

Top Teams

Questions and Issues Resolved!

Where's the Join Meeting link?

The Join Meeting link is in the **Teams** invitation sent to you by the WCOA Judge's office.

You must use the Join Meeting link when joining the meeting so the Judge can identify you.


The screenshot displays the Microsoft Teams meeting invitation interface. At the top, there is a navigation bar with tabs for File, Meeting, Scheduling Assistant, Tracking, Insert, Format Text, Review, and Help. Below this is a ribbon with various options: Cancel Meeting, Forward, Skype Meeting, Join Teams Meeting, Meeting Options, Meeting Notes, Contact Attendees, Address Book, Check Names, and Response Options. The main content area shows the meeting details: Title 'Dsp# i - 1 / M vs. W', Required status, Optional status, Start time 'Tue 8/3/2021 9:00 AM', End time 'Tue 8/3/2021 10:00 AM', and Location. Below the meeting details, there is a section for 'Microsoft Teams meeting' with a link 'Click here to join the meeting' highlighted in a red box. A red callout box points to this link with the text 'You must use the Join Meeting link when joining the meeting so the Judge can identify you.' Below the Teams meeting link, there is a section for 'Or call in (audio only)' with a phone number '+1 267-332-8737, 56610606#', a location 'United States, Philadelphia', and a phone conference ID '566 106 06#'. There are also links for 'Find a local number' and 'Reset PIN'.


Which e-mail was the **Join Meeting** link sent to?

The **Join Meeting** link is sent to the e-mail address in the profile of parties on the **Interested Parties** tab of the **Dispute Summary**.

Dispute Summary

Required fields are indicated by *:

WCAIS Claim #: 	Claimant/Employee Name:	Defendant/Employer Name:	COMMUNICAT
	Claim Status: Compensable	Date of Injury: 6/13/2008	

Dispute: DSP.  Status: **In Litigation**

General Information

Below are the Interested Parties and Associated Recipients for this Matter. The correspondence address is the address to which the "Change Party Info" option is selected. A new address can be added by selecting either the "Add Party Address" or "Change Party Address" options in the "Change Party Info" popup dialog.

Interested Parties & Associated Recipients

Interested Parties

Name	Type	Business Unit	Correspondence Address
H H INN	Claimant/Employee		Rd, Marianna, PA 15345-1033
REM C F F, ESQ	Claimant's Attorney		Washington, PA 15301-4805
COMMUNICATION	Defendant/Employer		St, Dodge City, KS 67801-2233

General Information

Petitions and Answers


Hearing Information

Mediation Information

Exhibits

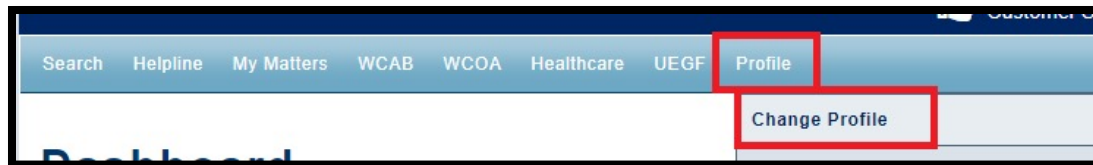
Witness

Requests



How do I update my e-mail address?

To check your e-mail address, go to Profile, Change Profile:



Change Profile

Required fields are indicated by *.

KeyStone ID: b-wcuat1

Pennsylvania Attorney ID Number: 556

status: Active

Law Firm: | [Up](#)

WCAIS Roles: Attorney

First Name*: CLAIRES

Middle Initial:

Last Name*:

Suffix: ESQ

Phone Number (Primary): (412) 562-

Phone Number (Secondary): (412) 562-

Phone Number (Other): (412) 860

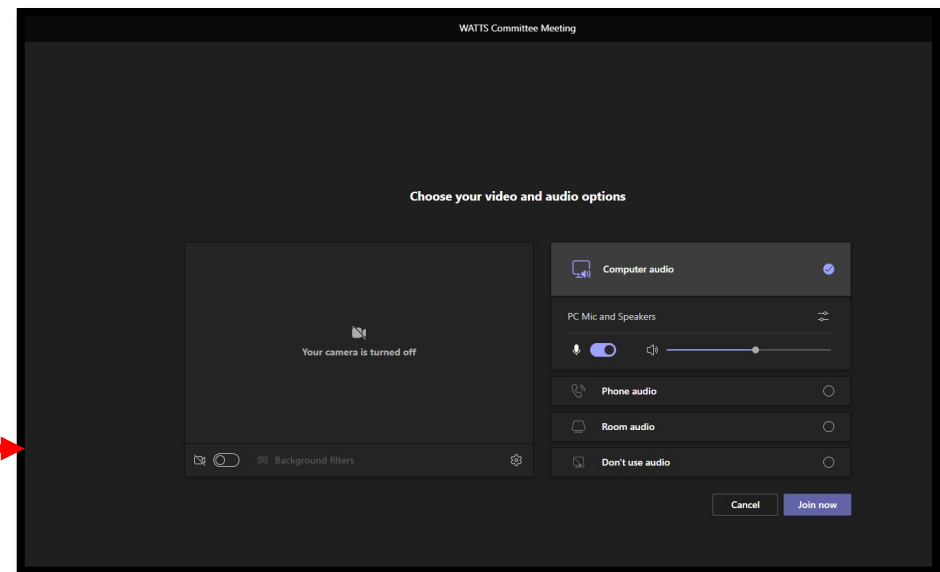
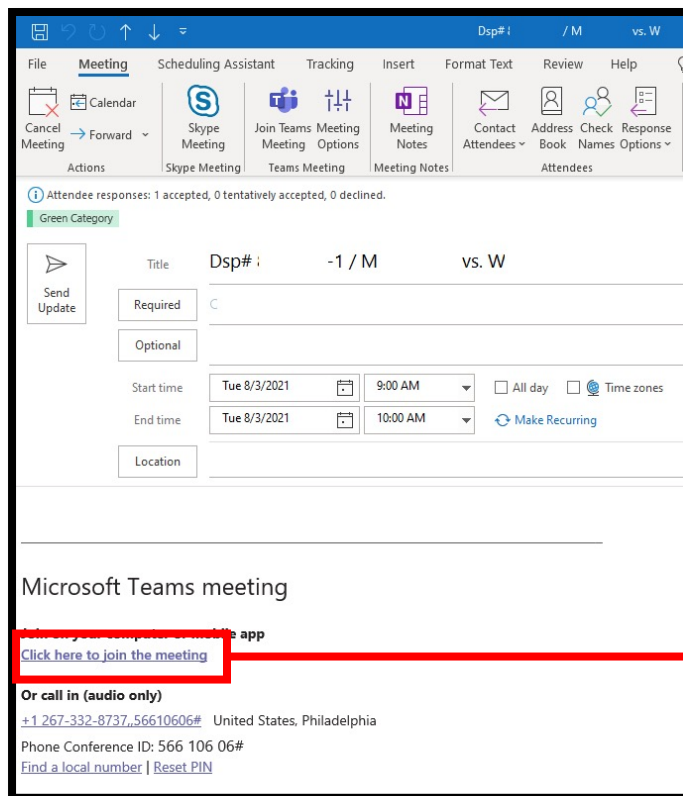
Email Address*: i@gmail.com

Confirm Email Address*: @gmail.com

Update your e-mail address

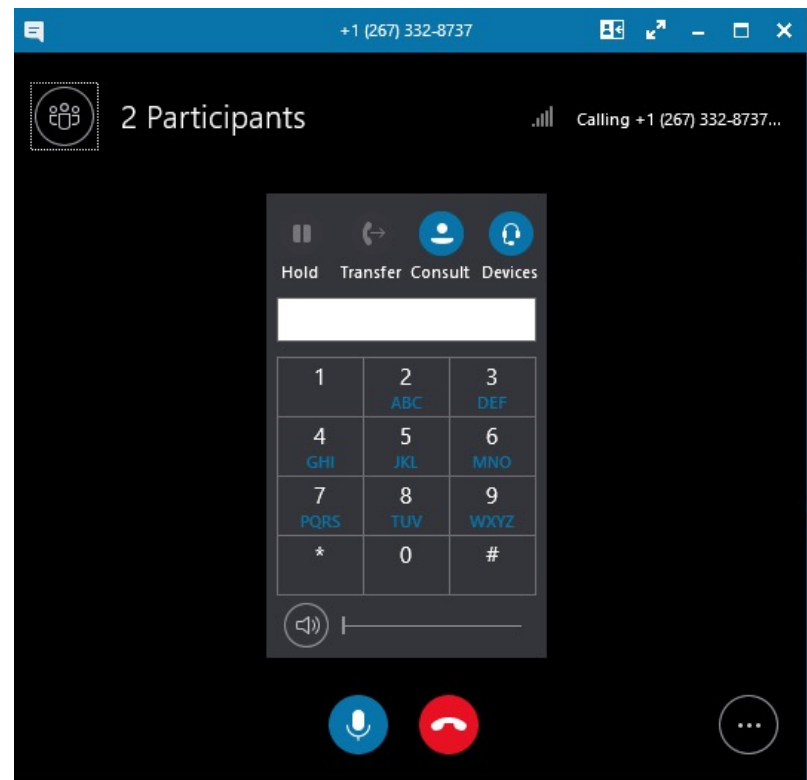
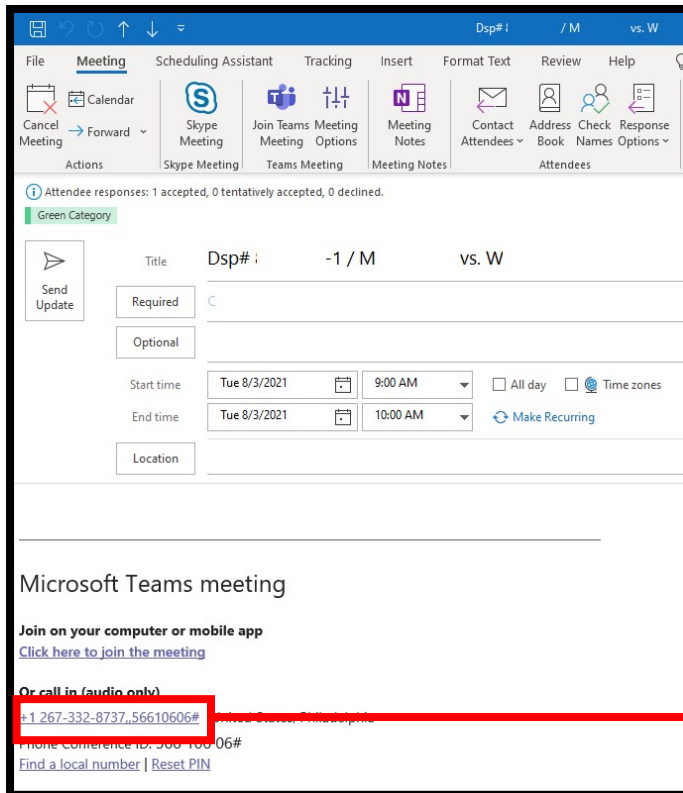
What's the difference between the **Join Meeting** link and the phone number link?

The **Join Meeting** link takes the user into the Teams meeting so the user can do a number of things including, but not limited to, share video, share an exhibit, see other participants (including the Judge), and use the Chat feature.



What's the difference between the **Join Meeting** link and the phone number link?

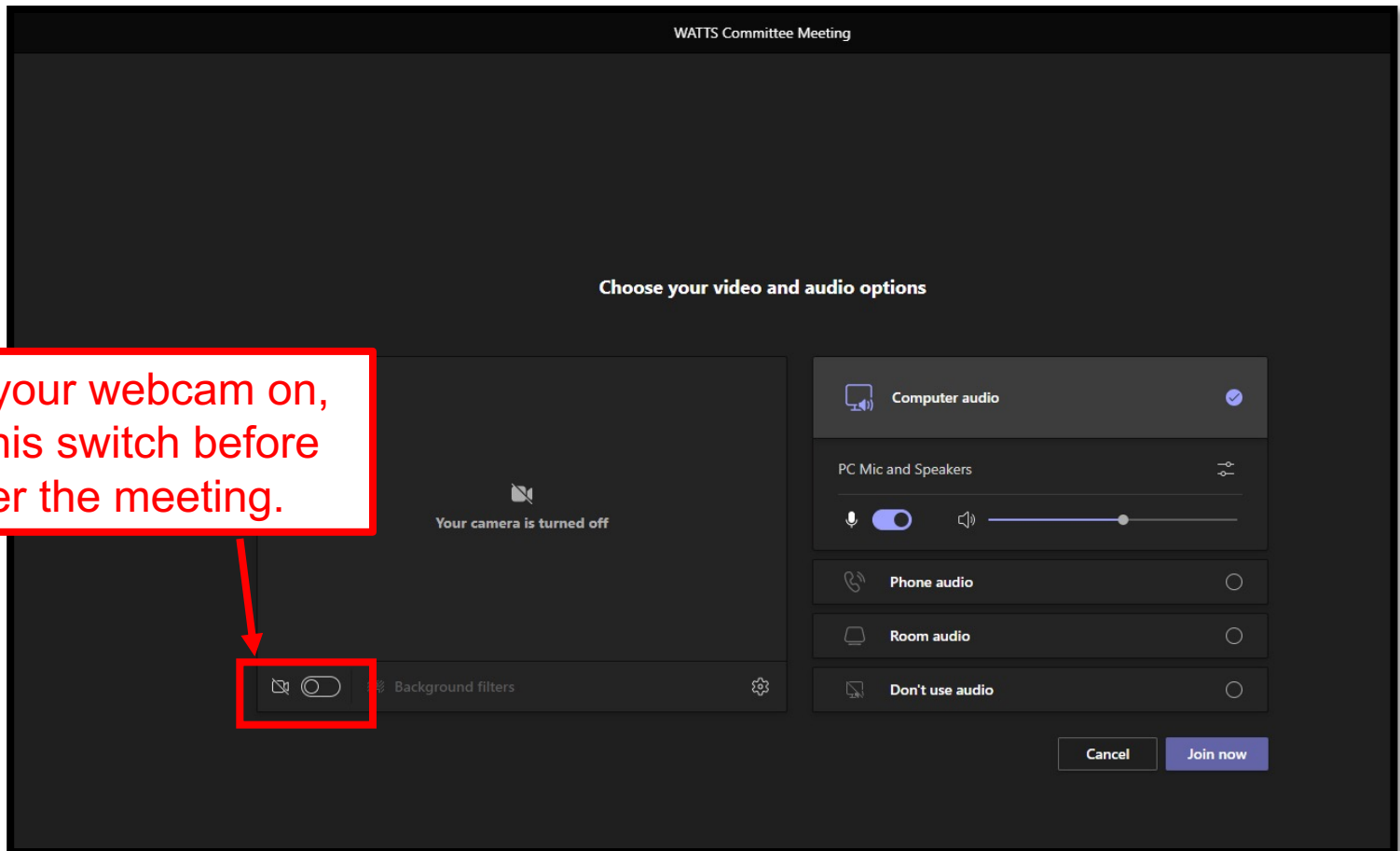
The **phone number** link just dials a phone number. The user will not be able to share their video or an exhibit, the user will not be able to see other participants or the Judge, the user will not be able to use the Chat feature, and the Judge will not see the user's name, only their phone number.



If I use the [Join Meeting](#) link will people see me?

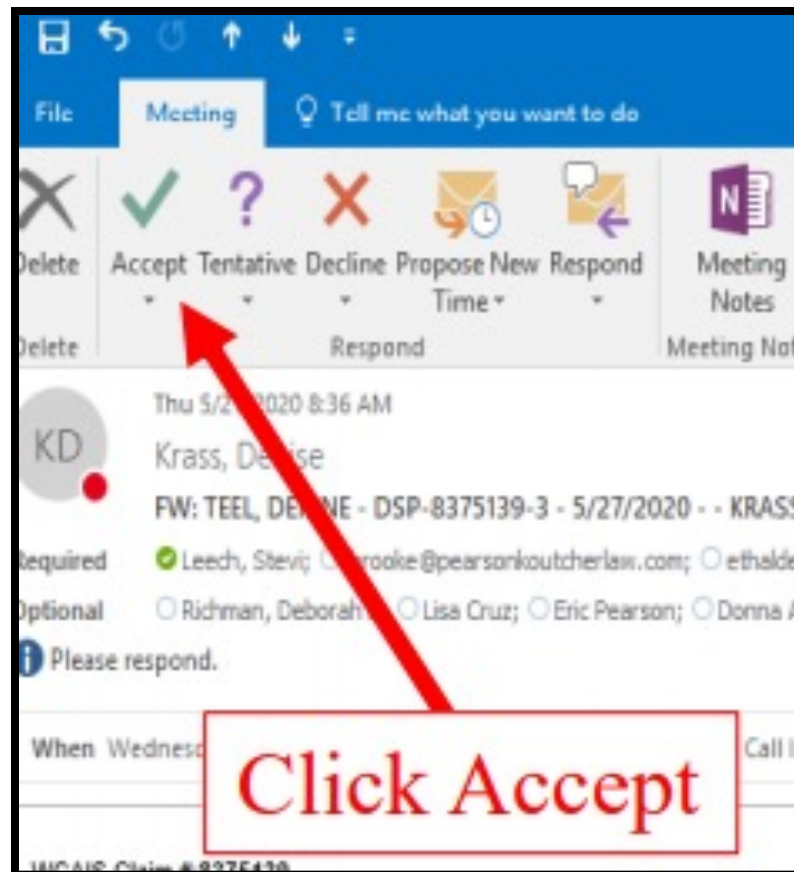
No. You can use the [Join Meeting](#) link for both audio and video hearings. People will only see you IF you choose to turn on your webcam.

To turn your webcam on, toggle this switch before you enter the meeting.



Do I have to Accept the meeting invitation?

Yes, you must Accept the meeting invitation, otherwise the Join Meeting link may expire prior to your hearing or mediation.





Once I Accept the invitation, where does the invitation go?

When you Accept the invitation, the event is automatically added to the calendar on your device. You must open your calendar, and then click on the event to open the details including the [Join Meeting](#) link.

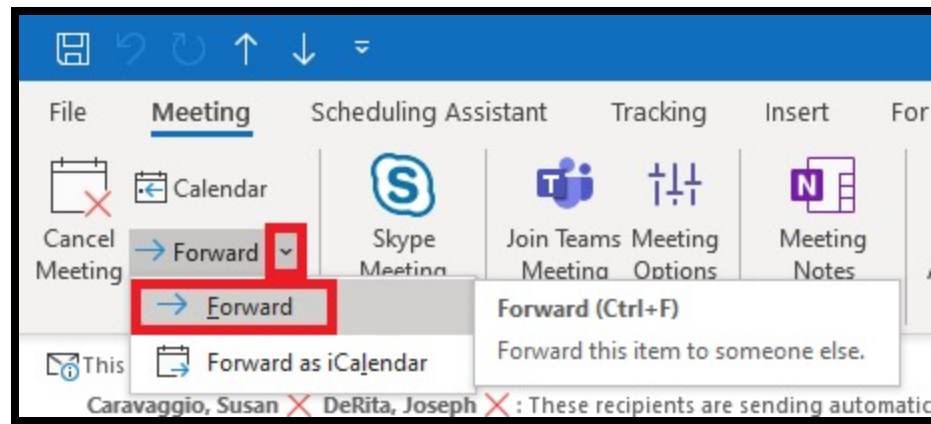


If I have a conflict, can I Decline the invitation?

No, you should never decline the Outlook invitation sent by the Judge's office. If you have a conflict and need a continuance, you must submit your request through the Dispute Summary, Requests tab in WCAIS and choose Continuance Request from the dropdown.

What if another Attorney is covering the event?

You should forward the invitation to the Attorney covering the event.



What else do I need to know before an event?

The Judge may put explicit instructions in the invitation. It is your responsibility to read and understand them.

The screenshot shows a Microsoft Outlook meeting invitation window. The title is "Dsp# - Mandatory Mediation". The meeting is categorized as "Green Category". The start time is Tuesday, 8/3/2021, at 9:00 AM, and the end time is 10:00 AM. The location is blank. A red box highlights the following text:

*******ATTENTION to ALL*******

We will now be conducting our Video/Teleconference events in MicroSoft Teams.

- Reminder to ALL: Judge Rago prefers that you join by VIDEO.***
- Reminder to all ATTORNEYS: Judge Rago expects Claimant to also be on VIDEO for C&R and Testimony.***
- Reminder to Court Reporters/Interpreters: Please have VIDEO access and be familiar with MS-Teams Software.***

Please let me know if you have any questions or concerns. Thank you!



How do I use my cell phone to join a meeting?

To Accept the invitation from your cell phone: Access your e-mail from your cell phone. Open the e-mail from the Judge's office and click Accept. This will place the invitation including the [Join Meeting](#) link on your device's calendar.

When it's time for the meeting: Access the calendar on your device. Click the event. Click the [Join Meeting](#) link. Your device will automatically prompt you to download whatever free application you may need to join the meeting.