



# How to Join a Remote Hearing Using Cisco WebEx Video Conference

You may join the remote hearing by any one of the following ways:

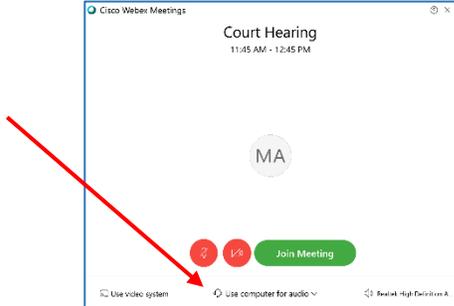
1. Use the remote hearing link emailed to you by the Court
2. Accessing Cisco Webex via a web browser and entering the meeting number and password
3. Downloading the Cisco Webex App and entering the meeting number and password

<b>#1 Join using an emailed link</b>	
<ol style="list-style-type: none"> <li>1. Open your email from the Court.</li> <li>2. If this is the first time using Webex, you may want to test Webex a day or two prior to the meeting. Click <b>Test a Webex Meeting</b> link in your email invitation to test your equipment and the platform. <a href="https://www.webex.com/test-meeting.html/">https://www.webex.com/test-meeting.html/</a></li> </ol>	
<ol style="list-style-type: none"> <li>3. Click JOIN MEETING a few minutes before your assigned hearing time.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Webex will launch. If this is your first time using Webex, your browser may take a few minutes to install the extension. Follow the prompts to install.</li> <li>5. You will be then be redirected to a Login page. Enter your Name and Email.</li> <li>6. Click JOIN.</li> </ol>	

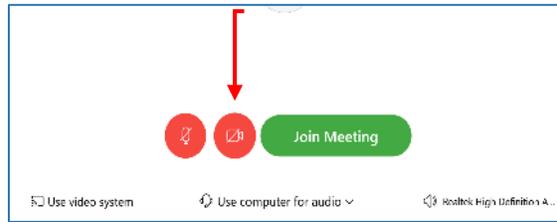
7. Does your device have a microphone?

**YES**, it has a microphone.

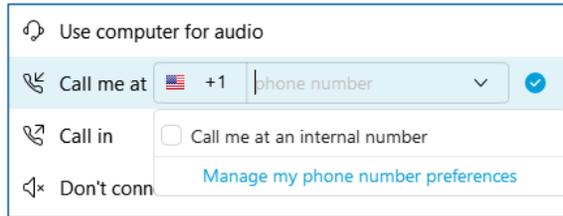
Webex defaults to 'Use computer for audio.'



**NO**, it does not have a microphone.  
Click the down arrow for audio connections

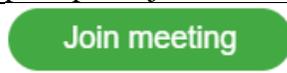


Select CALL ME AT.



Enter the area code and phone number of the phone you will be using.  
Click CONNECT. In a moment your phone should ring.  
Answer the call and follow the voice prompts to join the meeting for audio.

8. Finally, click JOIN MEETING.



**Tip:** Click the microphone icon to mute yourself. Click again when you are ready to speak.  
A red icon means you are muted.  
A grey icon means you are NOT muted.



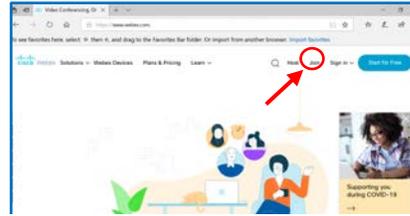
**Tip:** Click the video camera icon to make yourself visible to the court and to other participants.  
A red icon means you are not broadcasting your video.  
A grey icon means you are broadcasting video from your camera.



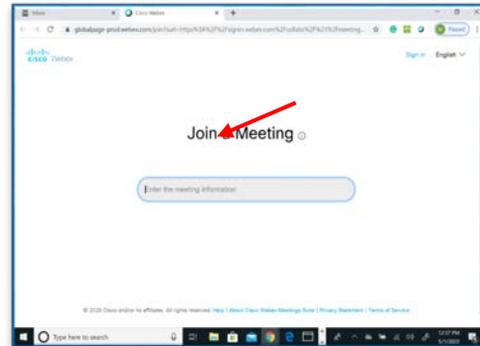
## #2 Join using a web browser

Go to [www.webex.com](http://www.webex.com) using a web browser: Chrome, Internet Explorer, Safari, Mozilla, etc.

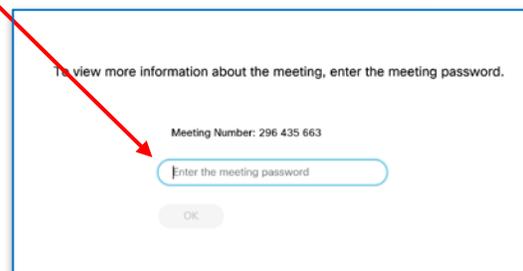
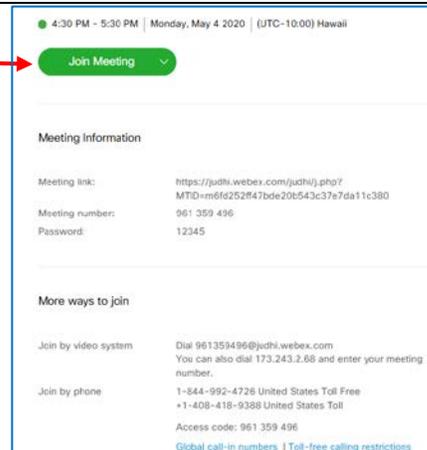
1. Go to [www.webex.com](http://www.webex.com)
2. Click JOIN



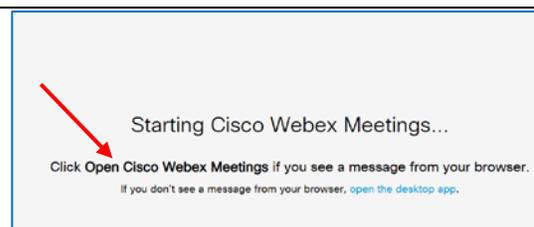
7. Enter the MEETING ID number you received from the Court



8. Click JOIN MEETING.
9. Enter the MEETING PASSWORD you received from the Court
10. Click OK



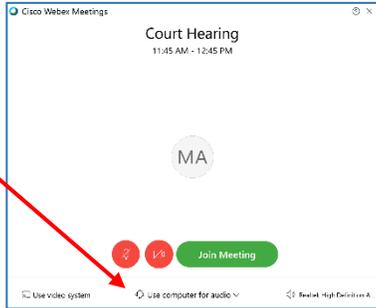
11. Webex will install the extension. Follow the prompts.



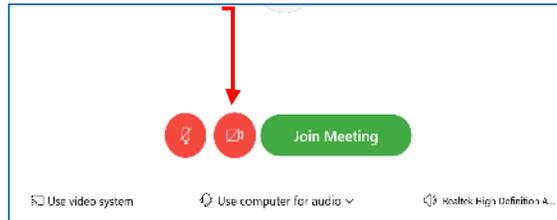
12. Does your device have a microphone?

**YES**, it has a microphone.

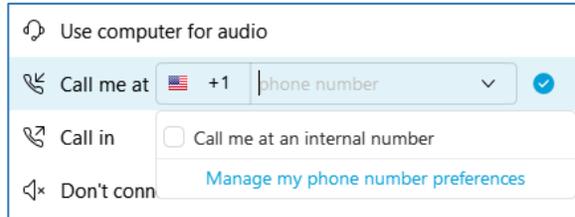
Webex defaults to 'Use computer for audio.'



**NO**, it does not have a microphone.  
Click the down arrow for audio connections



Select CALL ME AT.

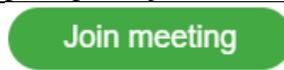


Enter the area code and phone number of the phone you will be using.

Click CONNECT. In a moment your phone should ring.

Answer the call and follow the voice prompts to join the meeting for audio.

13. Finally, click JOIN MEETING.



**Tip:** Click the microphone icon to mute yourself. Click again when you are ready to speak.

A red icon means you are muted.

A grey icon means you are NOT muted.



**Tip:** Click the video camera icon to make yourself visible to the court and to other participants.

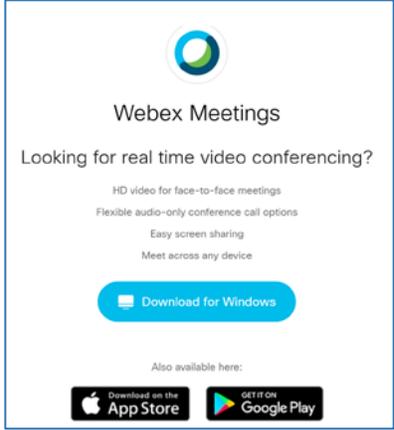
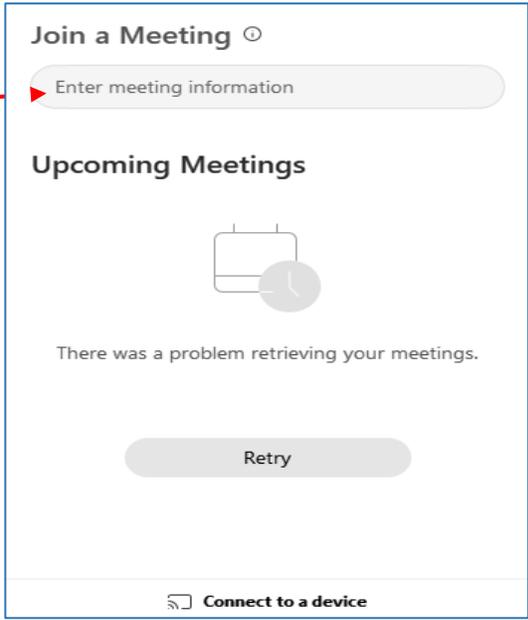
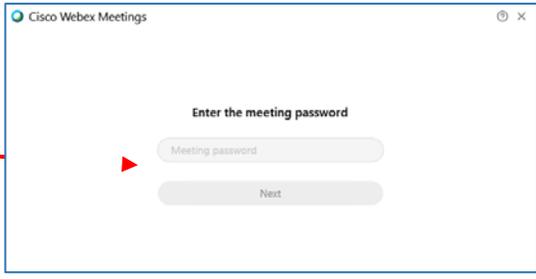
A red icon means you are not broadcasting your video.

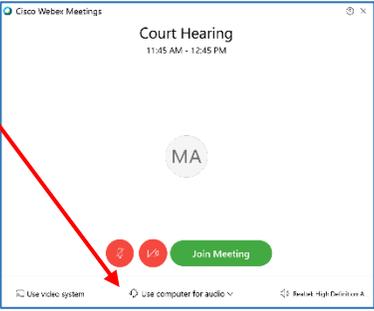
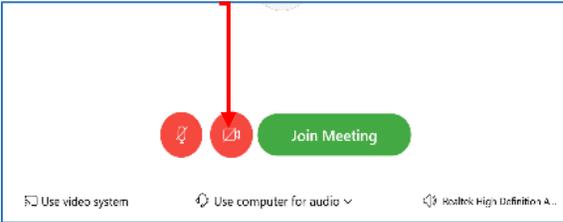
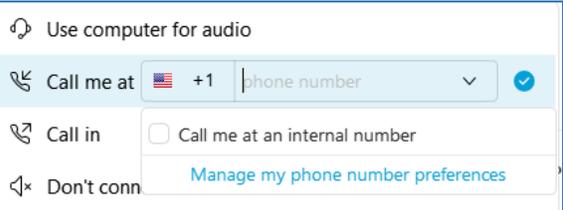
A grey icon means you are broadcasting video from your camera.



**#3 Join via the Cisco Webex App**

1. On your computer go to [www.webex.com/downloads](http://www.webex.com/downloads) or you can download the app on your

<p>mobile device via the App Store or Google Play.</p>	 <p>The image shows the Webex Meetings app download page. At the top is the Webex logo. Below it, the text reads 'Webex Meetings' and 'Looking for real time video conferencing?'. It lists features: 'HD video for face-to-face meetings', 'Flexible audio-only conference call options', 'Easy screen sharing', and 'Meet across any device'. There is a blue button that says 'Download for Windows'. At the bottom, it says 'Also available here:' and shows icons for 'Download on the App Store' and 'GET IT ON Google Play'.</p>
<p>2. Launch the App. 3. Enter the MEETING ID Number given to you by the court.</p>	 <p>The image shows the 'Join a Meeting' screen in the Webex app. At the top, it says 'Join a Meeting' with an information icon. Below that is a grey button labeled 'Enter meeting information'. Underneath is the section 'Upcoming Meetings' with a calendar icon. A message states: 'There was a problem retrieving your meetings.' Below this is a 'Retry' button. At the bottom, there is a 'Connect to a device' button.</p>
<p>3. Enter the MEETING PASSWORD provided to you by the court. 4. Click NEXT.</p>	 <p>The image shows a window titled 'Cisco Webex Meetings'. The main heading is 'Enter the meeting password'. There is a text input field labeled 'Meeting password' and a 'Next' button below it. A red arrow points to the 'Next' button.</p>
<p>5. Does your device have a microphone?</p>	
<p><b>YES</b>, it has a microphone. Webex defaults to 'Use computer for audio.'</p>	<p><b>NO</b>, it does not have a microphone. Click the down arrow for audio connections</p>

 <p>A screenshot of the Cisco Webex Meeting interface. At the top, it says 'Court Hearing' and '11:45 AM - 12:45 PM'. In the center, there is a circular icon with the letters 'MA'. At the bottom, there are three icons: a microphone (muted), a video camera (off), and a 'Join Meeting' button. Below these icons are three options: 'Use video system', 'Use computer for audio', and 'HealthKit High Definition A...'. A red arrow points from the top left towards the microphone icon.</p>	 <p>Select CALL ME AT.</p>  <p>Enter the area code and phone number of the phone you will be using. Click CONNECT. In a moment your phone should ring. Answer the call and follow the voice prompts to join the meeting for audio.</p>
<p>6. Finally, click JOIN MEETING.</p>	
<p><b>Tip:</b> Click the microphone icon to mute yourself. Click again when you are ready to speak. A red icon means you are muted. A grey icon means you are NOT muted.</p>	
<p><b>Tip:</b> Click the video camera icon to make yourself visible to the court and to other participants. A red icon means you are not broadcasting your video. A grey icon means you are broadcasting video from your camera.</p>	

## VIDEO HEARING TIPS & ETIQUETTE

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### *Before the meeting*

- Download the Zoom App and test the equipment you plan to use for the video conference at least one day in advance.
- Situate yourself in front of a neutral background, such as a wall, in an area in which you won't be disturbed.
- Dress as you would to appear in court.
- Place your camera at face-height.
- Close all other programs on your computer or smart phone.
- Please have your traffic citation and any materials you want to show to the judge ready.

### *During the meeting*

- Log into the meeting at least 10 minutes before the scheduled hearing start time.
- If you participate via video conference, please pay attention to the screen. Court staff may use the chat feature to let you know when your case is next.
- Keep yourself on mute unless speaking.
- Keep your telephone close during the meeting in case of technical difficulties, but make sure your phone is on silent.
- Do not record the meeting in any way in accordance with court rules.

## Video Hearing FAQs

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### **Do I need a Webex account in order to join the hearing?**

No. You can join the hearing without a Webex account by using the meeting information provided by the court.

### **Will I be charged for attending court via videoconference?**

There is no direct charge for appearing remotely, but you may be charged for data or minutes used by your mobile carrier network.

### **Do I need to download an app to my computer, tablet, or phone to join the hearing?**

No. You can join the meeting on a web browser. If you are unable to video conference, you may alternatively call in to the meeting on your telephone. However, using the app is the recommended method for joining the hearing.

### **I'm having trouble opening the link and getting into the meeting. What should I do?**

Try one of the alternative methods of joining above, such as by joining the meeting via [www.webex.com](http://www.webex.com) or joining via the app. If that does not work, try joining the meeting on your smartphone or tablet. If you are still unable to get into the meeting, call the provided toll free dial-in number on your phone.