Guide on how to use Microsoft Teams for Virtual Inspections

Prepared by RER Administrative Services Division Strategic Initiatives Management Team
Virtual Inspection Process

1. Install Microsoft Teams application

2. To attend the Virtual Inspection, open the meeting invitation

3. Test Audio & Video

4. The inspection will be conducted following the RER inspection checklists

5. Follow the directions from the Inspector

6. The Inspector will indicate the start of the walkthrough

7. Have the Permit Card and Approved Permit job Copy available*

8. Begin the inspection at street view

9. Take pictures as requested

10. When the Virtual Inspection is over select

11. 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.
Install Microsoft Teams applications

Search for Microsoft Teams

Install the application

Ready to participate in your Virtual Inspection
Joining a Meeting for a Virtual Inspection

Open your Email

Click here to join the meeting

Email Invitation
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: Jose Martinez

Wait in the Lobby
Hey Jose, someone in the meeting should let you in soon

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

Speaker Options

Toggle Mic

Toggle Camera
Microsoft Teams Mobile

Sharing a picture – iOS – Apple

1. Open your Camera App
2. Take a Picture
3. Select Share
4. Select Copy Photo
Microsoft Teams Mobile

Sharing a picture – iOS – Apple

Open Chat → Tap to Paste → Select Send → Confirm the picture was received