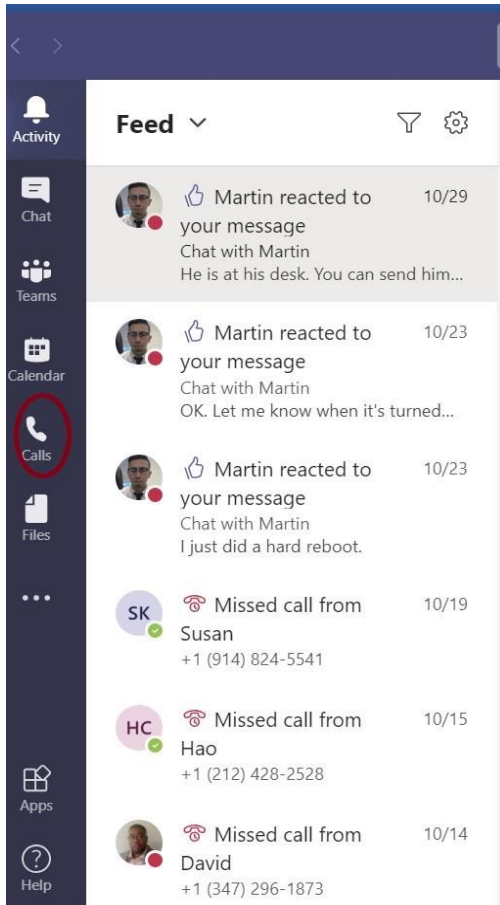
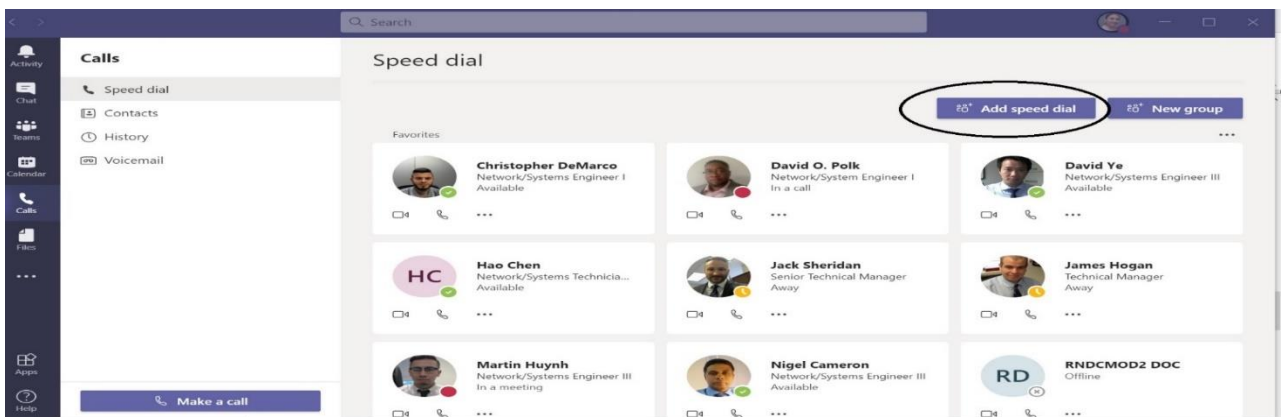


## Alternative way to add a NYC DOC Teams kiosk Dial into a NYS Court Teams Meeting

- 1) Click on the call button which is located on the left under the calendar icon, as seen in the picture below.

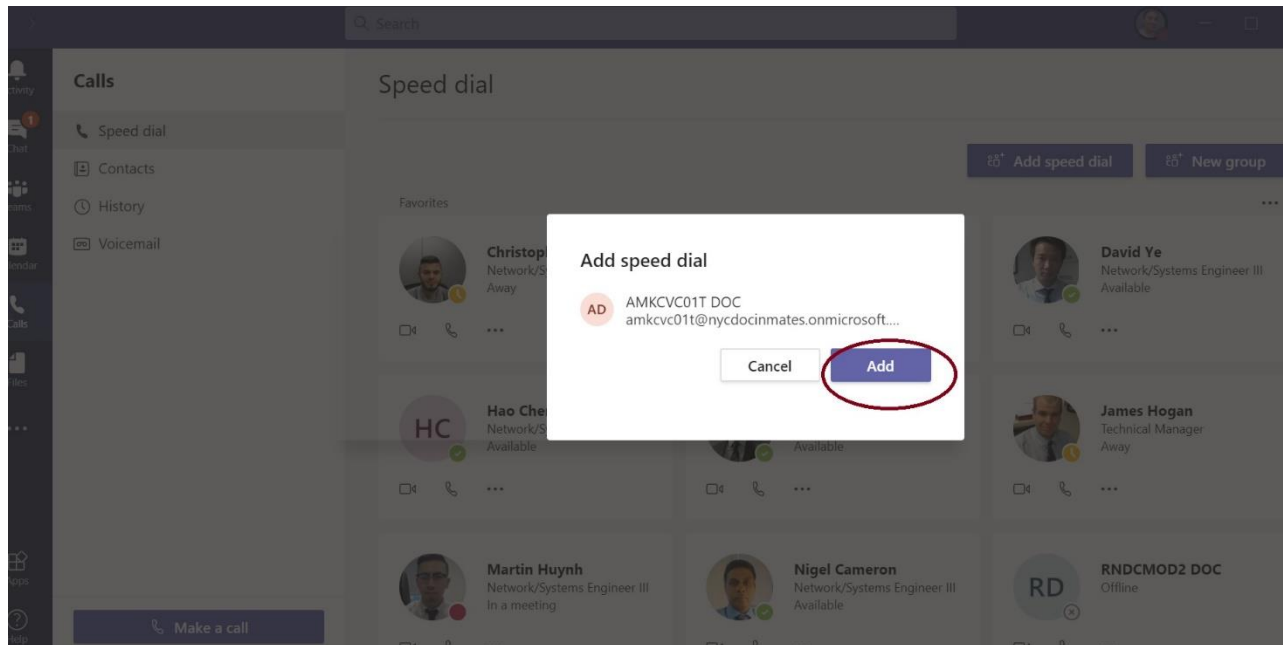


- 2) Go to the right-hand corner and select Add speed dial. Refer to screenshot below.



- 3) Type in the NYC DOC Teams kiosk email address that you would like to dial into. Once the Teams

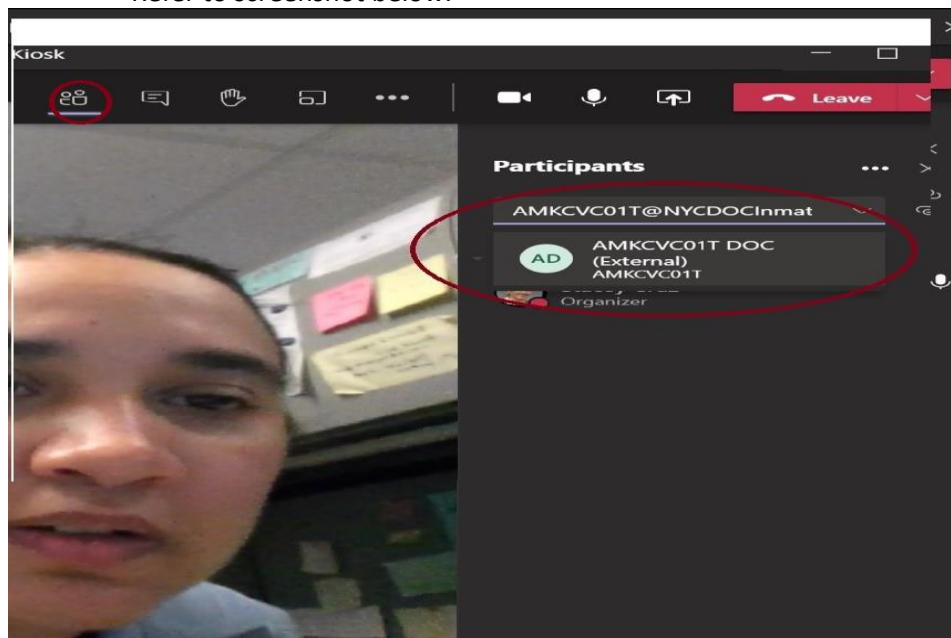
kiosk auto populates under Add speed Dial, Click the **'Add button'**. Please see pic below.



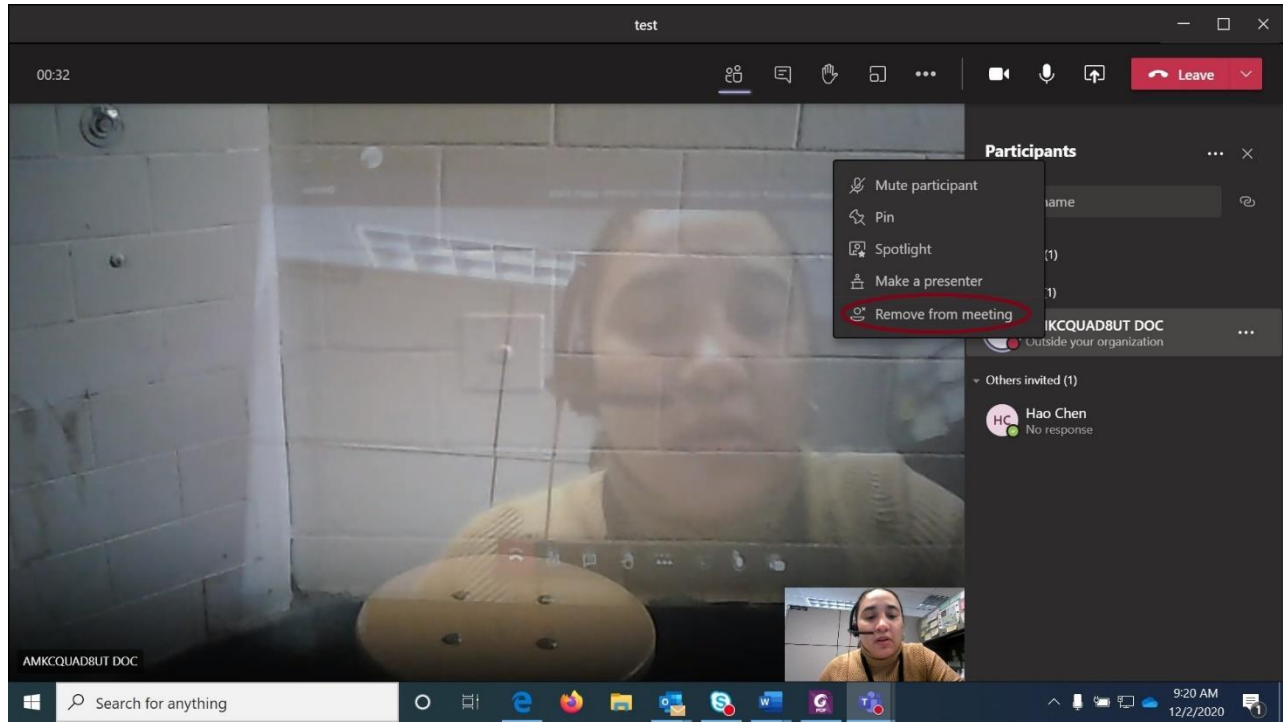
4) Now Go to your Teams meeting invite and click on : [Click here to join the meeting](#)

5) Go to the upper right-hand corner and select Add participants icon circled in Red.

a) Type in the NYC DOC Teams kiosk email address in the participants search bar and double click on it after it auto populates. It should automatically connect you to the NYC DOC Teams booth Refer to screenshot below.



6) After Teams meeting has finished the court contact should right click on the NYC DOC Teams Kiosk email address and select **'remove from meeting'**. This should remove the NYC DOC Teams Kiosk from the meeting. Please see screen shot at the below.



7) Click the 'x' button on the upper right-hand corner to end the meeting.