Guide on how to use Microsoft Teams for Virtual Inspections
Virtual Inspection Process

Install Microsoft Teams application

To attend the Virtual Inspection, open the meeting invitation

Follow the directions from the Inspector

The Inspector will indicate the start of the walkthrough

Have the Permit Card and Approved Permit job Copy available*

Begin the inspection at street view

The inspection will be conducted following the RER inspection checklists

Take pictures as requested

When the Virtual Inspection is over select

The inspection results will be available at Routes & Results website **

* 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

Click here to join the meeting

Open your Email

Email Invitation
Microsoft Teams Mobile

Joining a Meeting for a Virtual Inspection

Meeting time!
How would you like to join?

Join as a guest
Sign in and join

Joining the Meeting

You can join as a guest or with an existing Microsoft account
Joining a Meeting for a Virtual Inspection

Joining as a Guest

Enter your Full Name

Waiting in the Lobby

Welcome to the Meeting

Enter your Full Name: Jose Martinez
Microsoft Teams Mobile

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 – Android Devices

Take a Picture

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

1. Select Microsoft Teams
2. Select the Meeting Chat
3. Tap on Send
4. Confirm the picture was received