

ORANGE COUNTY SHERIFF'S DEPARTMENT



Training Bulletin

Use of Virtual Teleconferencing

The COVID-19 pandemic has pushed many businesses to quickly adopt virtual teleconferencing (VTC) solutions to sustain continuity of operations and maintain communications with staff and partners that are now working remotely.

The Department's approved VTC solution is **Microsoft Teams** for any *department-initiated* virtual meeting.

Staff can still attend meetings initiated by our partners that may be using other VTC solutions such as Zoom, Webex, or GoToMeeting—staff have not been authorized to register for any of these services to conduct department business.

All staff are licensed for Teams and can initiate a virtual meeting through the Teams client or Outlook by following the instructions below. In order to utilize voice or video during a Teams meeting, your computer must be equipped with a camera and microphone. All department all-in-one computers have embedded cameras and microphones; newer models have a recessed camera that can be released by pressing on the top of the monitor.

Accessing Microsoft Teams

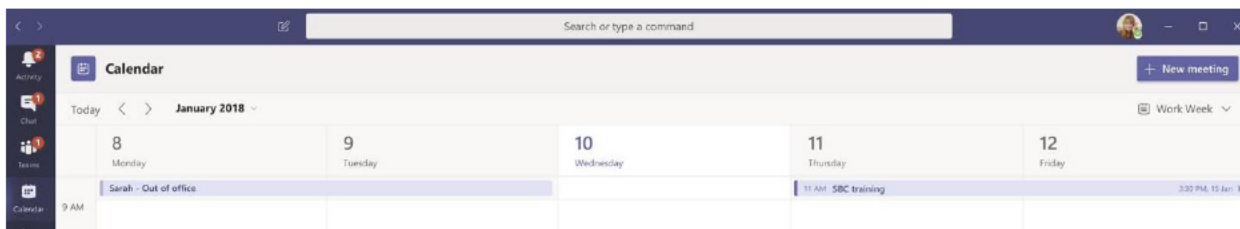
Teams can be accessed through a web browser or desktop client, or any department-issued mobile device:

- Visit <https://teams.microsoft.com/download> to install the desktop client, or,
- Visit <https://teams.microsoft.com> and select *Use the web app instead* to use the web client.
- Teams is deployed automatically to all department iPhones and iPads.

Admin rights are not required to install the desktop client.

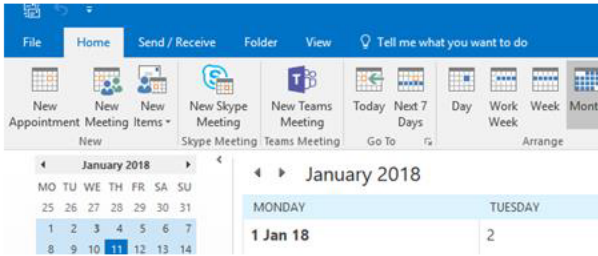
Create a virtual meeting

In Teams, click on Calendar and select *New Meeting* on the right.

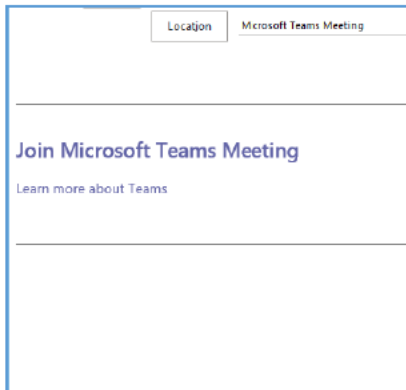




In Outlook, click on the calendar and select *New Teams Meeting*.

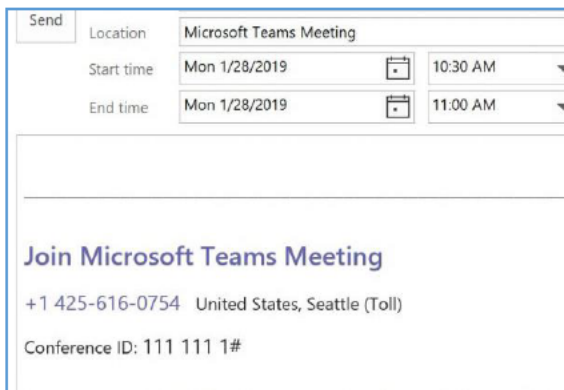


A link to the meeting will be embedded in the body of your meeting invite.



Teams Conference Bridge

The Department has procured a limited number of Microsoft's optional Conference Bridge License for Teams. This license adds a dial-in number and access code (example below) to VTC meetings that can be used in lieu of a webcam/microphone. Due to limited quantities, IT has issued these licenses to Division and Executive Command, City Chiefs, generic EOC/DOC accounts, and select personnel whose primary purpose involves logistics.



If you require a conference bridge license, please submit a request to Will Bogdan (wbogdan@ocsd.org) through your Division Commander. Requests will be granted based on department need and availability of licenses.

For assistance or if you have any questions, please contact the IT Help Desk at 714 834-4444.

