

# Sorenson Express

## Compatible with Microsoft Teams

### Step-by-Step Guide Plug-In



**Sorenson**

Connect Beyond Words.

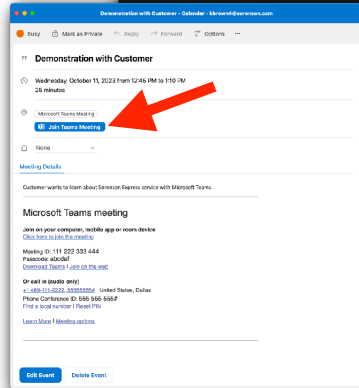


The Sorenson Express plug-in is only compatible with Microsoft Teams scheduled Meetings. It does not work in Microsoft Teams video calls that are not scheduled.

Company-wide all-hands meeting

Meeting

Title of the meeting



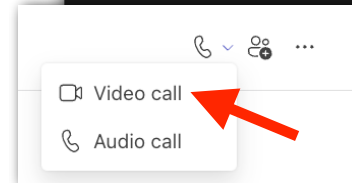
Note the icons used in the Microsoft Teams Meeting



Video Call

Jane Smith

Individual's Name



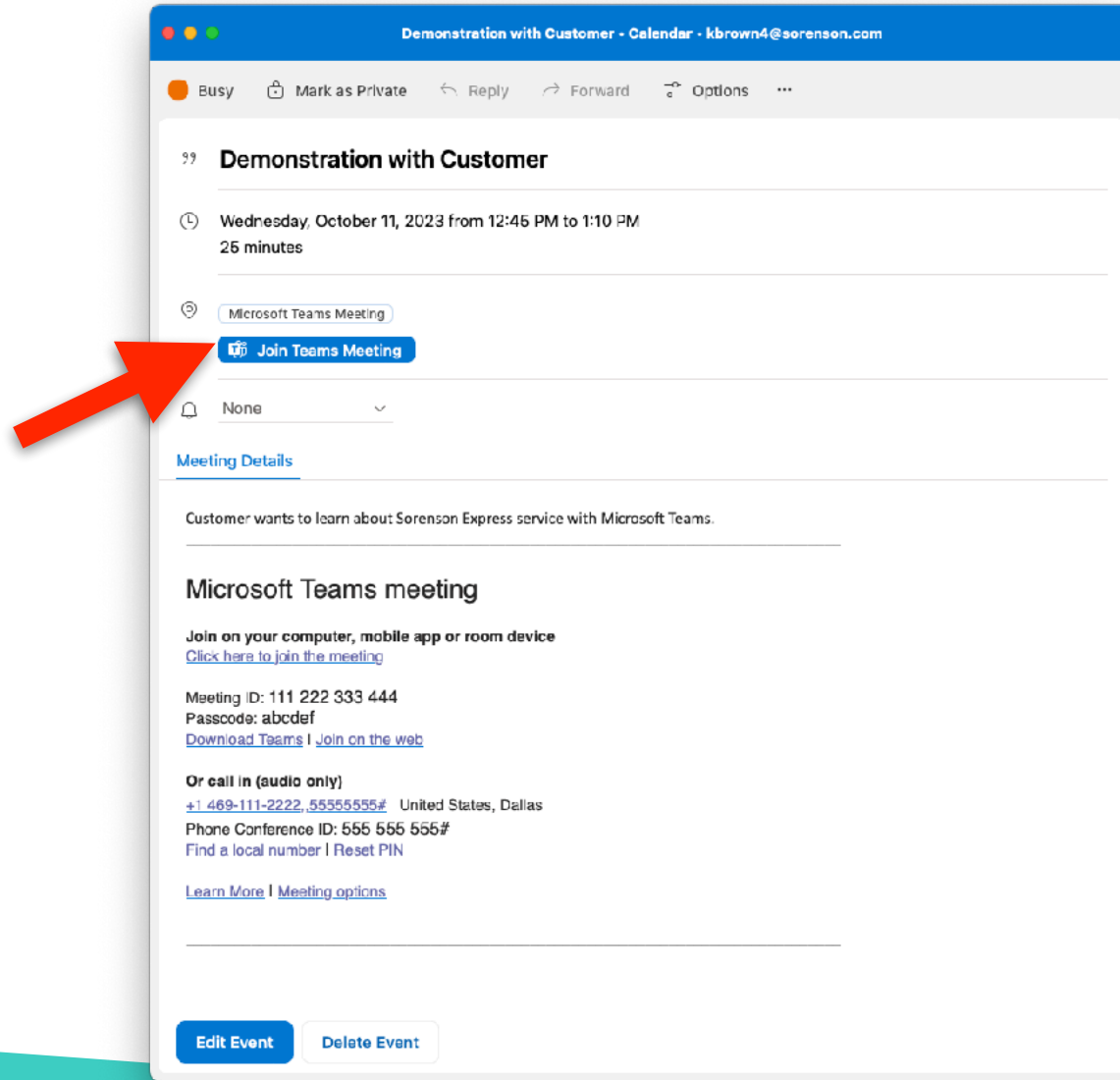
Note the icons used in the Microsoft Teams Video Call



VS



# 1. Join your Teams meeting.



Demonstration with Customer - Calendar - kbrown4@sorenson.com

Busy Mark as Private Reply Forward Options

'' **Demonstration with Customer**

🕒 Wednesday, October 11, 2023 from 12:45 PM to 1:10 PM  
25 minutes

📍 Microsoft Teams Meeting

**Join Teams Meeting**

🔔 None

Meeting Details

Customer wants to learn about Sorenson Express service with Microsoft Teams.

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**Microsoft Teams meeting**

Join on your computer, mobile app or room device  
[Click here to join the meeting](#)

Meeting ID: 111 222 333 444  
Passcode: abcdef  
[Download Teams](#) | [Join on the web](#)

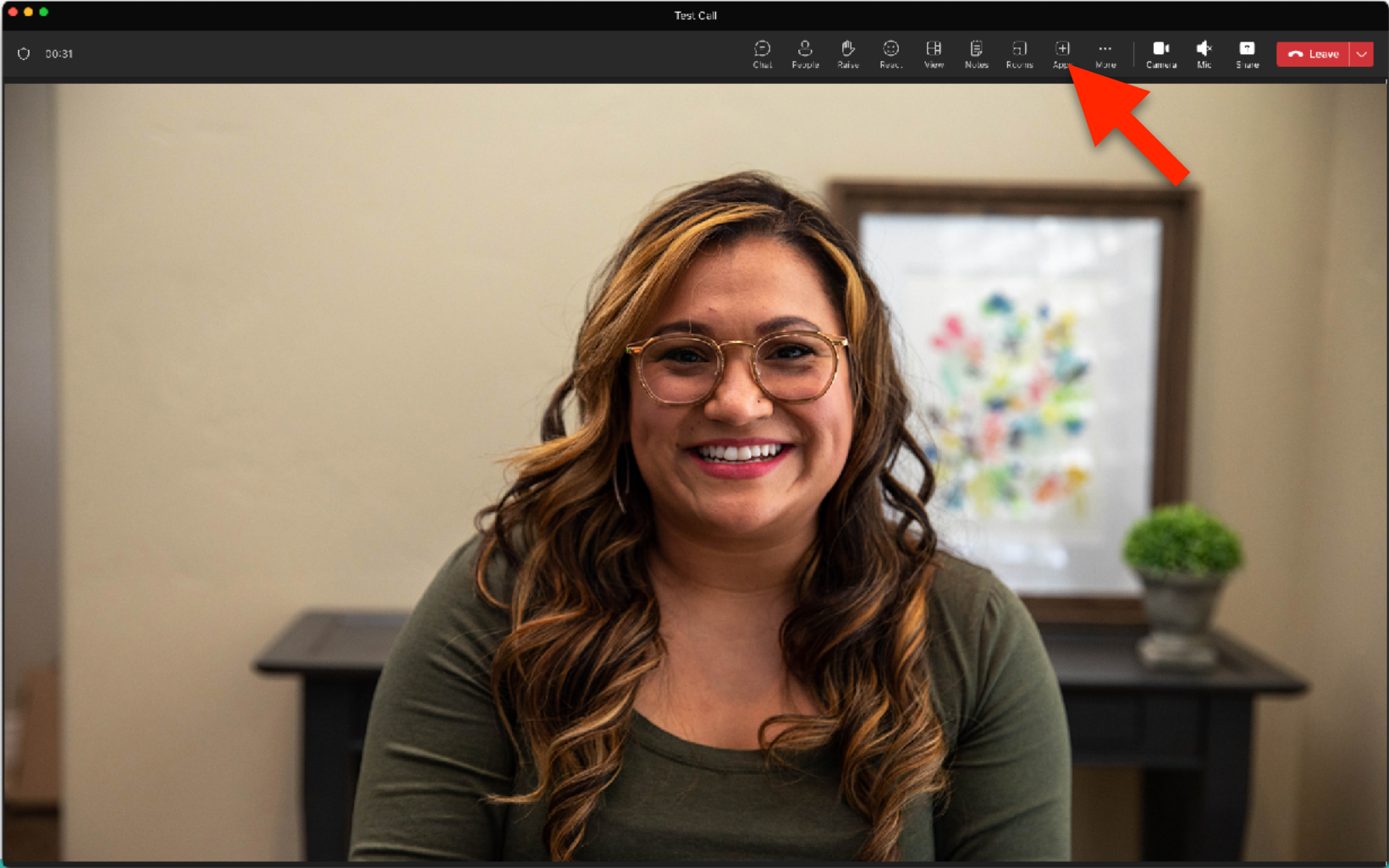
**Or call in (audio only)**  
[+1 469-111-2222, 55555555#](#) United States, Dallas  
Phone Conference ID: 555 555 555#  
[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

**Edit Event** **Delete Event**

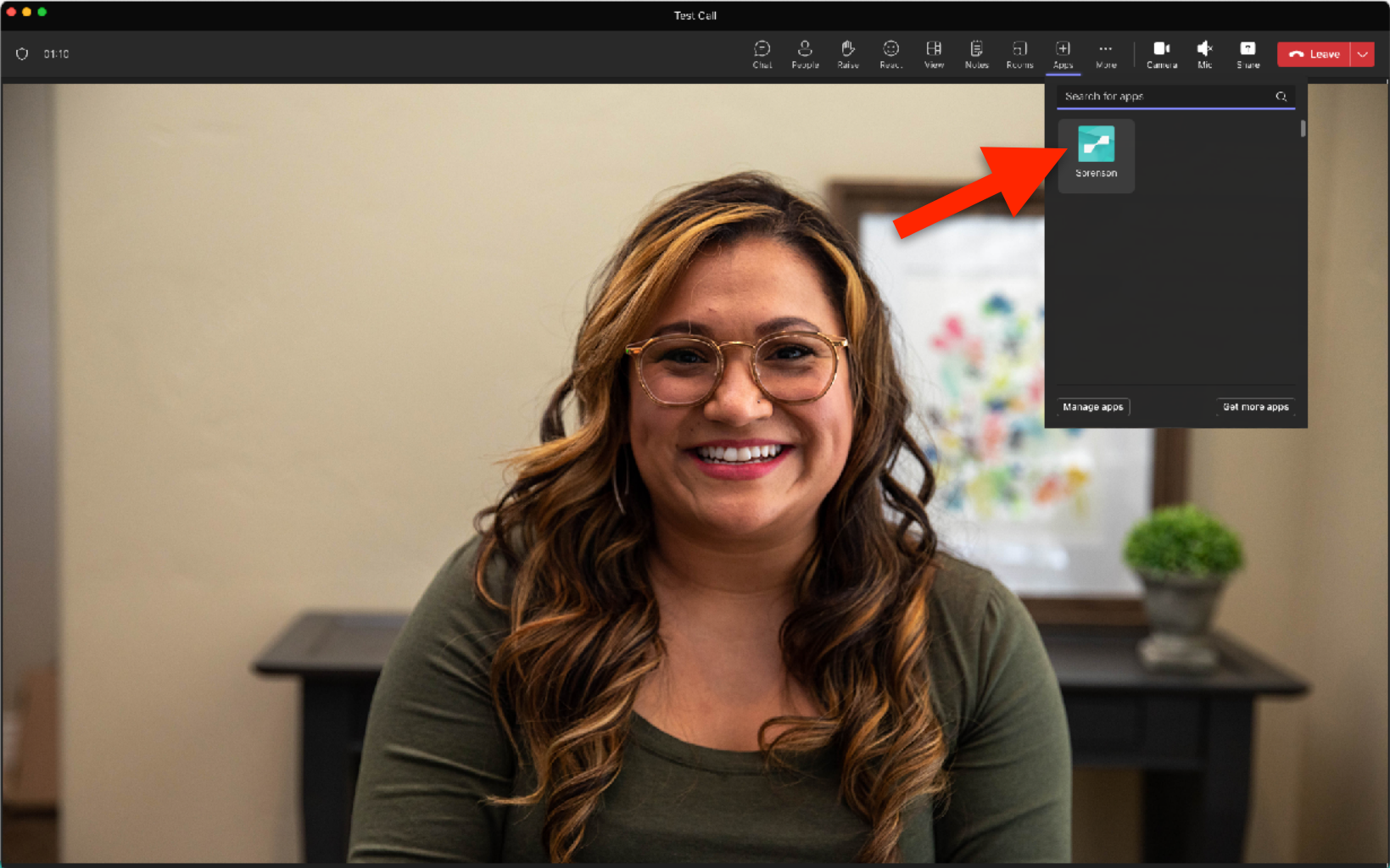


2. Click 'Apps' with the plus icon above it.

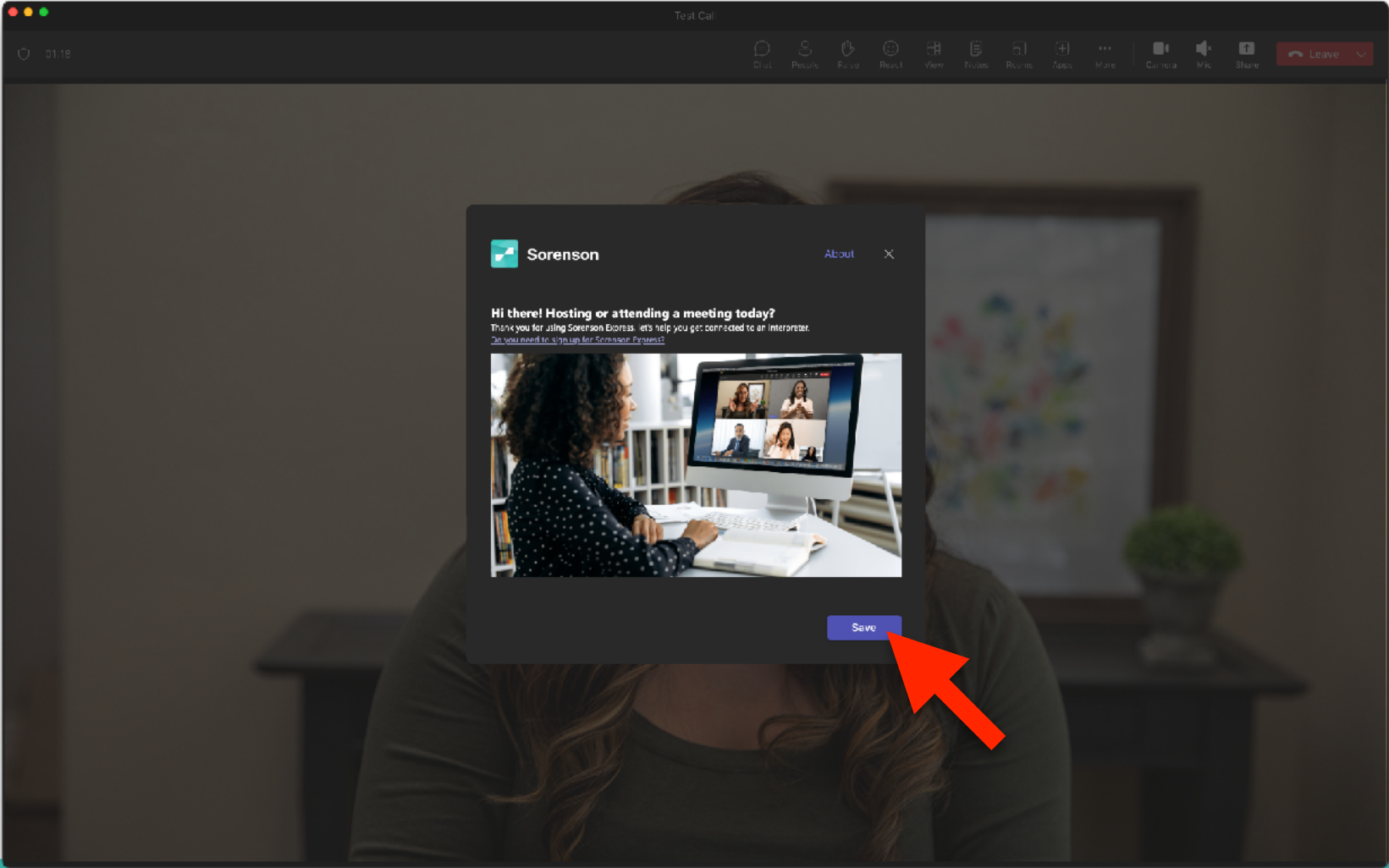




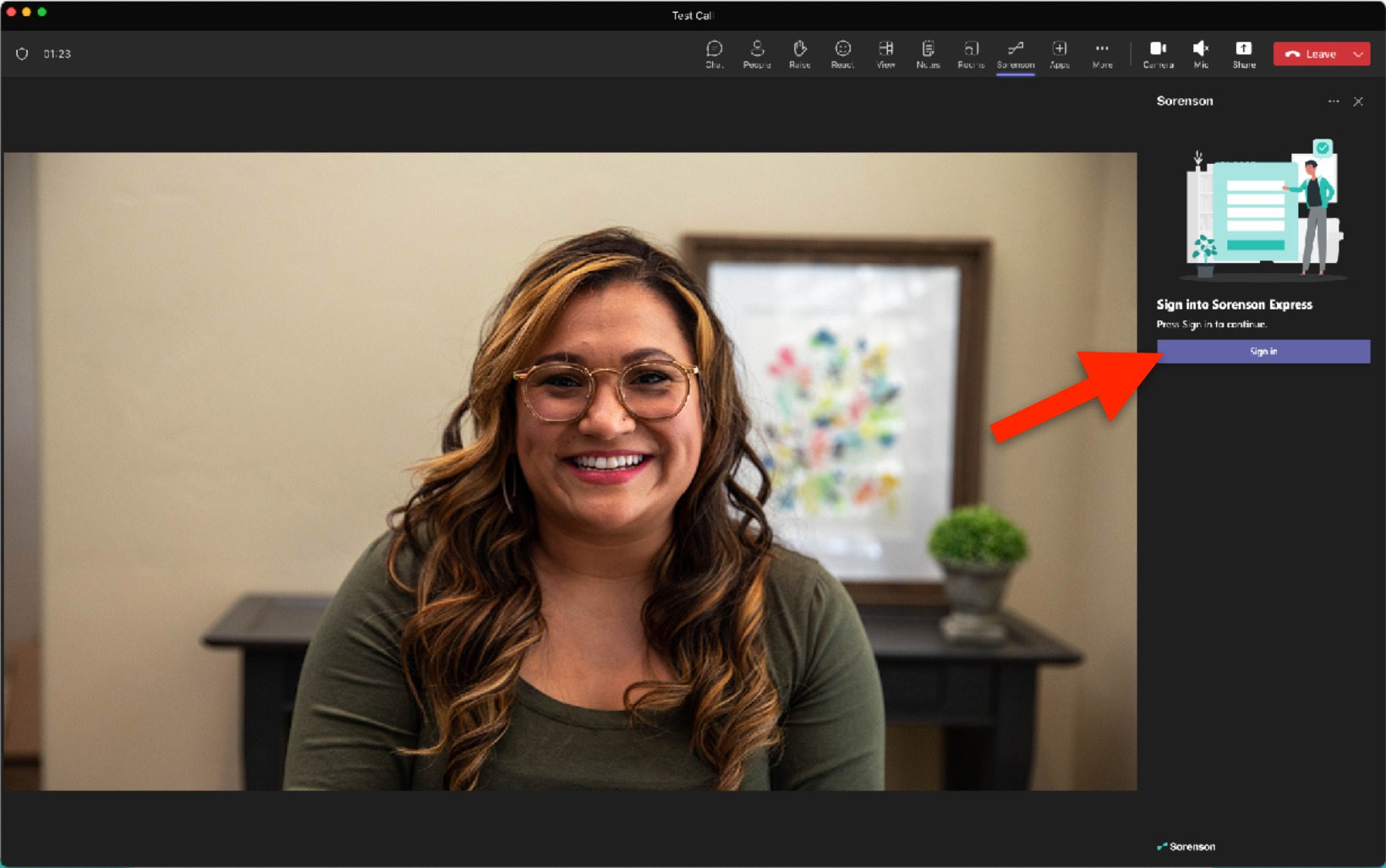
3. Find the Sorenson icon or type 'Sorenson' in the search bar.



4. Select 'Sorenson' to launch/add the app to your meeting and click 'Save'.



5. Click 'Sign in'.



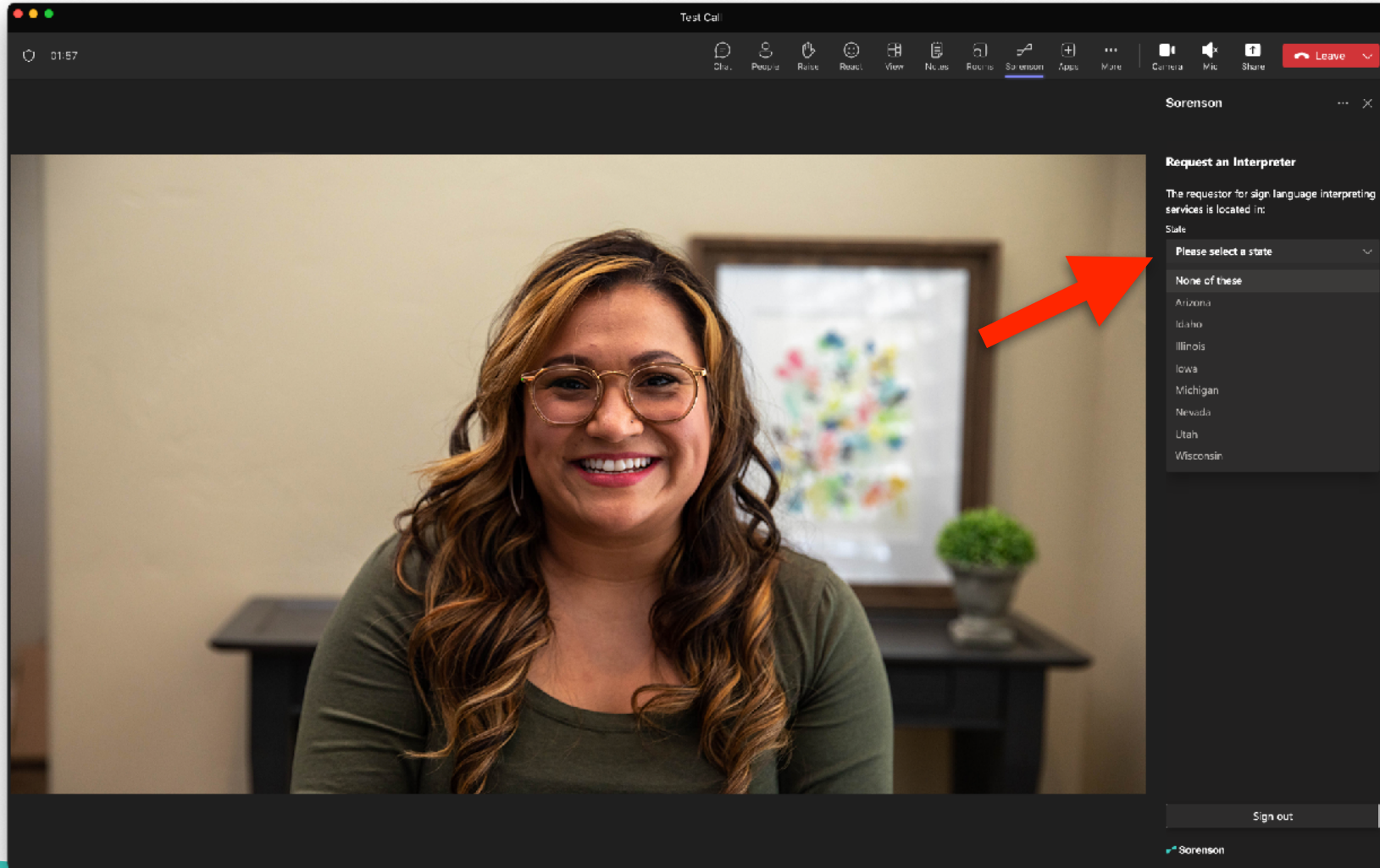


6. Sign in with your Sorenson Express credentials (Auth0).

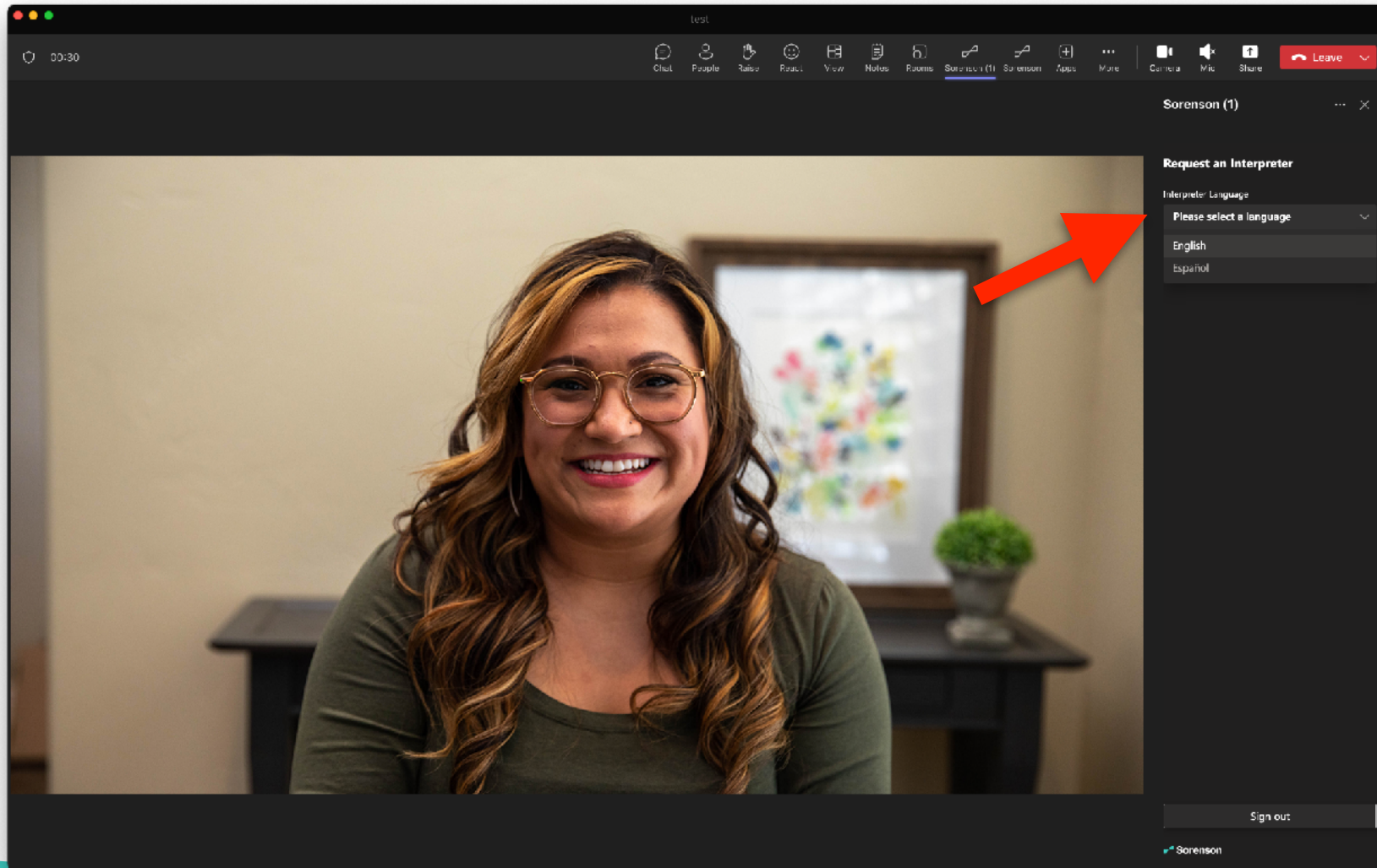
The screenshot shows a web browser window with the URL `https://sorenson-vri.us.auth0.com`. The page features the Sorenson logo at the top, followed by the heading "Welcome" and the instruction "Sign in to use Sorenson for Teams." Below this, there are two input fields: "Email address" and "Password". Two red arrows point to these fields from the left. Underneath the password field is a link for "Forgot password?" and a teal "Continue" button.



7. Choose the state where the requestor for sign language interpreting services is located and if their state is not listed, select 'None of these'.

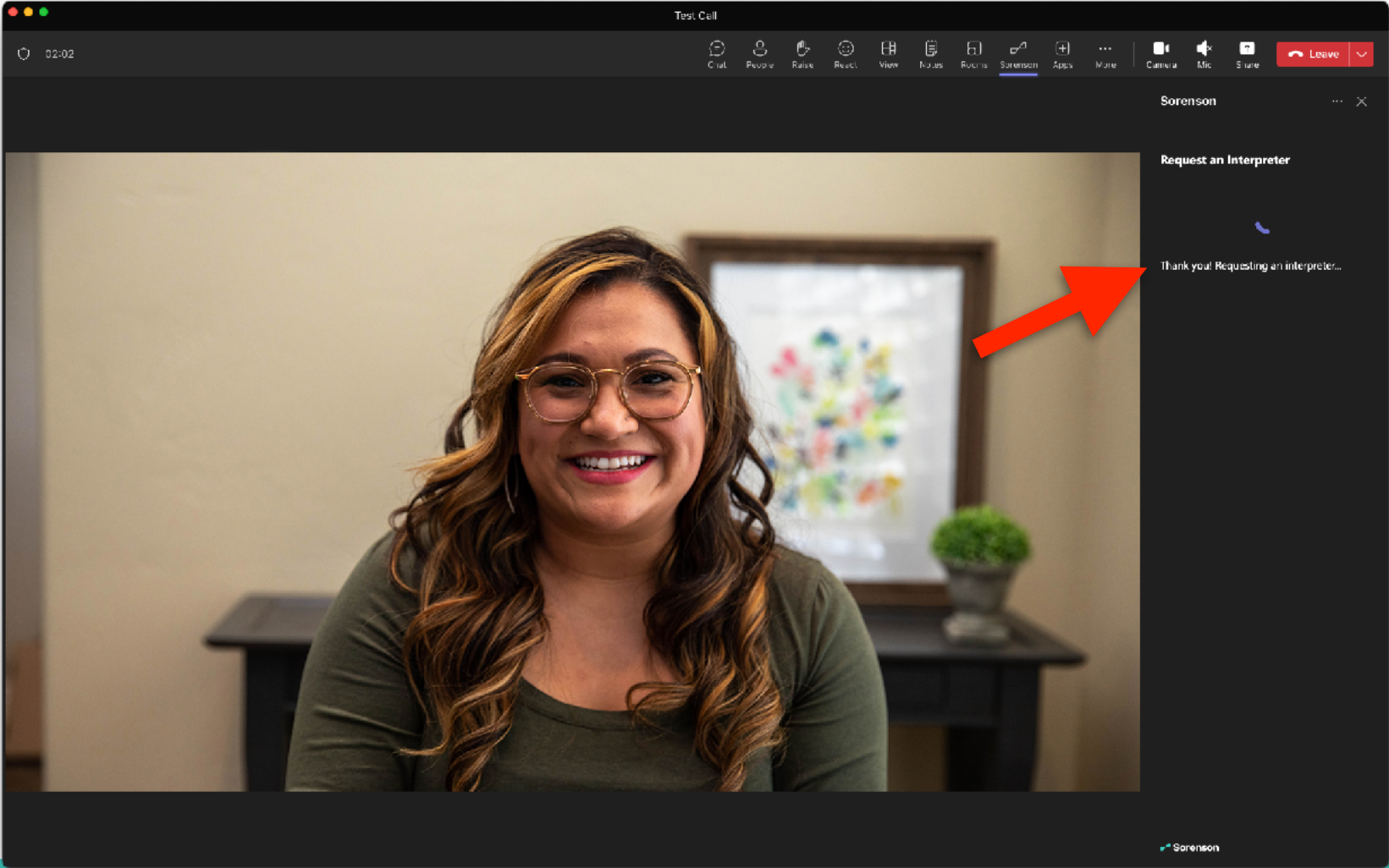


8. Once the state information is in, choose your preferred interpreter's spoken language and click 'Continue'.

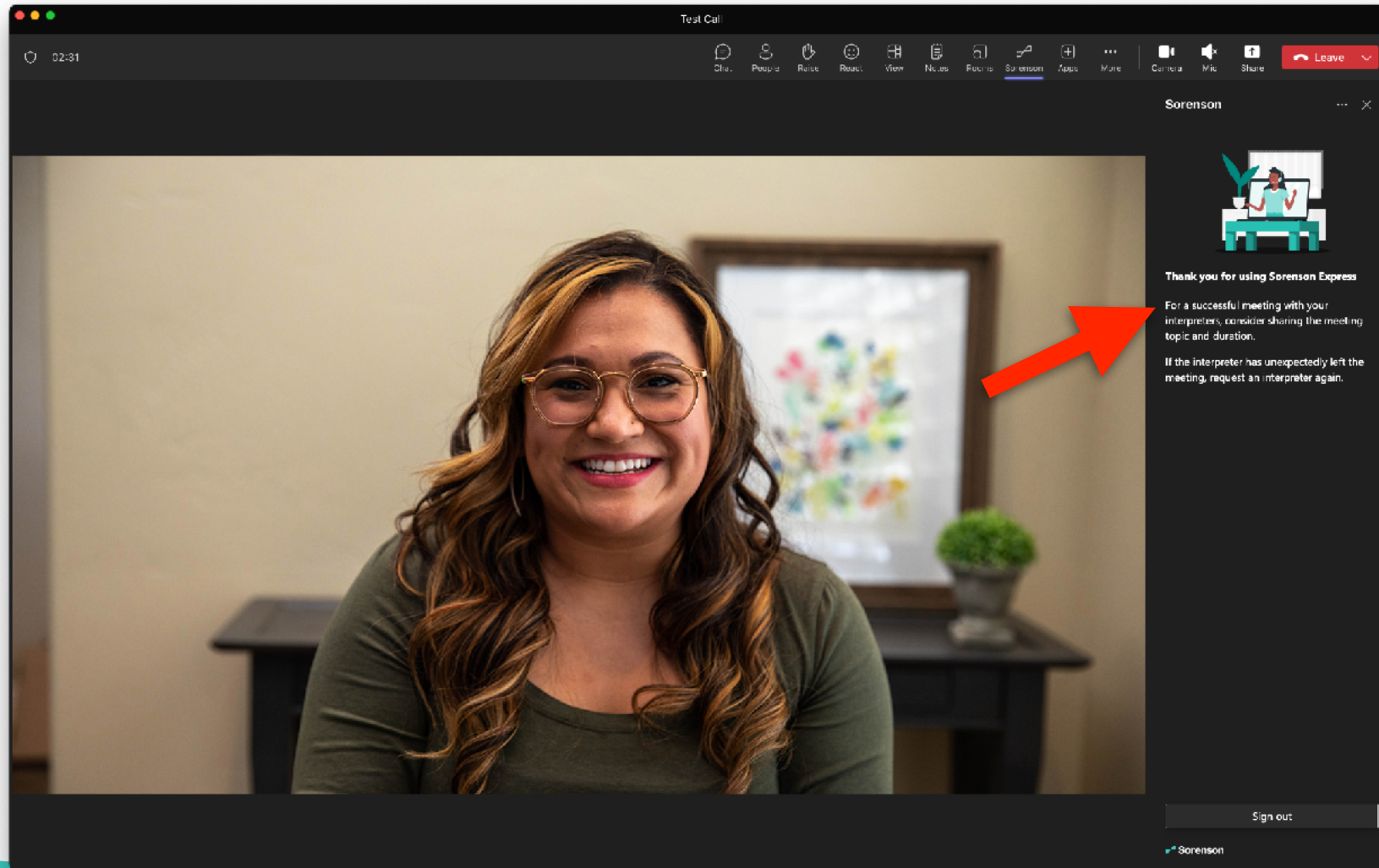




9. Wait for the system to place the interpreter request.

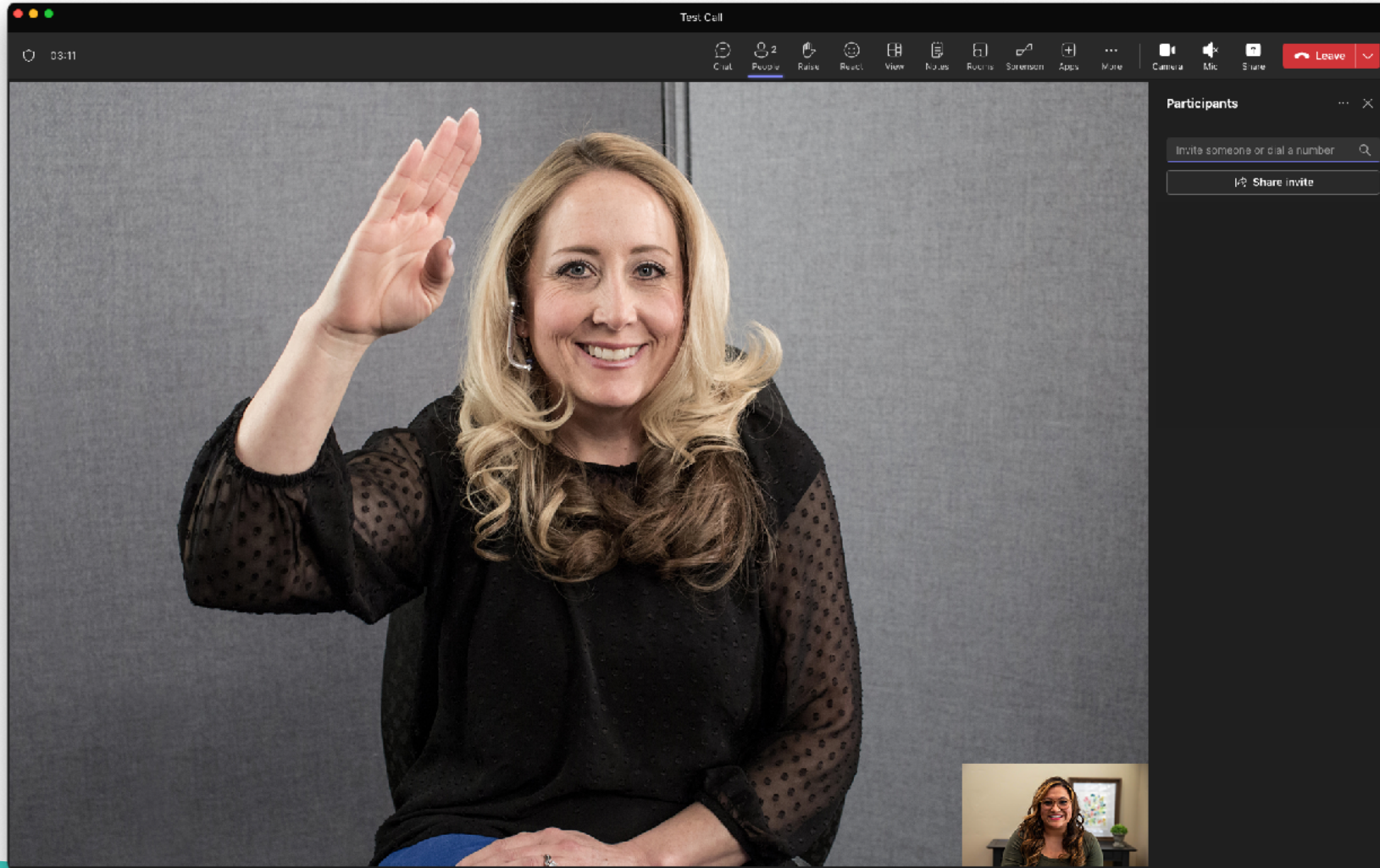


10. You will be informed once an interpreter accepts your request. Please wait a bit for the interpreter to join the meeting.  
Note: If your meeting requires a waiting room, please let the host know to expect an interpreter.

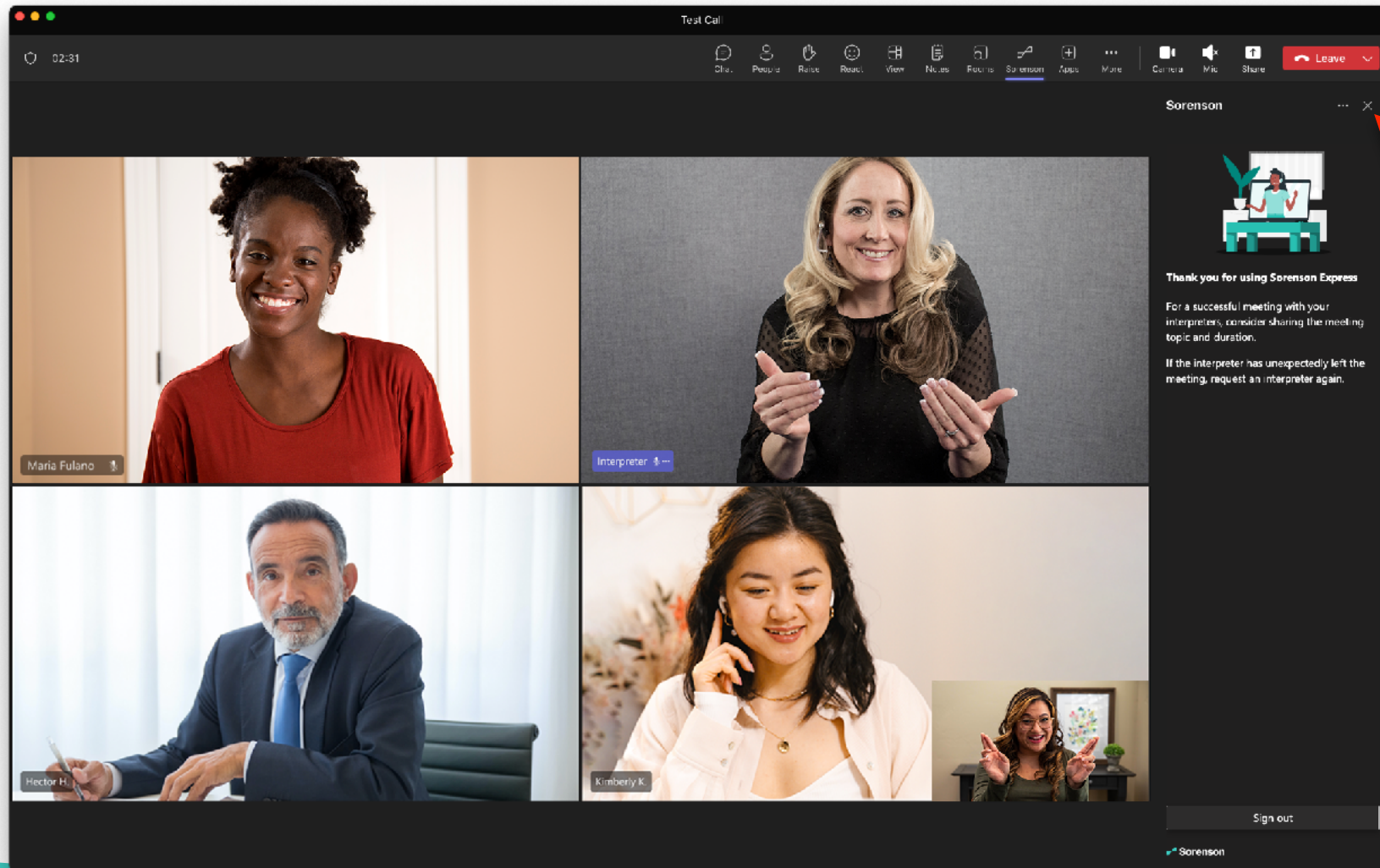




## 11. Interpreter has joined the meeting! You may begin the meeting!



12. You may click 'X' to close the sidebar and continue your meeting.



**For technical support questions, you can call us at (855) 965-5828. We are open from 7:00am to 8:00pm MT Monday through Friday and 8:00am to 4:30pm MT Saturday.**

**If you need assistance after hours, please email [support@sorenson.com](mailto:support@sorenson.com)**

