

Instructions for Participating in a Remote Appearance on Skype

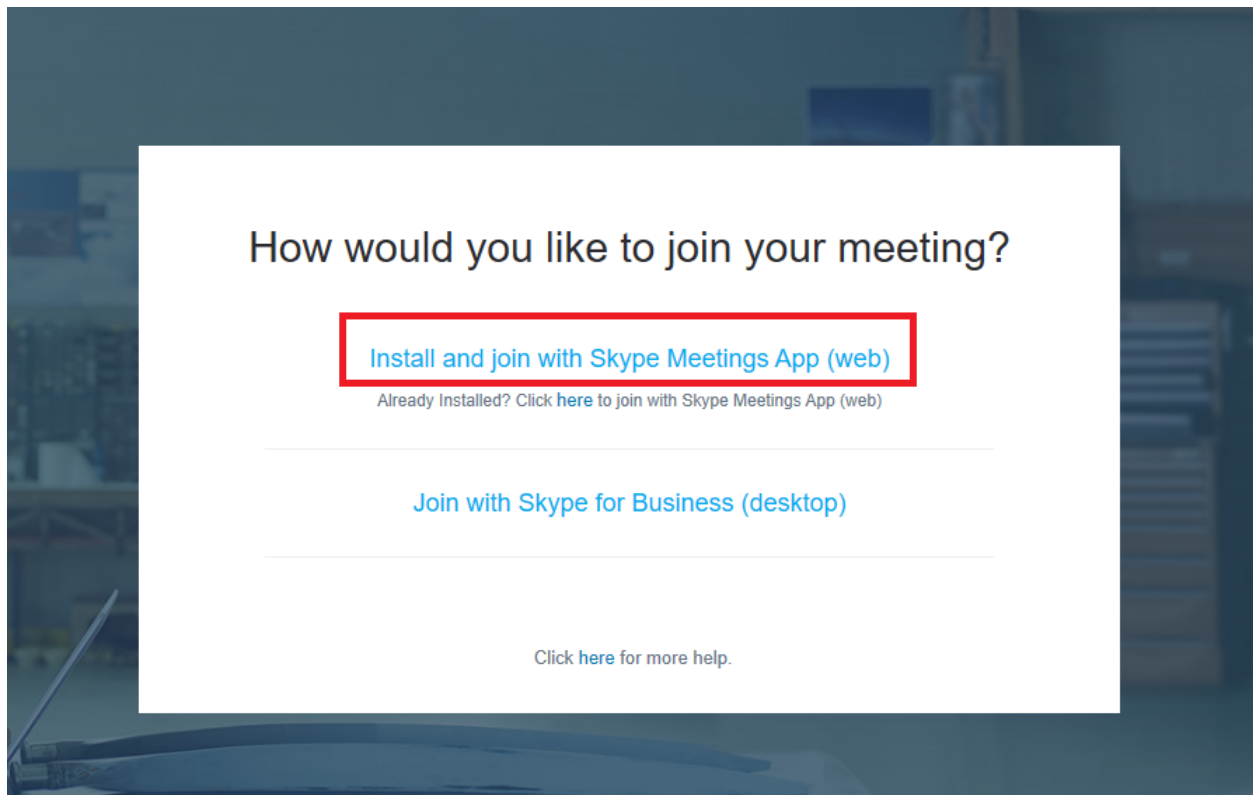
If you have an emergency application in the Civil or Housing Court, your hearing will most likely take place through a remote appearance using Skype. These instructions will help you understand how to join the Skype call on the date and time of your scheduled appearance. If you would like to practice using Skype before your hearing, you can schedule a test call with the court's IT staff by sending your cell phone number, email address, and preferred date and time to skypetest@nycourts.gov.

You will receive an invitation to join your remote Skype appearance to the email address that you provide to the court. Please disable all junk filters on your email account and any security features on your computer (like a firewall) that could prevent you from receiving or joining a Skype invitation.

If you use a PC to join the conference:

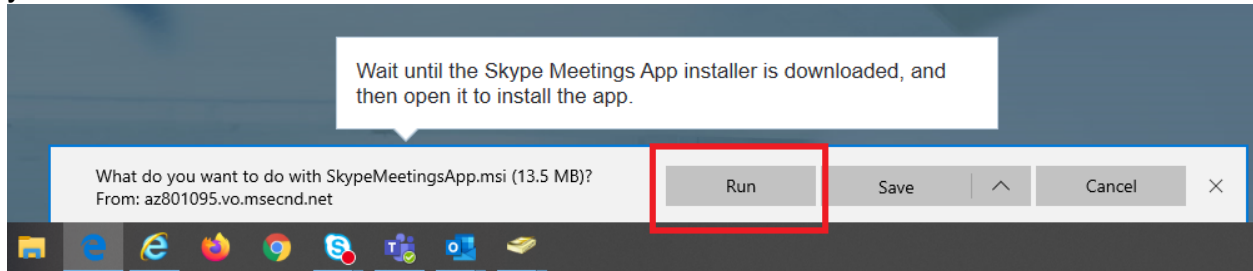
When an order to show cause is signed by a judge, a clerk will send you an email with a link to "[Join online meeting](#)". On the date and time of the scheduled hearing, you should click on this link. Your emergency hearing will only be heard on the date and time assigned; there is no "open scheduling".

When you join the Skype call, the following screen will appear in your internet browser, asking you how you would like to join the Skype meeting.

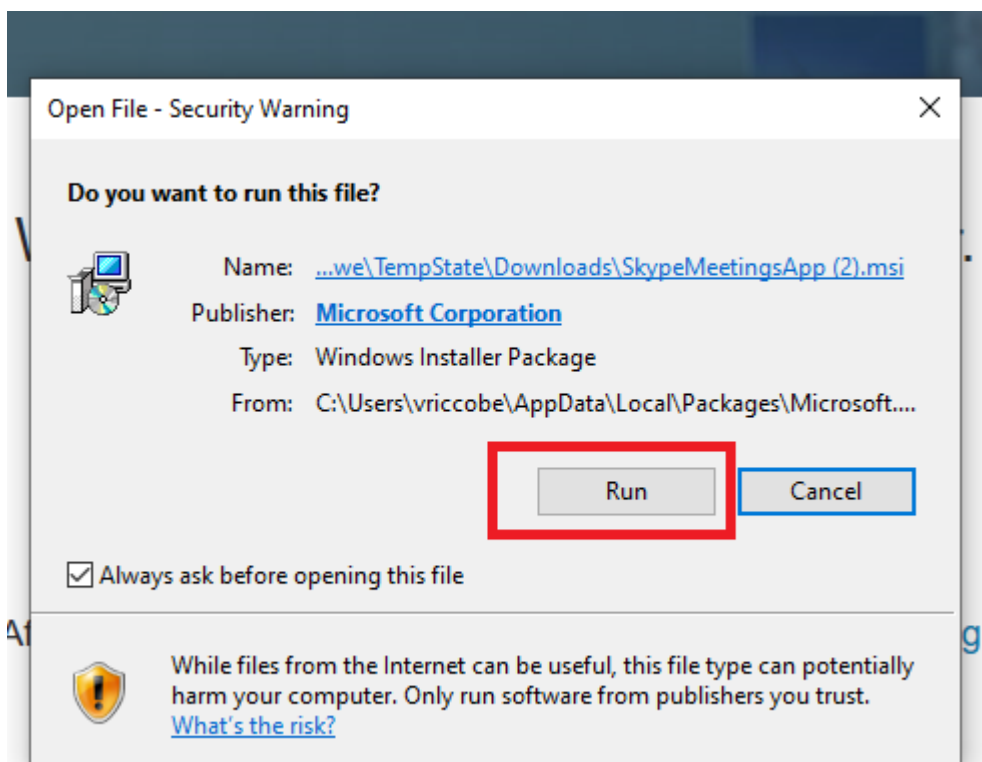


Click on Install and join with the Skype Meetings App (web).

By clicking this link, you will begin to install the Skype Meetings App on your computer. Once it has downloaded, the following message will appear, usually on the bottom of your browser.



Click on the “Run” button to install and open the Skype App.



Another window may open asking “Do you want to run this file?” Click “Run” again to continue installing the Skype App.

Then, the Skype Meetings App will open on your computer.

Welcome

Enter your name

Enter name

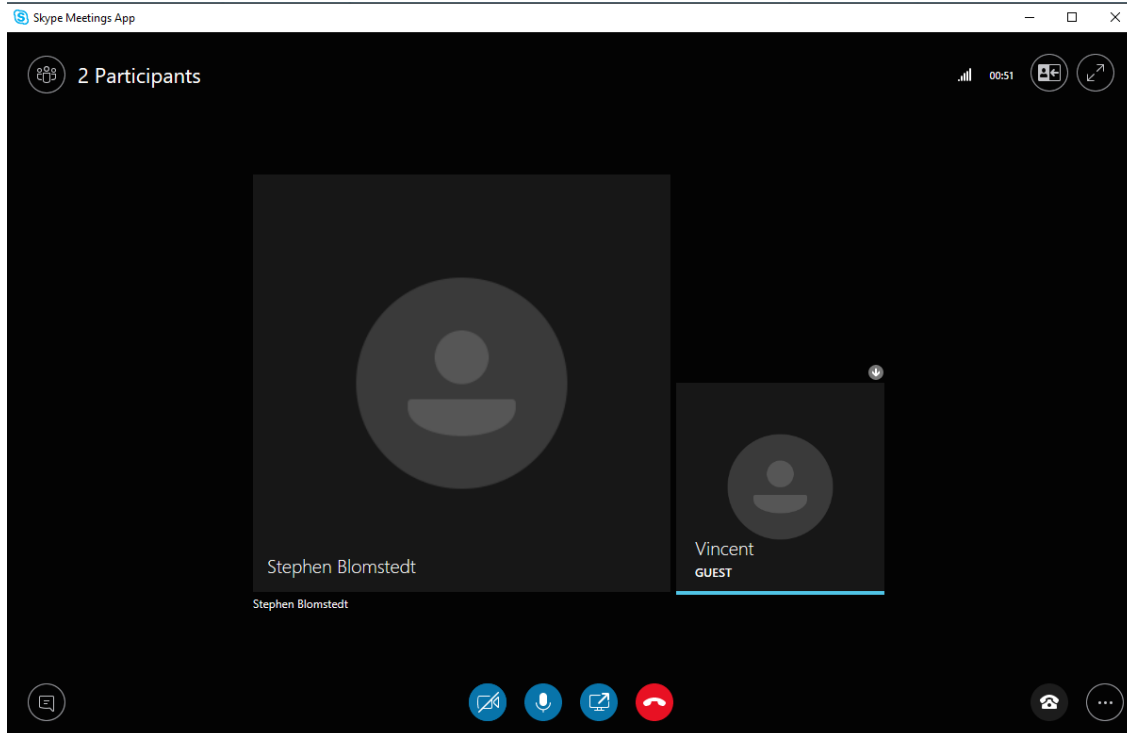
Join

[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

You will be asked to enter your name, which will be displayed as entered during the hearing. Once you do so, click the “Join” button.

You will then begin participating in the remote appearance.

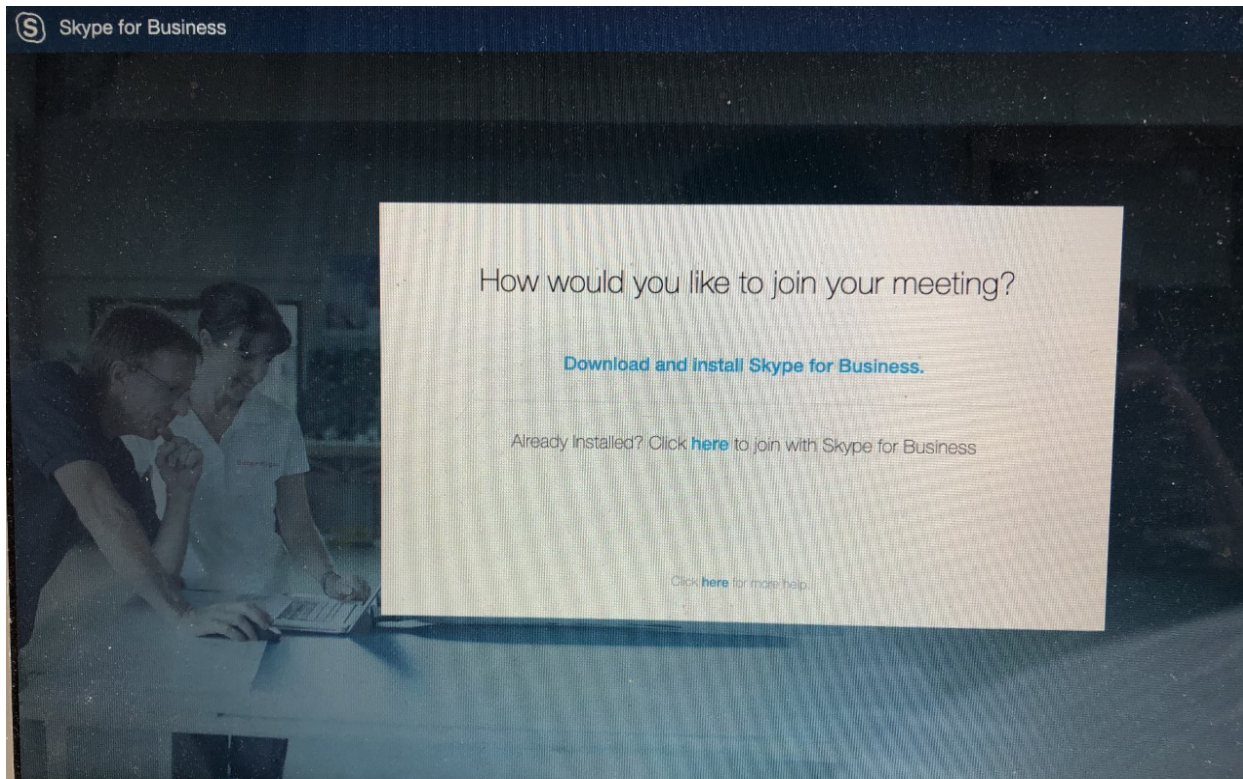


The Skype call will look like the above image. Click on the video camera icon on the bottom left to start the video. Click on the microphone icon beside it to un-mute or mute your microphone.

If you are using a Mac:

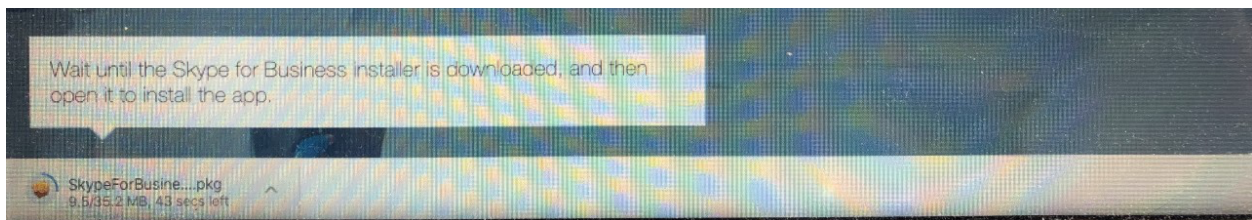
When an order to show cause is signed by a judge, a clerk will send you an email with a link to "[Join online meeting](#)". On the date and time of the scheduled hearing, you should click on this link.

When you do so, the following screen will appear in your internet browser, asking you how you would like to join the Skype meeting.

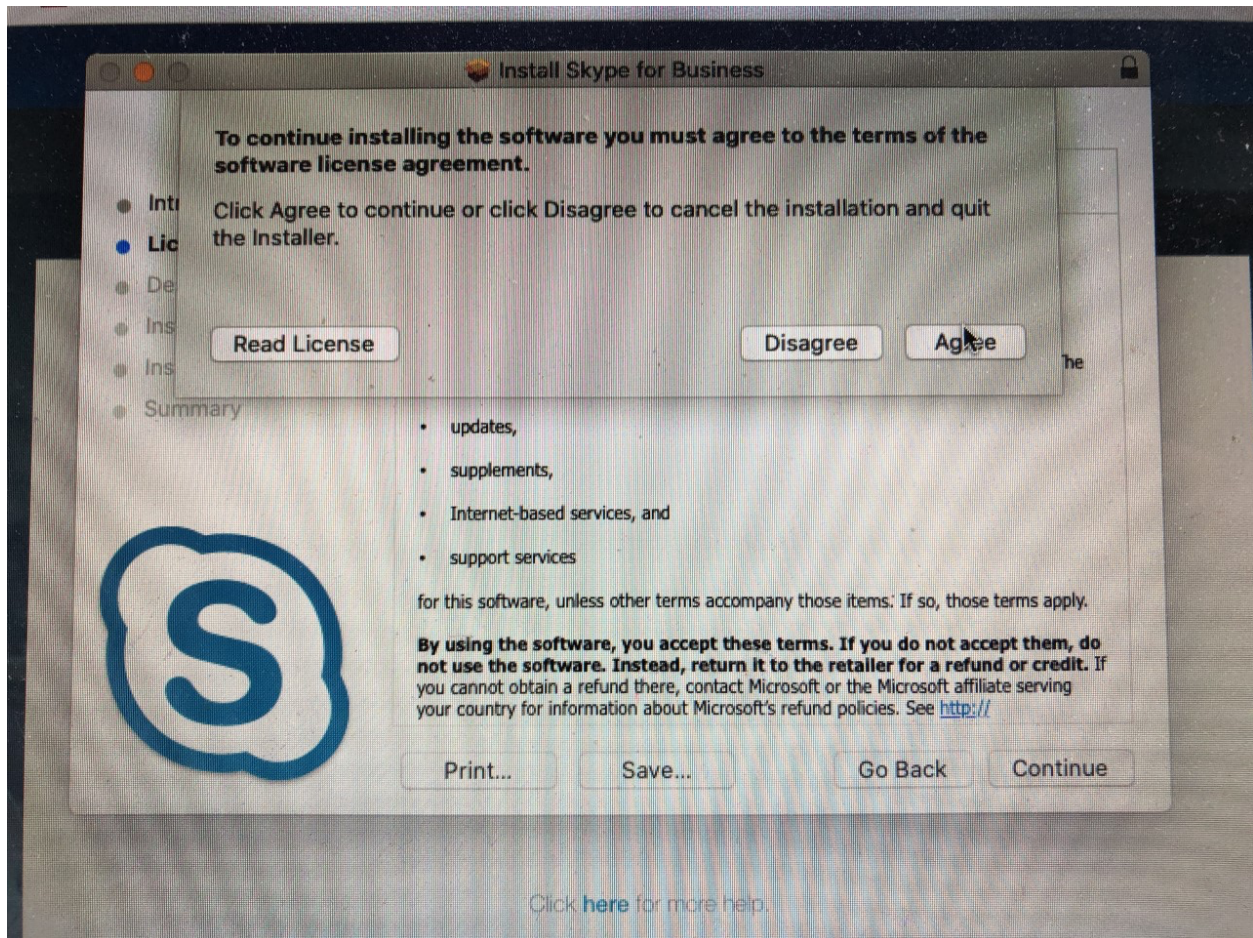


Click on Download and Install Skype for Business.

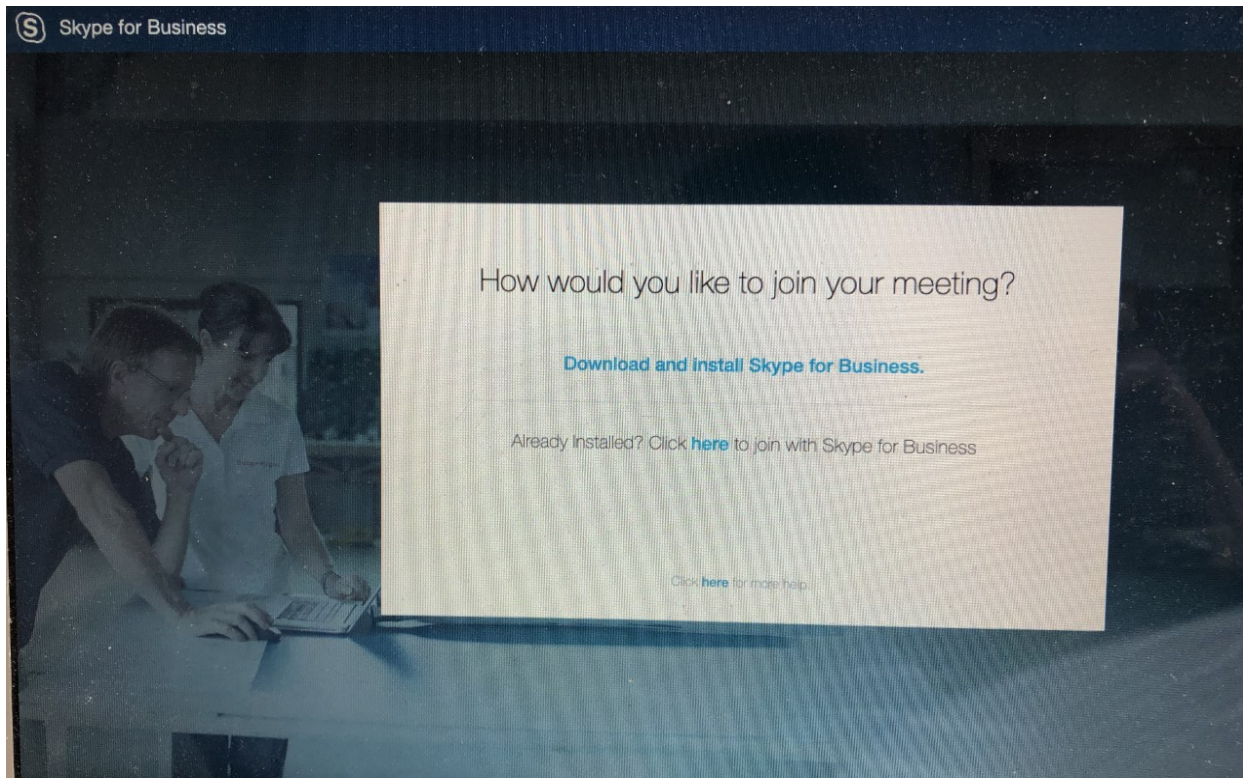
By clicking this link, you will begin to install the Skype Meetings App on your computer.



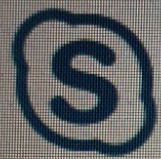
When you click on the download to open it, the following screen may appear prompting you to continue and agree to terms before installing the application.



Once you have installed Skype, you can join the meeting by returning to the email from the clerk and clicking the “Join the meeting” link. You can also return to the “How would you like to join the meeting?” screen in your internet browser use the button to click “here” to join with Skype for Business, as shown below.



The Skype application will then open and you will see the following screen. You may join the meeting as a guest by entering your name as you want it to appear during the hearing and then clicking the “Join as Guest” button.



Skype for Business

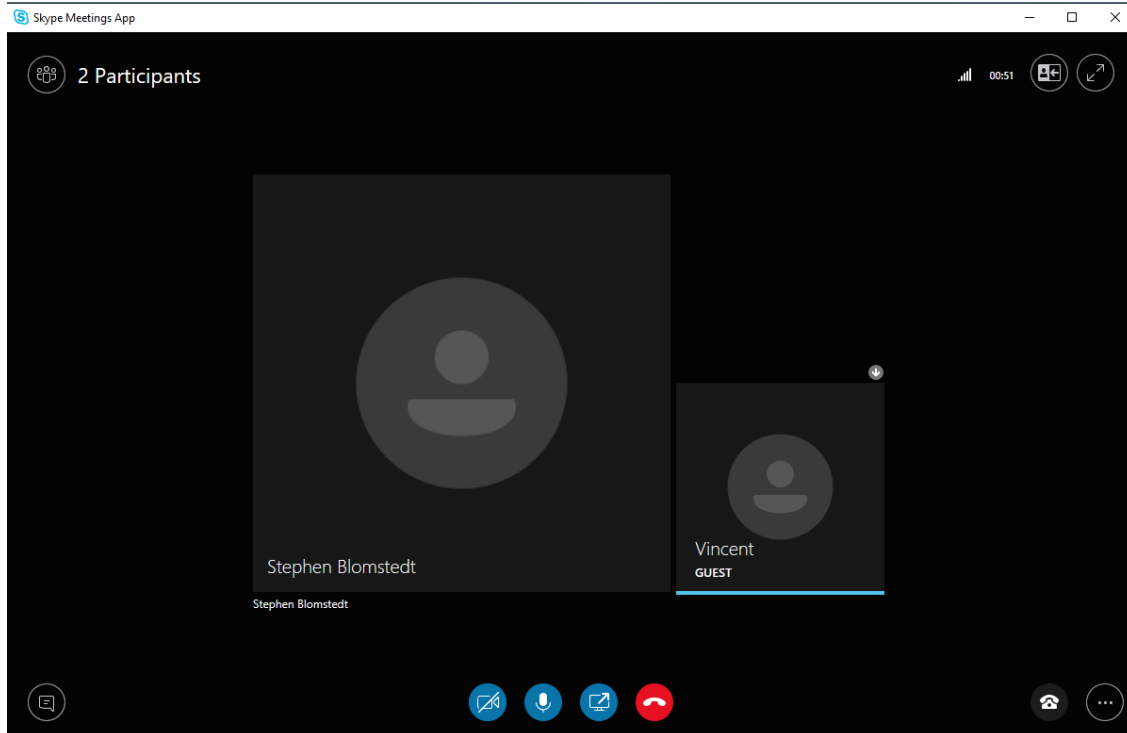
Sign in if you have an Office 365 Account

[Sign in and Join Meeting](#)

Or join as Guest

[Join as Guest](#)

You will then begin participating in the remote appearance.

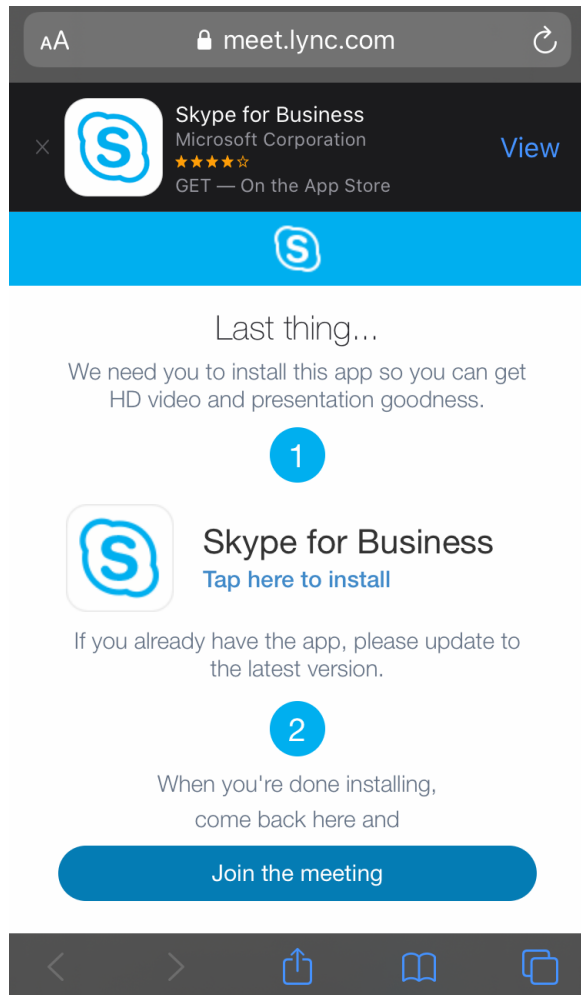


The Skype call will look like the above image. Click on the video camera icon on the bottom left to start the video. Click on the microphone icon beside it to un-mute or mute your microphone.

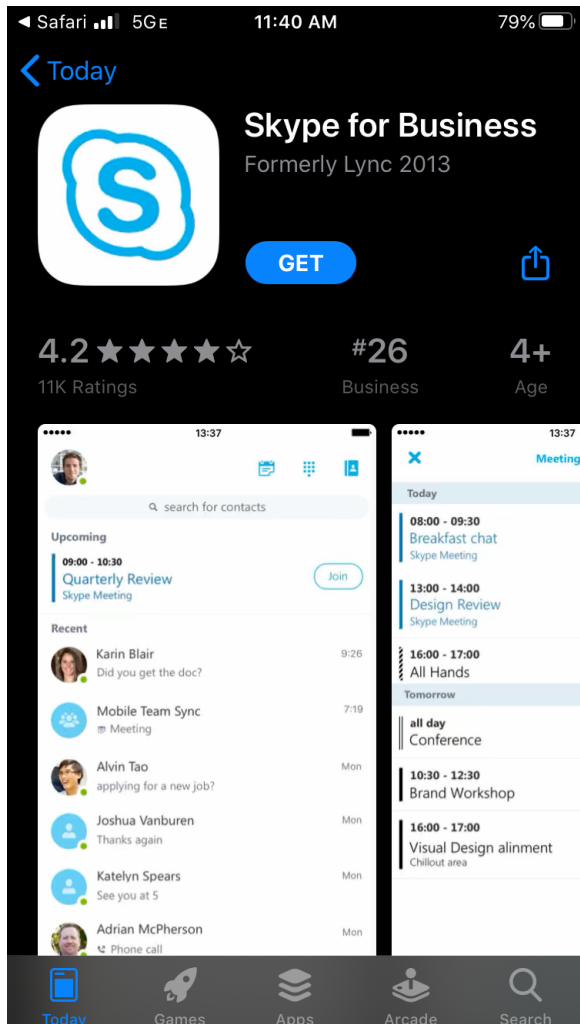
If you are using a smartphone:

When an order to show cause is signed by a judge, a clerk will send you an email with a link to "[Join online meeting](#)". On the date and time of the scheduled hearing, you should click on this link.

When you do so, the following screen will appear in your internet browser asking you to install the Skype for Business App on your phone.



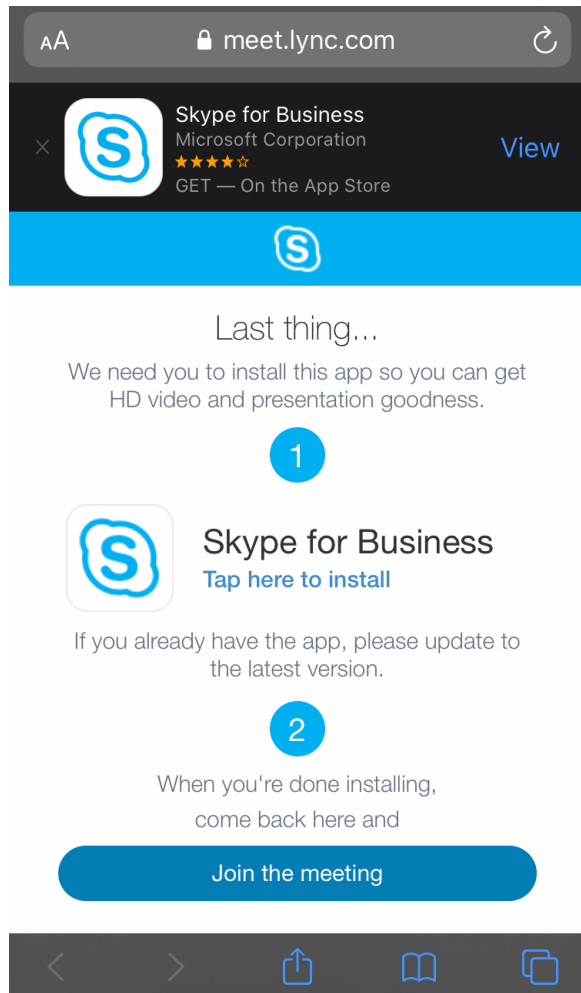
Click on either “View” at the top of your screen or on “Tap to install” under item 1. Then the following screen will open in your Applications.



Click on “Get” to download the Skype for Business App onto your phone.

Once the application is installed, return to the email sent to you by the clerk and click the “Join online meeting” button again.

You can also return back to your internet browser and to the page that looks like the below image and click the “Join the meeting” button.



Once you click to join by either method, the following screen will appear in your new Skype for Business application.



Welcome to Skype for Business, the app
formerly known as Lync.

Sign In

Join as Guest

You should then click “Join as Guest”. Once you do, the following screen will appear:

AT&T 5G E

11:49 AM

76% 



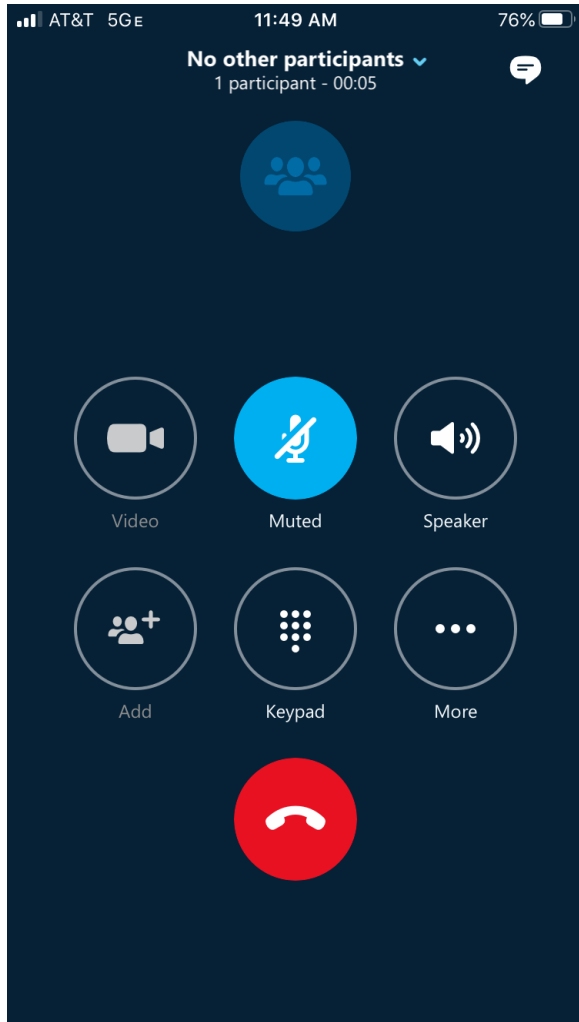
Enter your name



[Go back](#)

You will be asked to enter your name, which will be displayed as entered during the hearing. Then click on the blue arrow button.

Once you do, you will begin participating in the remote appearance.



During the remote appearance, your phone screen will look like the above image. Click on the video camera icon on the top left to start the video. Click on the microphone icon beside it to un-mute or mute your microphone. You may need to allow the Skype application to have access to your camera and microphone to participate.