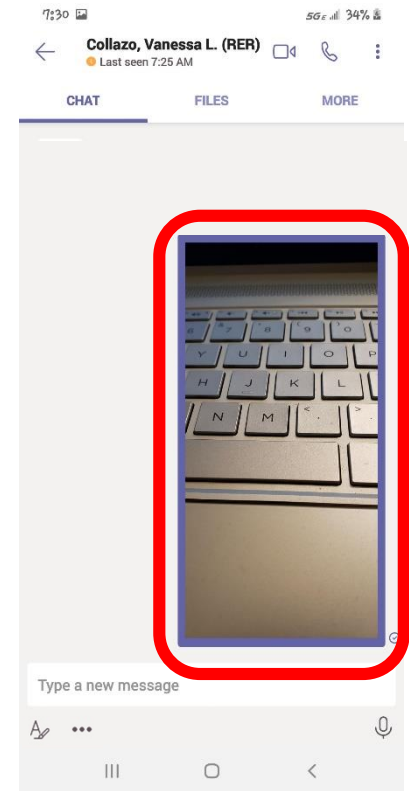
Select Microsoft Teams



Select the Meeting Chat



Tap on Send



Confirm the picture was received

