

## Joining a Webex meeting

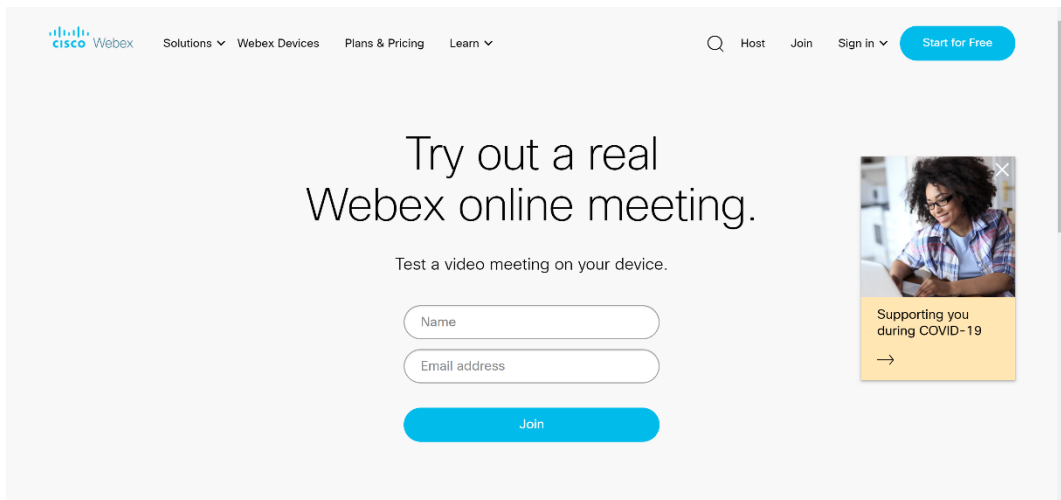
As with anything related to Computers, there are multiple ways to accomplish a single task. Your device type, Internet browser and internet connection all play a part in how you will access a hearing/meeting. This document will highlight some of those options, but cannot be comprehensive enough to cover all the possibilities.

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### Technical requirements:

1. You will need to have an internet connection that has a minimum of 5 Mbps upload and download speed. You can test your connection at <https://www.speedtest.net>
2. For the Commission hearings you will need a device with video capability.
3. WebEx supported web browsers are:
  - a. Google Chrome
  - b. Safari
  - c. Firefox
  - d. MS Internet Explorer
4. Joining from mobile devices or tablets; there is a WebEx Meeting app available at your devices' App store.
5. Joining from a computer; 24 to 48 hours prior to the hearing please go to: [Webex test meeting](#) and test your connection and machine for compatibility. In case the link above doesn't work copy and paste the following into your browser: <https://www.webex.com/test-meeting.html>



The screenshot shows the Cisco Webex website's landing page for testing a meeting. The header includes the Cisco Webex logo, navigation links for Solutions, Webex Devices, Plans & Pricing, and Learn, along with a search icon, Host, Join, Sign in, and a Start for Free button. The main content area features the heading "Try out a real Webex online meeting." followed by the subtext "Test a video meeting on your device." Below this are two input fields for "Name" and "Email address", and a prominent blue "Join" button. On the right side, there is a small image of a person in a meeting with a yellow callout box that says "Supporting you during COVID-19" with a right-pointing arrow.

# Joining a Webex meeting

## Connecting: From a Hearing Notice

### Via WebFile:

1. Open your hearing notice and find the following (without the highlighting):

**To All Interested Parties:**

The hearing originally scheduled for May 08, 2020 at 10:00 AM will be rescheduled. Please note that it is your responsibility to notify your witnesses of this change.

If a new date, time and location has been determined, that information is set forth below. If a new time and location has not been determined, the case will remain on the Commission's docket, and will be rescheduled at a later date. You will be informed of the new time and place.

New Date/Time: May 08, 2020 at 10:00 AM.

New Location: WebEx Video Hearing Link

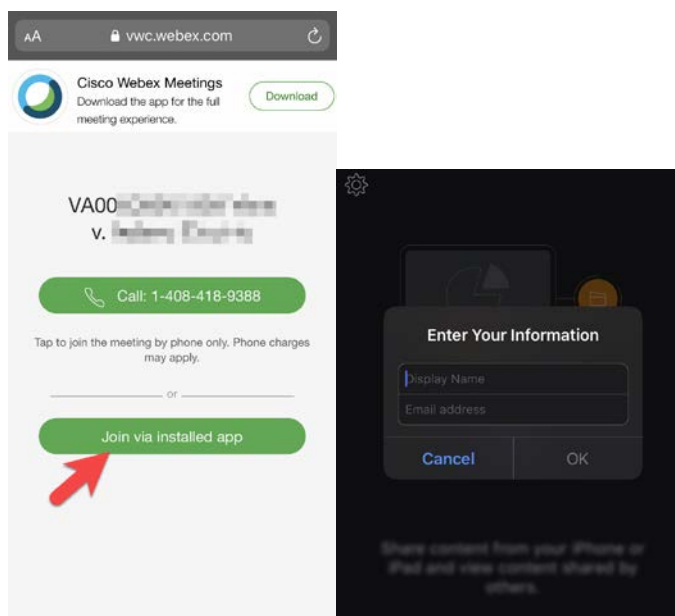
Deputy Commissioner: [REDACTED]

Subject: show cause w meds filed May 25, 2018 amend claim filed February 19, 2018 Notice of ADR Certification filed January 30, 2018 Request for Hearing filed January 26, 2018 Request for Hearing filed January 17, 2018 Request for Hearing filed January 11, 2018 Request for Hearing filed January 11, 2018

Click on the following link to join hearing. If this doesn't work, copy & paste into your web browser:

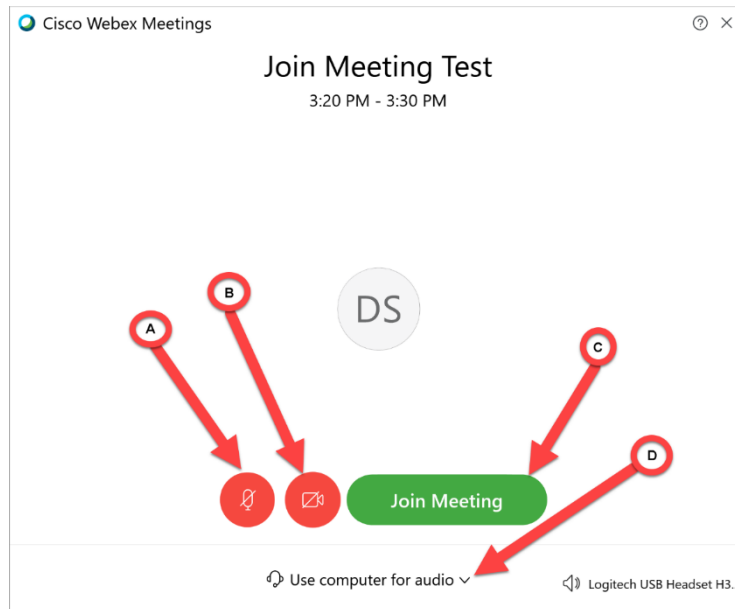
<https://vwc.webex.com/vwc/j.php?MTID=m5ec19fda445e887ee1d0177f0f100152>

2. In the notice there will be a link that you can click (highlighted above) that will open a new browser tab where you will click 'Join via installed app' and enter your name and email:

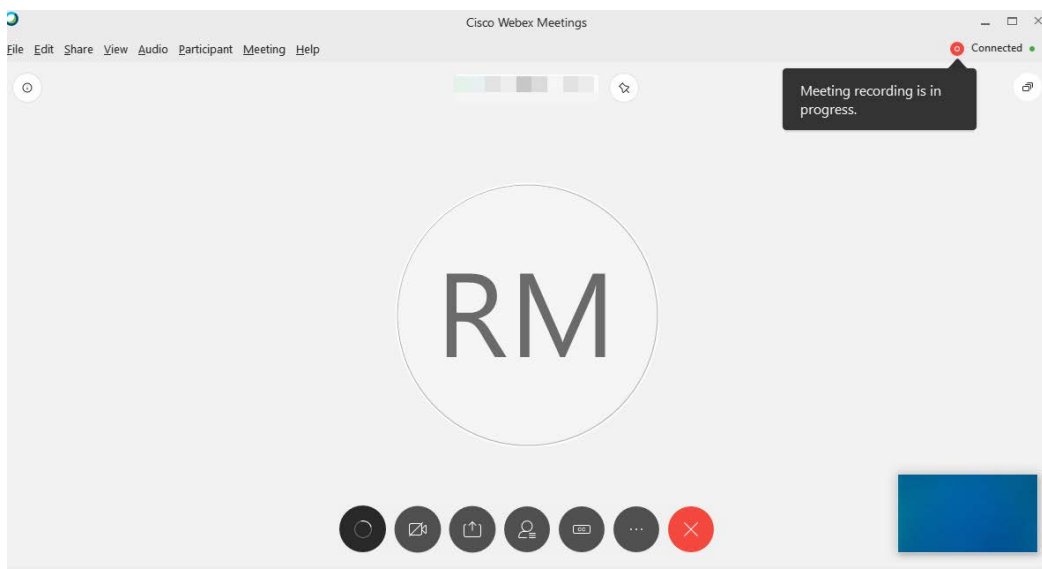


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3. Next you will get a screen to unmute and turn on your video. Please unmute and turn on your video before entering the meeting: (Bullets are referenced in screen shot)
  - a. Click this button to turn on you microphone (audio); the button will turn black when active (you can talk)
  - b. Click this button to turn on your Video; the button will turn black and you will see yourself.
  - c. Click this button to Join the Hearing
  - d. Click this option to change your audio selections – please connect with your computer audio



4. At this point you may be in the lobby of the hearing. Once the Hearing Clerk or Deputy arrive you will be entered directly into the hearing.



## Connecting: Typing the Address (URL) from Paper Notice

Within the body of the notice you will find the following:

**To All Interested Parties:**

The hearing originally scheduled for May 08, 2020 at 10:00 AM will be rescheduled. Please note that it is your responsibility to notify your witnesses of this change.

If a new date, time and location has been determined, that information is set forth below. If a new time and location has not been determined, the case will remain on the Commission's docket, and will be rescheduled at a later date. You will be informed of the new time and place.

New Date/Time: May 08, 2020 at 10:00 AM.

New Location: WebEx Video Hearing Link

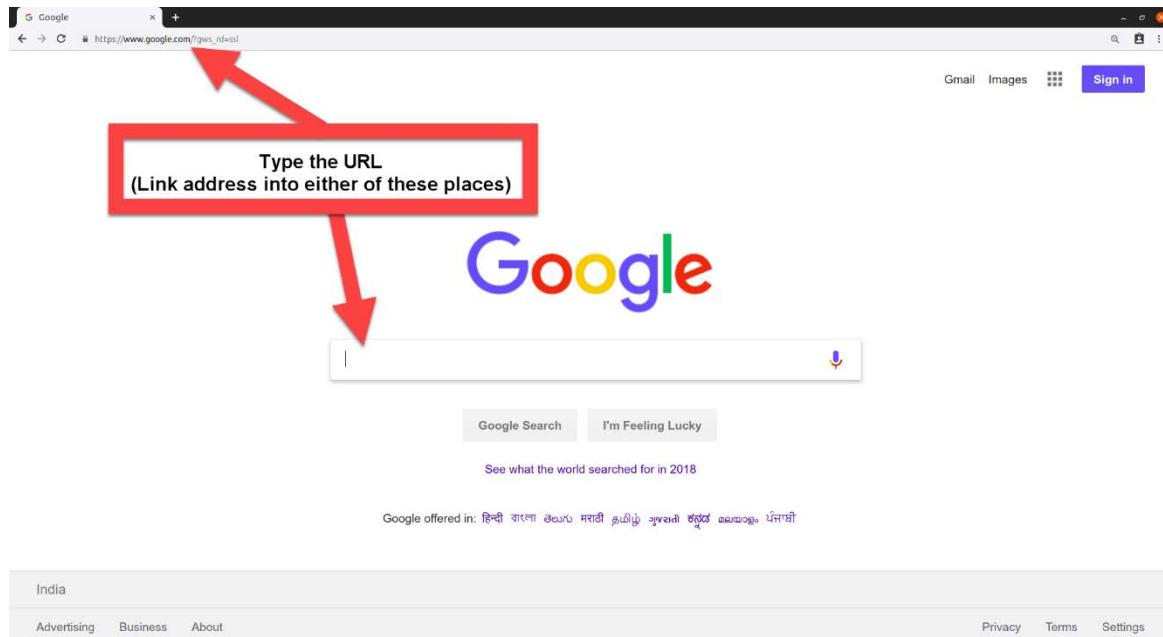
Deputy Commissioner: [REDACTED]

Subject: show cause w meds filed May 25, 2018 amend claim filed February 19, 2018 Notice of ADR Certification filed January 30, 2018 Request for Hearing filed January 26, 2018 Request for Hearing filed January 17, 2018 Request for Hearing filed January 11, 2018 Request for Hearing filed January 11, 2018

Click on the following link to join hearing. If this doesn't work, copy & paste into your web browser:

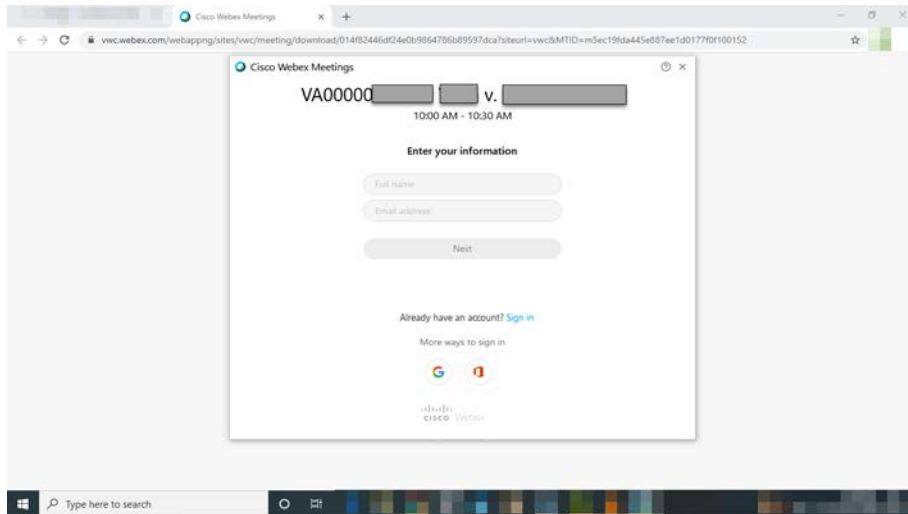
<https://vwc.webex.com/vwc/j.php?MTID=m5ec19fda445e887ee1d0177f0f100152>

1. In the hearing notice there is a link address (highlighted above); you can type that address (URL) into your browser:

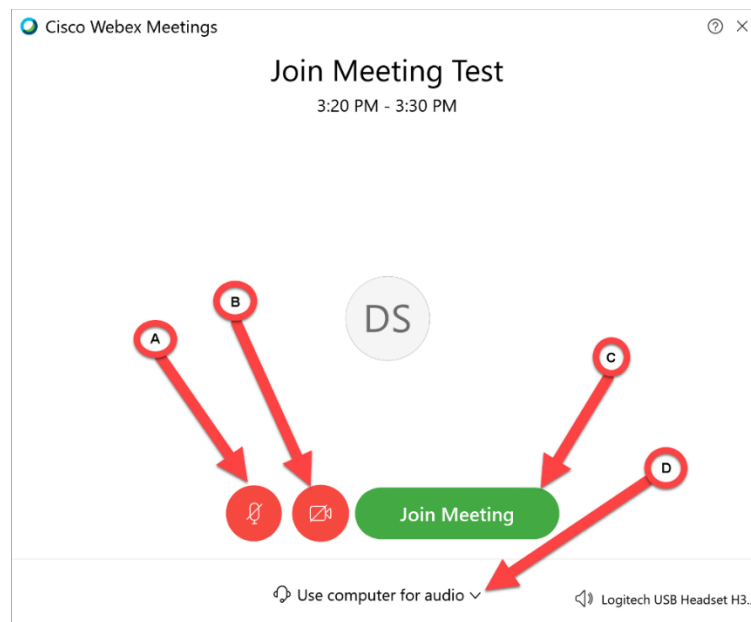


## Joining a Webex meeting

Pressing enter will direct you to the login screen for CISCO Webex:

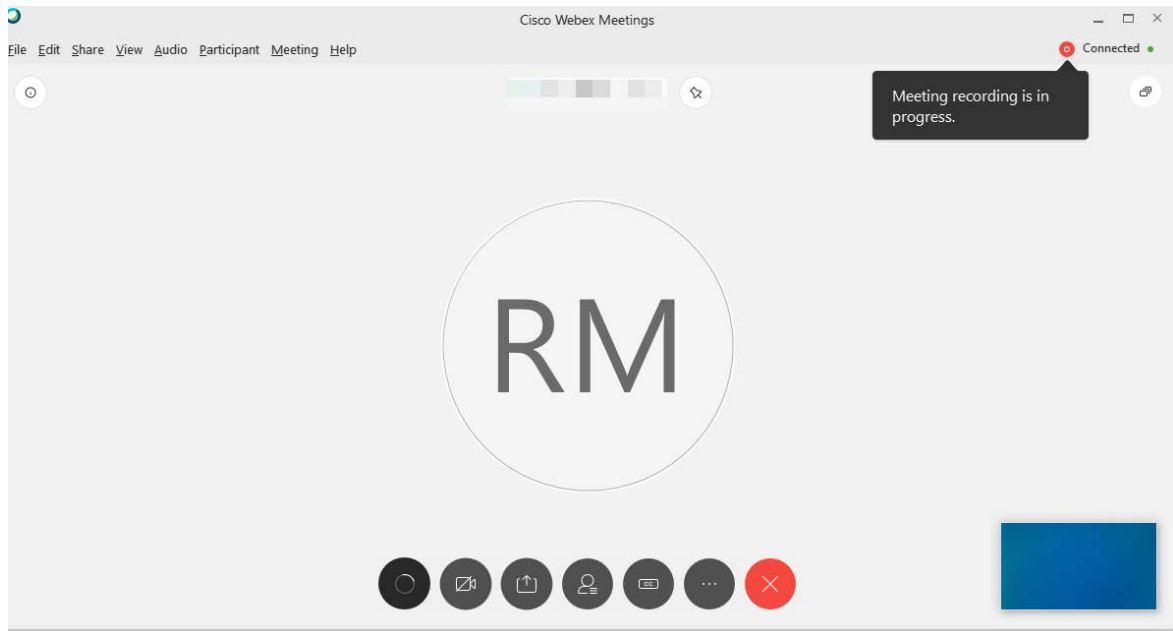


2. Enter your name and an Email address and press enter:
3. You will get a screen to unmute and turn on your video. Please unmute and turn on your video before entering the meeting:
  - a. Click this button to turn on you microphone (audio); the button will turn black when active (you can talk)
  - b. Click this button to turn on your Video; the button will turn black and you will see yourself.
  - c. Click this button to Join the Hearing
  - d. Click this option to change your audio selections, please use computer audio



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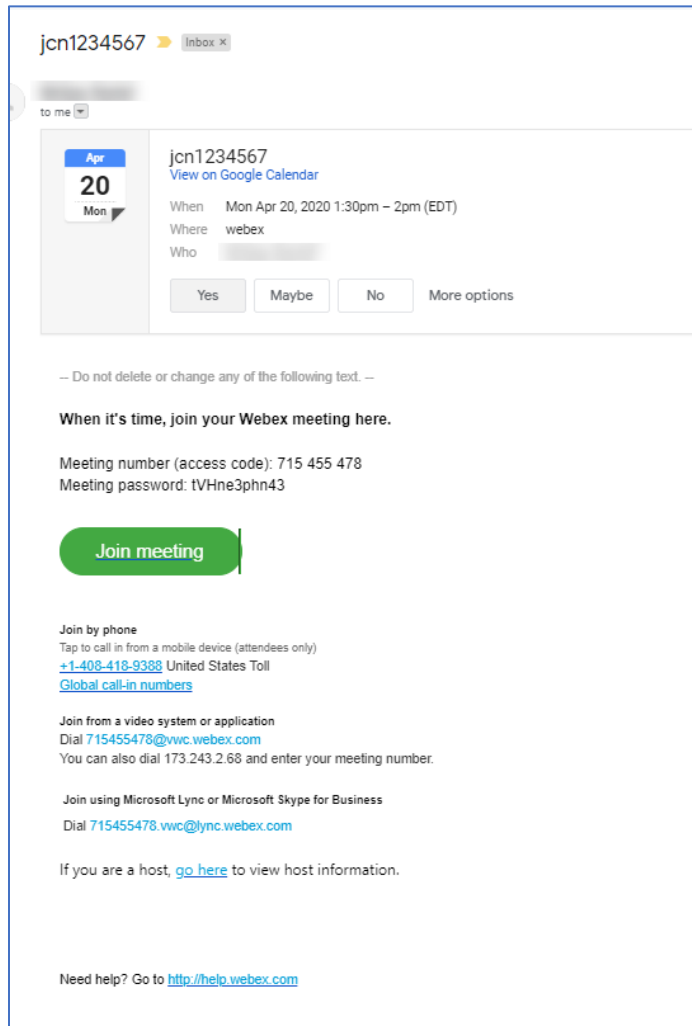
4. At this point you may be in the lobby of the hearing. Once the Hearing Clerk or Deputy arrive you will be entered directly into the hearing.



## Connecting: Through Email Invite

If you got an Email invite:

1. Open your calendar or your email invite
2. When using the calendar, open the scheduled meeting you accepted.
3. Click on the Green "Join meeting" button

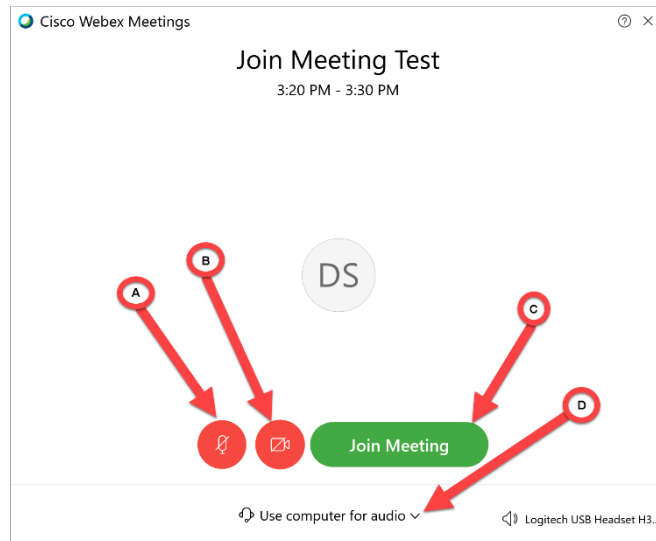


The screenshot shows an email interface for a meeting invite. At the top, it says 'jcn1234567' and 'Inbox x'. Below that, there's a 'to me' dropdown. The main content area shows a calendar view for 'Apr 20 Mon' on the left. To the right, the sender is 'jcn1234567' with a link to 'View on Google Calendar'. The meeting details are: 'When: Mon Apr 20, 2020 1:30pm - 2pm (EDT)', 'Where: webex', and 'Who: [redacted]'. There are buttons for 'Yes', 'Maybe', 'No', and 'More options'. Below this, a warning says '-- Do not delete or change any of the following text. --'. The main body of the email says 'When it's time, join your Webex meeting here.' followed by 'Meeting number (access code): 715 455 478' and 'Meeting password: tvHne3phn43'. A large green button labeled 'Join meeting' is prominent. Below the button, there are instructions for joining by phone, by video system, and using Microsoft Lync or Skype. At the bottom, it says 'Need help? Go to <http://help.webex.com>'.

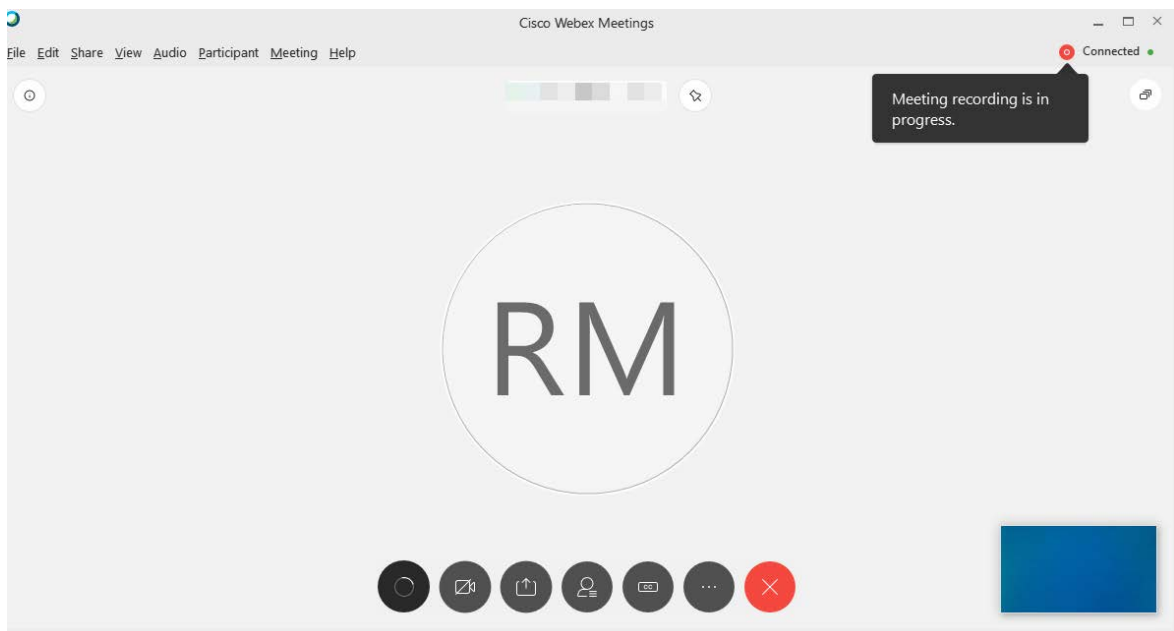


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4. Confirm you join – Here you can turn on your video, and set your audio to use your computer audio:  
(bullets are referenced in screen shot)
  - a. Click this button to turn on you microphone (audio); the button will turn black when active (you can talk)
  - b. Click this button to turn on your Video; the button will turn black and you will see yourself.
  - c. Click this button to Join the Hearing
  - d. Click this option to change your audio selections



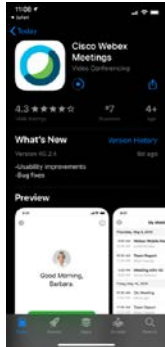
5. At this point you may be in the lobby of the hearing. Once the Hearing Clerk or Deputy arrive you will be entered directly into the hearing.



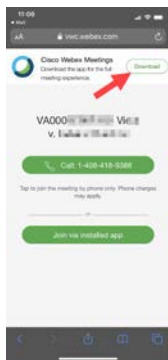
## Joining a Webex meeting

### Connecting: From a Mobile device

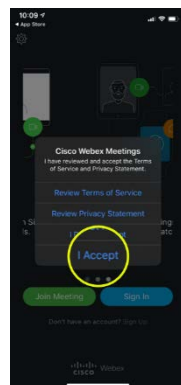
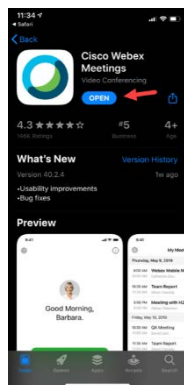
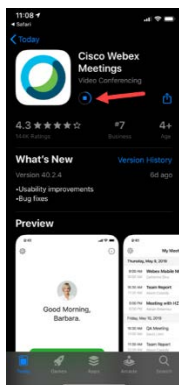
The 'Webex Meet' app is required to participate in a hearing using a mobile device. Please download the app prior to the hearing to ensure the hearing will not be delayed.



If you cannot download the app prior to the hearing, click on the Hearing Notice link (shown on page 5) or **Join** button in the email (shown on page 8) to join the meeting. You will see the following screen. Click Download.



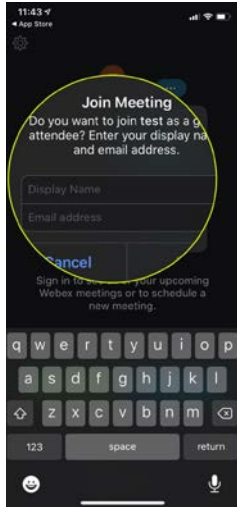
You will be taken to the 'App Store' or 'Google Play' (depending on your device). Download, Open, and Accept terms as shown below



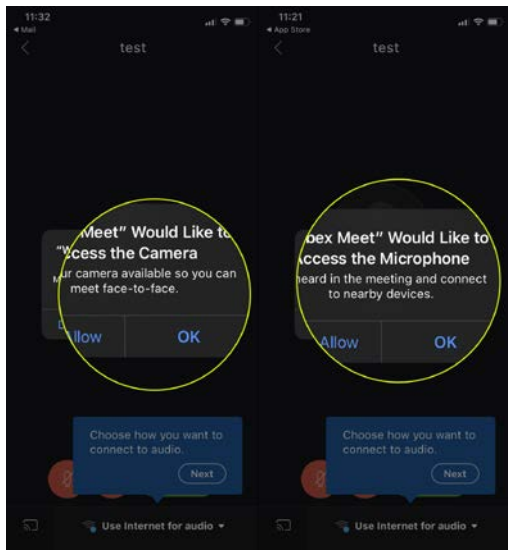
## Joining a Webex meeting

If you already have 'Webex Meet' downloaded to your mobile device, you can start here after clicking the Hearing Notice link (shown on page 5) or **Join** button in the email (shown on page 8)

Enter full name and email address then click Join

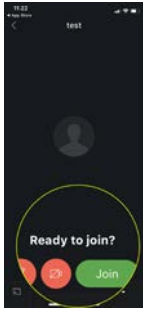


Allow (click Ok) for Microphone and Camera (if you have used Webex before, these prompts may not appear)

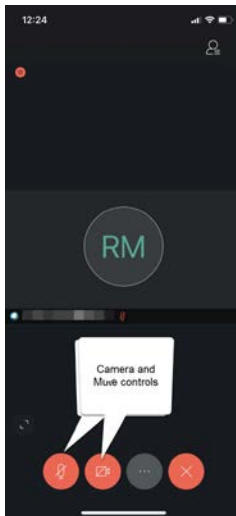


## Joining a Webex meeting

Click Join



At this point you may be placed in the lobby of the hearing. If so, once the Hearing Clerk or Deputy are ready to begin, you will be entered directly into the hearing.



Please turn on Video and un-mute yourself. Your video is on the bottom window (red circle with the Video Camera image) Red indicates that you are muted and your video is not running. Meeting participants will appear on the screen as they speak. Turning the device on its side allows for more participant visibility.