

# 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>