

Connect with BPA Using MS Teams



MS Teams is now authorized as a **secure** way to videoconference with your advocate and maintain your solicitor-client privilege.

Maintain Your Privilege!

Ensure your conversation is private, and no one is able to overhear the call or see your screen. Do not use the chat feature, as the typed conversations are not protected.

Tip: Use headphones with a microphone for added confidentiality.

HOW TO CONNECT

Your secure MS Teams invitation can only be accessed using **My VAC Account**. Click the hyperlink to connect to MS Teams a few minutes before your scheduled meeting.



Connect by Computer

The hyperlink will open a web page in a new tab on your Internet browser. Click **Continue on this browser**.



Connect by Mobile Device

The hyperlink will open the **MS Teams application**. Click on **Join as a guest** and enter your name.

Ensure **audio & video settings** are set to **allow** and camera and microphone are **on**. Click **Join now**.

You will enter a virtual lobby until the meeting begins. You will be granted access automatically once your BPA representative arrives.

For mobile devices, download **Microsoft Teams** from the **App Store** or on **Google Play**. You do **not** need to create a Microsoft account.

To learn more about BPA, contact BPA toll-free by phone at **1-877 228-2250** or visit our website at <https://www.veterans.gc.ca/eng/veterans-rights/how-to-appeal/bureau-pensions-advocates>