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|  |  Use of Technology Training For College Hearings |  |
| Remote Equipment* **COMPUTER / EMAIL**

Create a MS Teams Meeting:1. Open your Outlook email
2. Select your calendar
3. Click the ‘New Teams Meeting’ button
4. Add each required attendee, date, time & location – a link will be included in the meeting request for them to join
5. Use ‘Room Finder’ next to location to add the conference room (be sure it is open for the time requested). If a conference room is not needed and hearing will be fully remote, no additional location needs to be added.

If you need a telephone number to use with MS Teams, please submit a Help Desk ticket with justification and IT can add telephone options to your MS Teams account. There is a monthly fee for this option. | Conference Room Equipment* **AUDIO RECORDING DEVISE**

This equipment is REQUIRED to be used in ALL hearings. The Title IX Coordinator/Deputy will oversee the audio recording of the hearing, Power on the recorder.* Attach the speakers.
* Click the record button at the beginning of the hearing.
* Click the stop button after the conclusion of the hearing.
* **PHONE**

To connect with a remote hearing participant who does not have an available computer or whose speaker may not be working:* Select the phone icon on the receiver.
* Dial the provided phone number for the participant.
* If more than one participant is needed to be reached:
	+ put the first participant on hold and select the conference button.
	+ dial the provided phone number for the next required participant.
	+ select the conference button to connect all participants.
* **TV / COMPUTER**

To connect with a Remote hearing participant with video:* Complete all steps under Remote Equipment
* Power on the TV using the remote provided
* Select Teams in calendar view and find the meeting, Teams will display any meetings scheduled for the specific conference room
* In Teams click on the correct meeting and choose “Join” in the upper right hand corner to start the meeting. Individuals participating remotely will be placed on hold until you admit them into the meeting.
* Power off and return all equipment to the state in which it was found.

*The Title IX Deputy/Coordinator on campus will contact IT to have equipment tested 30 minutes prior to the start of each hearing.* |
| *Note: The Title IX Coordinator/Deputy will schedule the Teams meeting prior to the hearing date.* |

For additional optional training on College Equipment visit the IT SharePoint site at: <https://livepalmer.sharepoint.com/sites/Information-Technology/Shared%20Documents/Forms/AllItems.aspx?viewid=dc3956ae-b265-47e0-ac62-4de525d18454>