

Participating in a Transfer and Promotion Appeals Hearing via Teams

Technical requirements

If you have access to a Victoria Police device, you should have access to Microsoft Teams with your Victoria Police log in information.

If you do not have access to a Victoria Police device, please email review@prsb.vic.gov.au with your personal email address. You will need to have access to this email address on a device that supports video calls and the Microsoft Teams app. This can be a laptop, computer with webcam, tablet or smartphone.

Prior to the appeal you will need to access your device's app store and download the Microsoft Teams app. You do not need to try to log in or have access granted. You only need to have the app downloaded on to your device.

General information

- Find a quiet, private place with reliable internet.
- You are not required to wear your uniform.
- You may wish to wear headphones or earbuds if your computer audio is not good quality.
- Ensure you are on mute when not required to talk. Make sure you unmute yourself when you are talking.

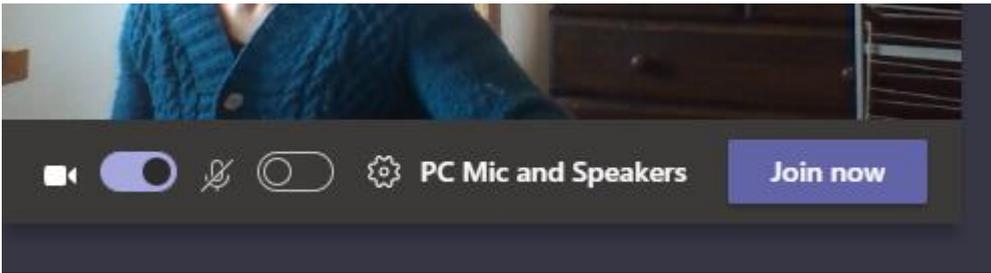
How to join the meeting

To join your appeal meeting, you will receive a calendar invitation with a link sent by the PRSB. Click the link that says "Join Microsoft Teams Meeting" in the body of the email to access the meeting.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

At this point you can set your camera to "on" and your microphone to "muted". (see settings, below)



Click “join now”. You will be admitted to the lobby, and receive a message on your screen advising that someone will allow you access shortly.

When the hearing is about to begin you, and the other participants will be admitted to the meeting. Your screen will change to a live feed of the meeting participants.

During the meeting, keep yourself on mute when you are not talking.

After the hearing, click “Leave now” to exit.