Welcome

Welcome to your Multnomah Circuit Court virtual jury service. Jury selection will take place online using a video conferencing application called Webex Meetings. Please do not come to the courthouse unless you've planned with a court clerk.

During your virtual jury selection, you'll be able to see and hear other people, and other people will be able to see and hear you. To prepare for your service, have your Juror Panel Number, which is located in your jury duty email. Thank you for serving!

You can join a Webex Meeting from your computer, tablet, or smartphone. Your device needs to be equipped with a camera, microphone, and internet connection. Choose the one that works best for you.

Join from a Windows, Mac, or Chromebook Computer

1. Open your email invite sent by the court and click **Click Here to Start Meeting**.


If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. If prompted click the installer file to install the app.

If you are joining from a Chromebook, you will *not* be prompted to install anything, and the meeting will open in your browser.
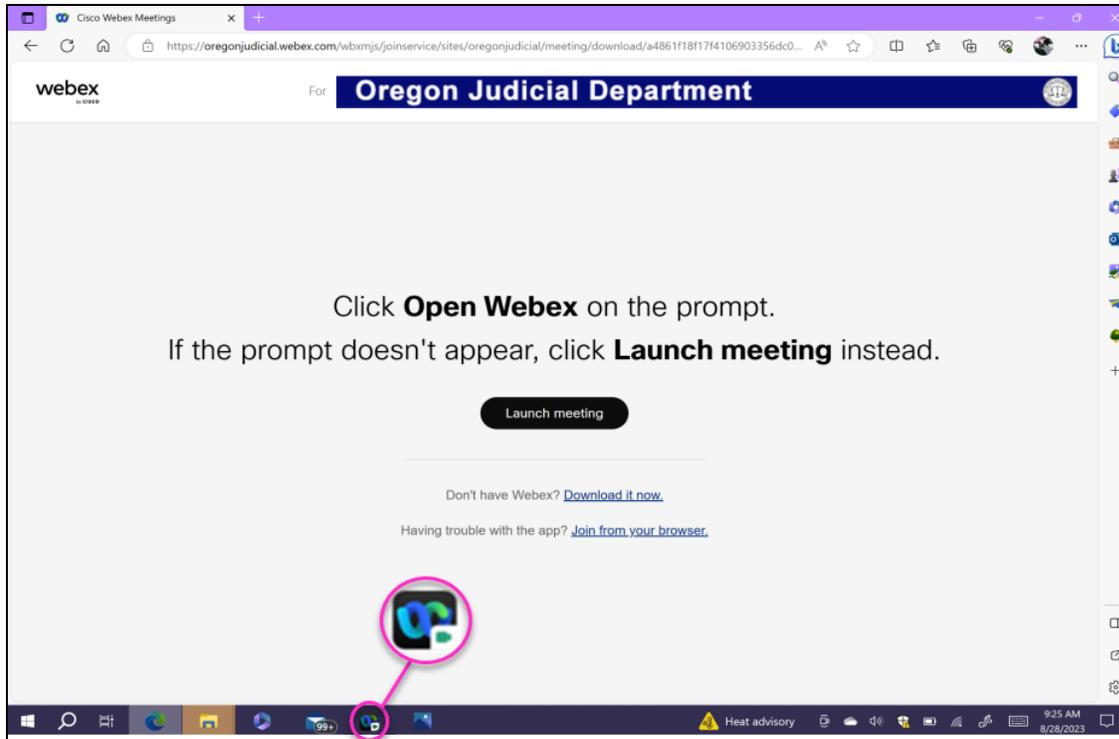
2. Click **<u>Open Webex</u>** if you're prompted to do so, otherwise click **<u>Launch Meeting</u>**.
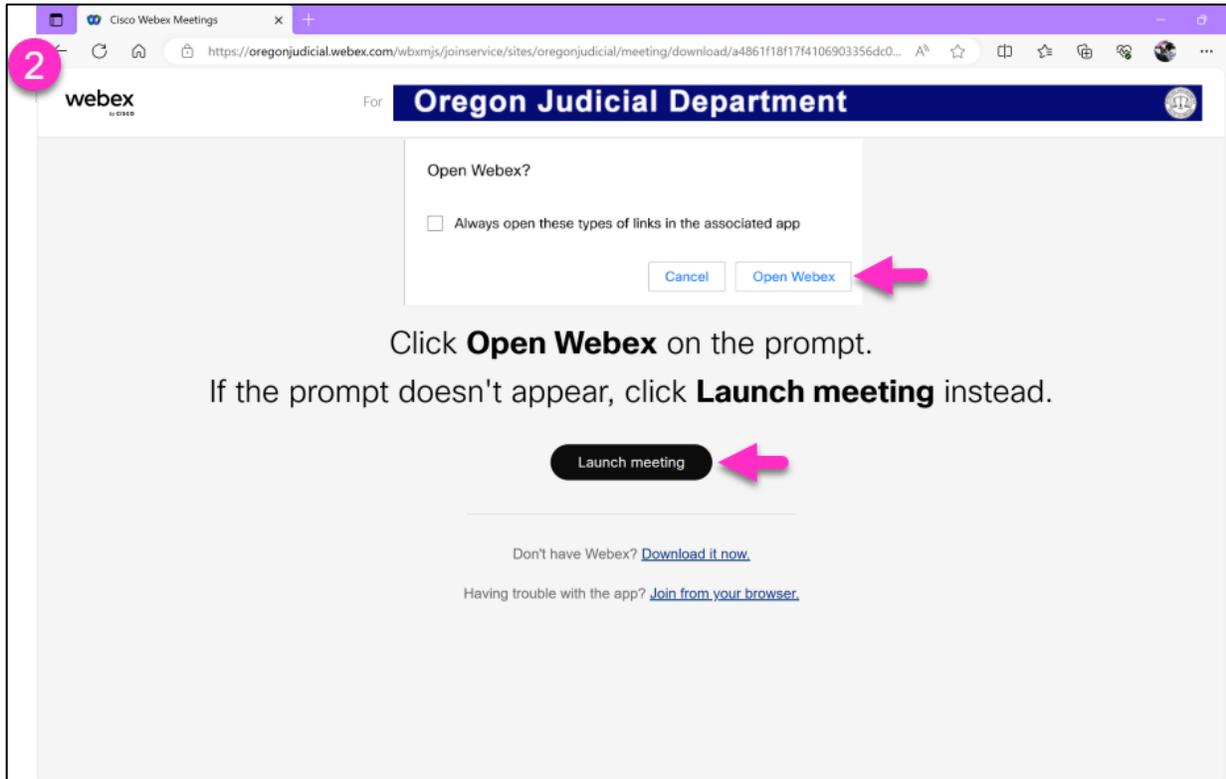
3. Enter your **Panel Number** from the email the court sent you.
Enter your **Email Address**.
Click **Join as Guest.**
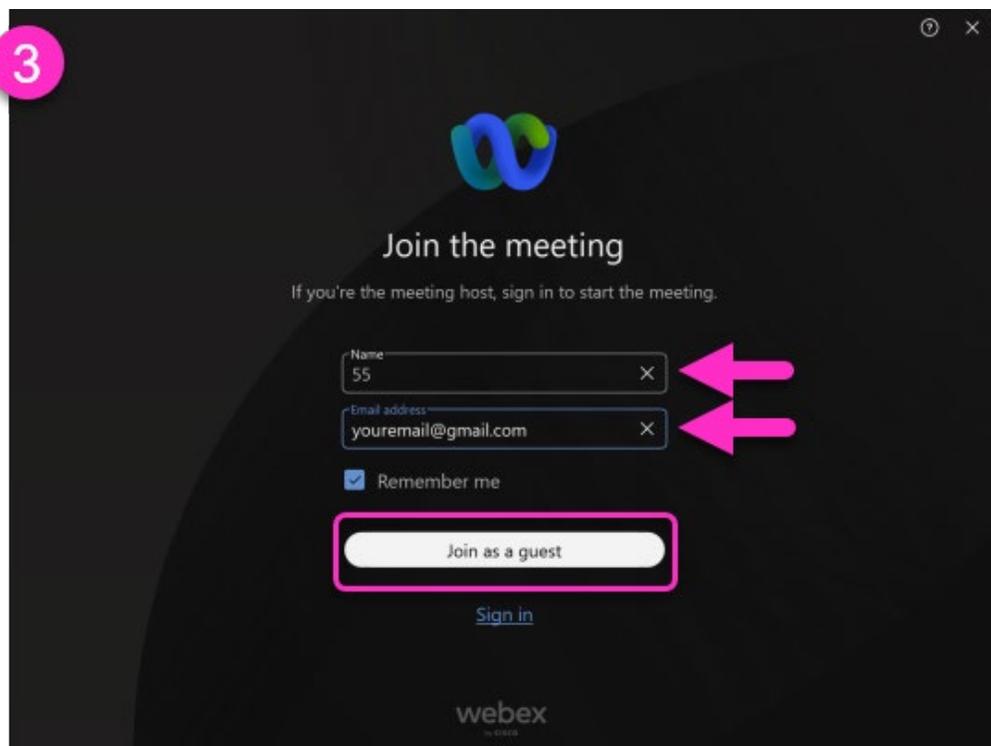
➢ **TIP:** If you do not see the Join the Meeting screen (above) check your toolbar and click on the Webex icon.
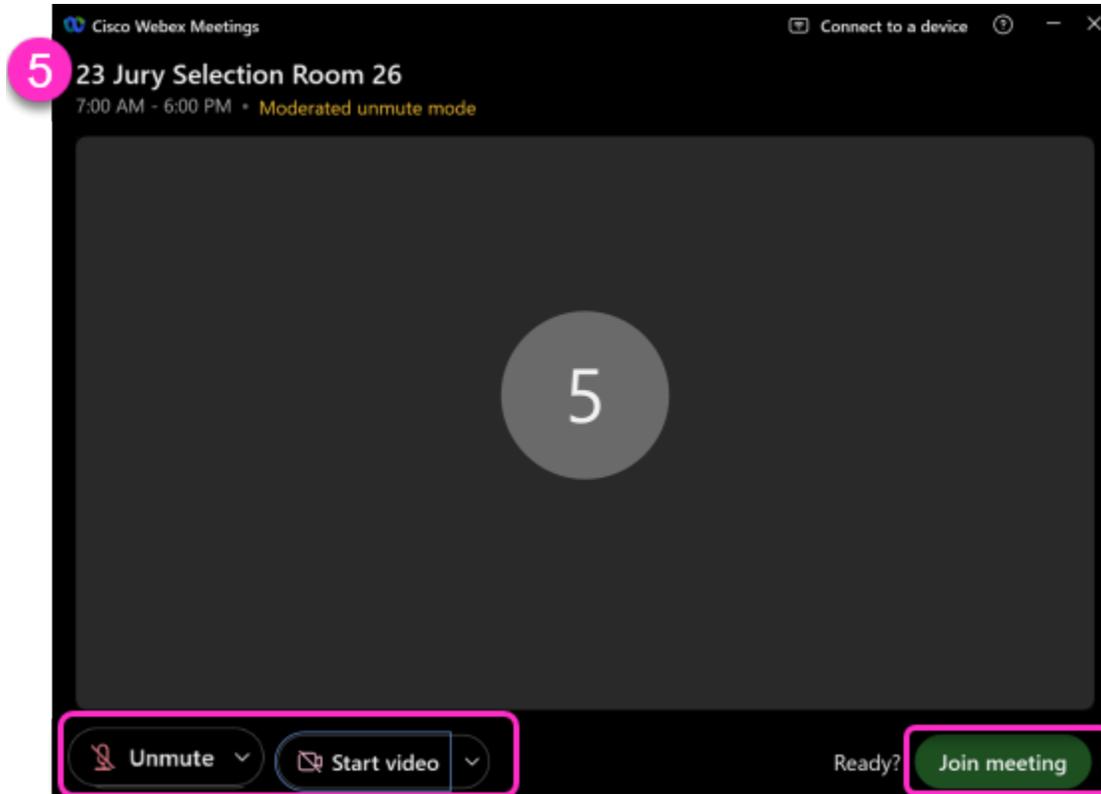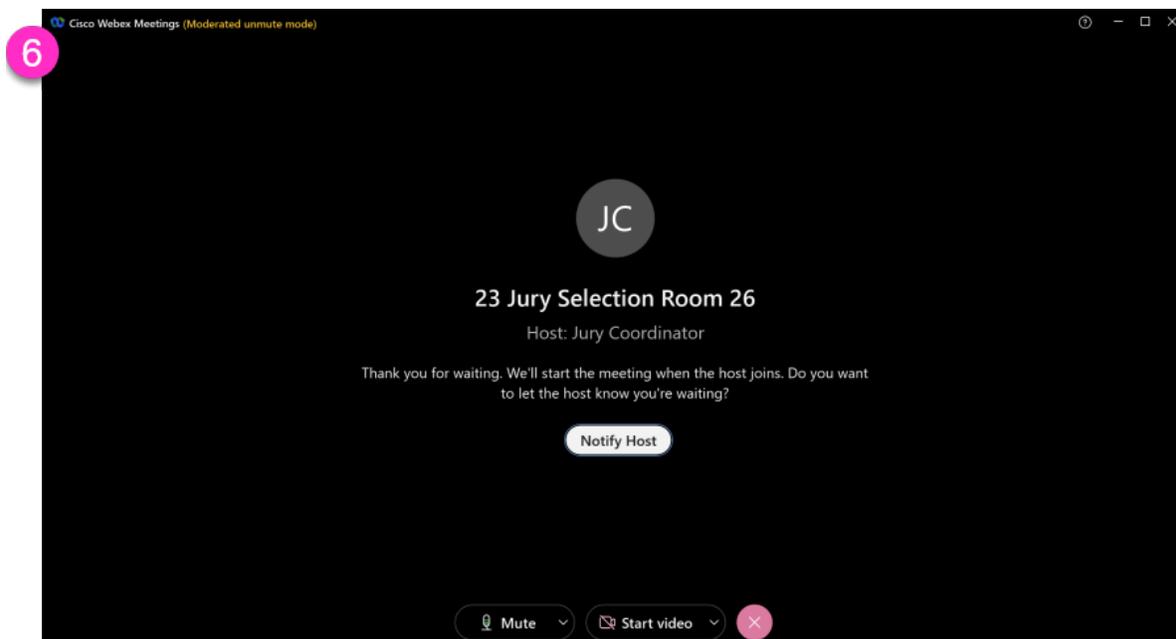

4. **Accept** the Webex Disclaimer.

➢ If your device has pop-ups asking to *"Allow Webex to use your microphone or record"* please select **Allow**.

5. This is the Preview window before you join the meeting.
- Click **Unmute**.
- Click **Start Video**.
- Click **Join Meeting**.

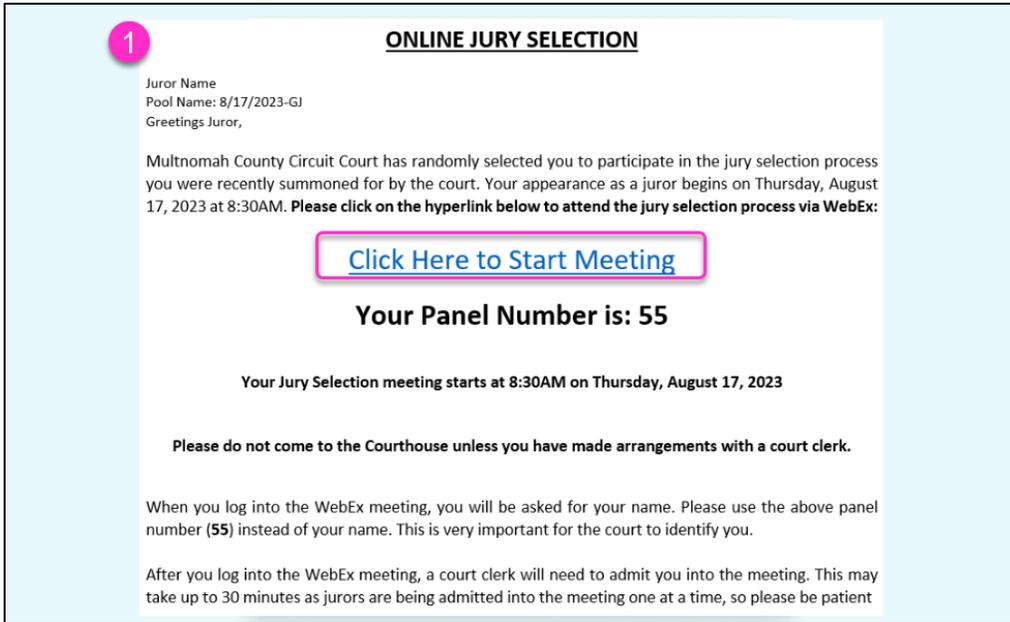**6.** You are now in the Webex Meeting, please wait for the host to admit you.


Thank you for your service!

Join from an Apple or Android Device

1. Open your email invite sent by the court and Tap **Click Here to Start Meeting**.

> ## *If you already have the Webex app installed skip to step 6.*

2. Tap **Download Webex Meetings** to install the Webex Meetings app. Depending on your device the Google Play or Apple store will open.

3. Tap **Install** to install the Webex Meetings app.
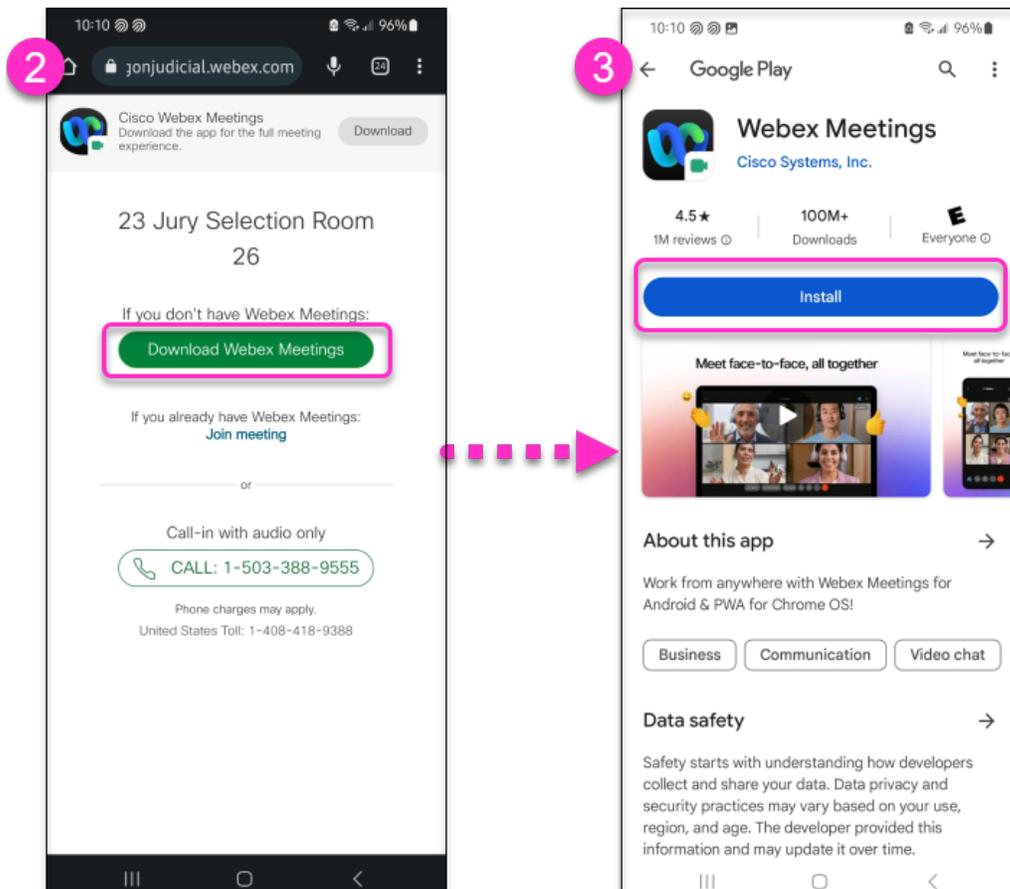
4. Tap **Open** after the app installs.
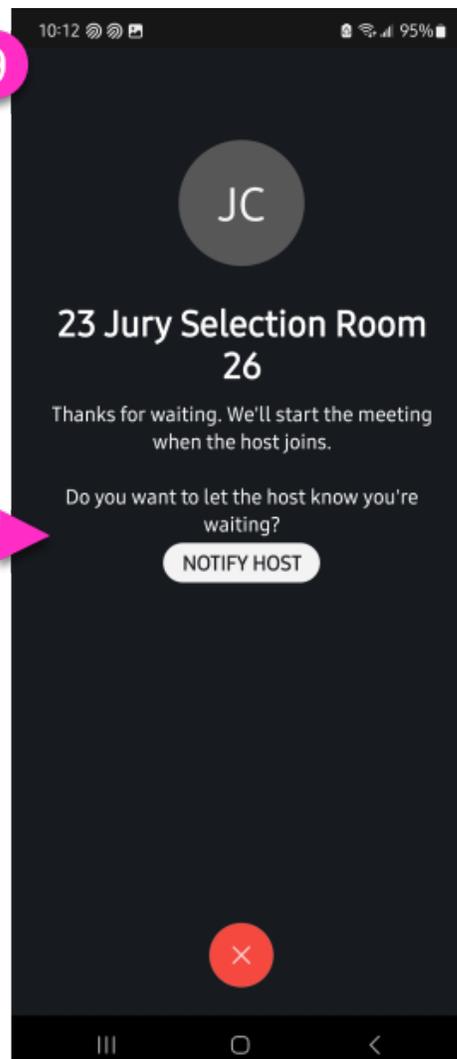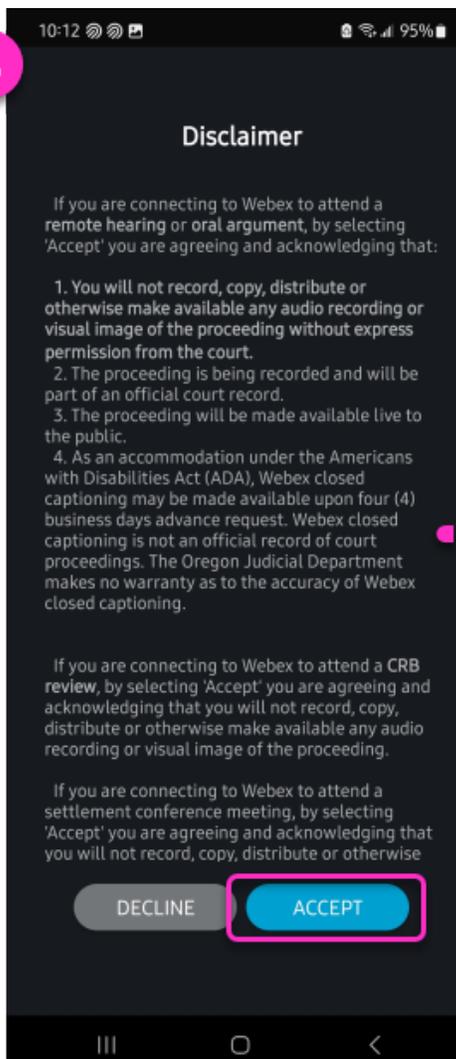5. **Accept** the Terms of Service.
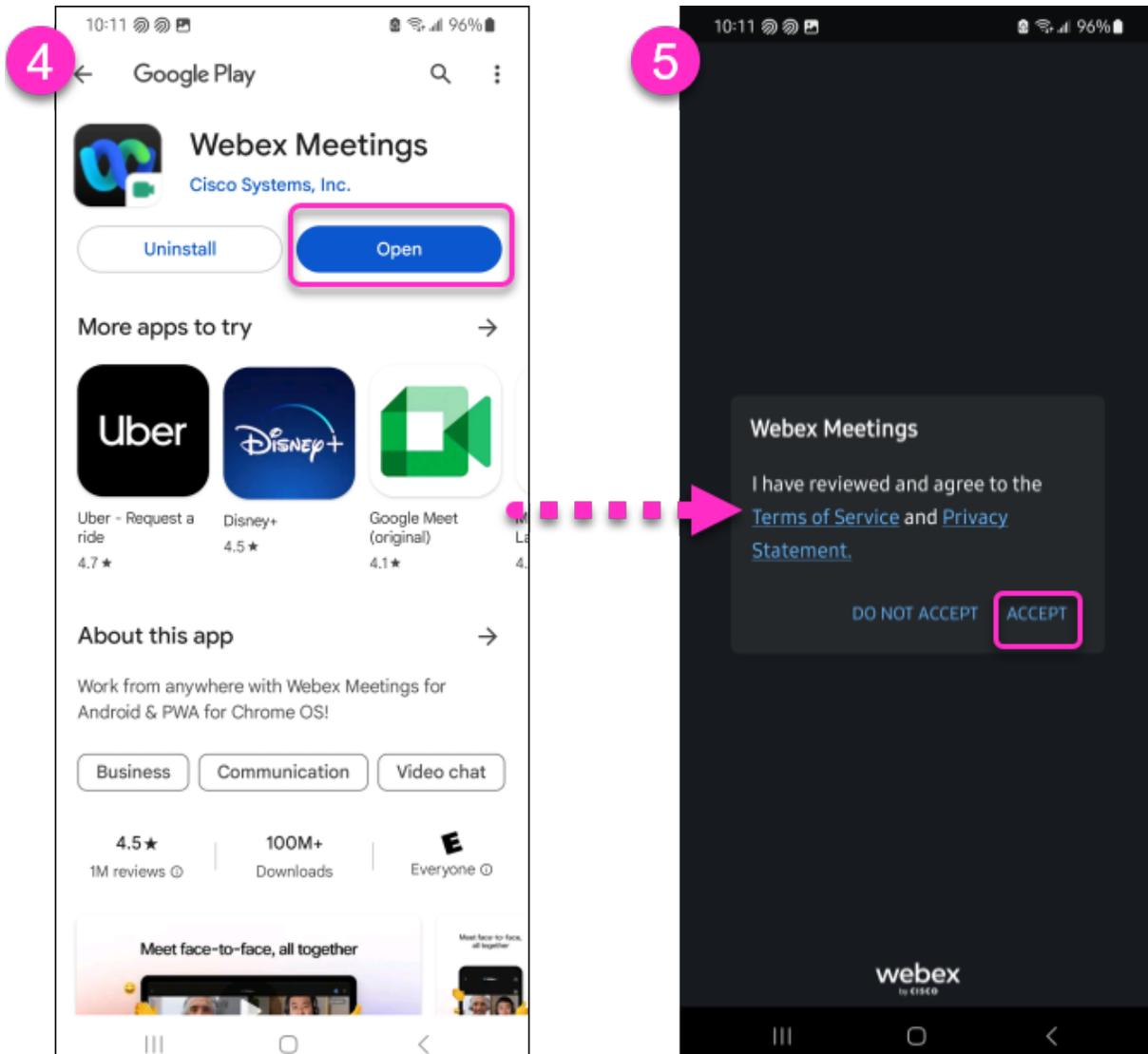
> If you're joining a meeting for the first time on iOS, you must go back to your email and Tap the **<u>Click Here to Start Meeting</u>** link (step 1) after installing the app.

6. Enter your **Panel Number** from the email the court sent you.
   Enter your **Email address**.
   Tap **OK.**
7. Tap the **microphone icon** to Unmute your mic.
   Tap the **video icon** to turn on your video.
   Tap **Join**.
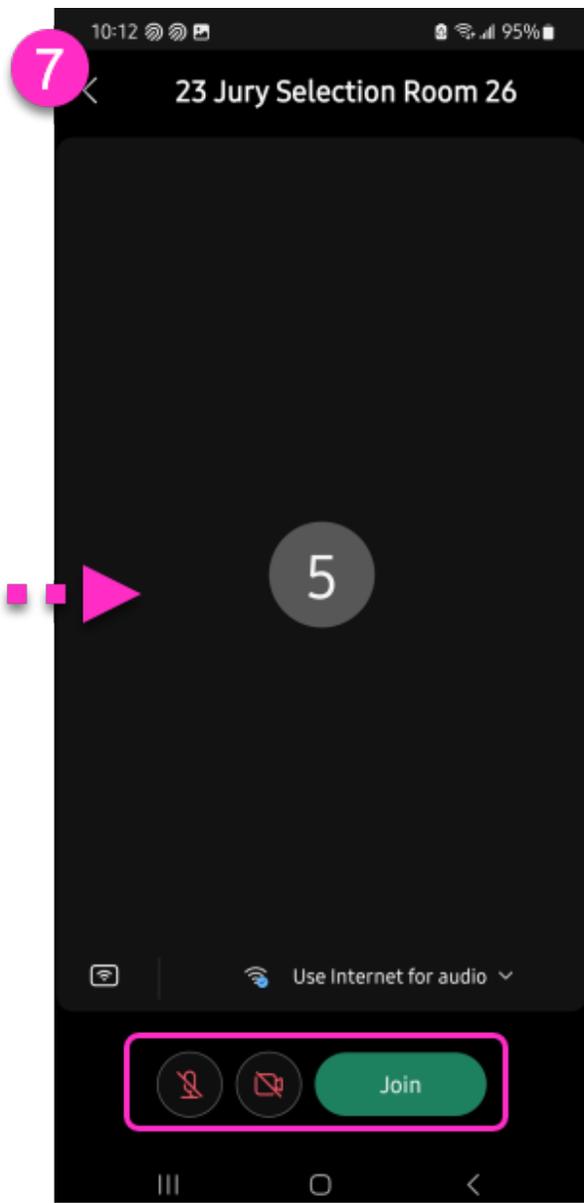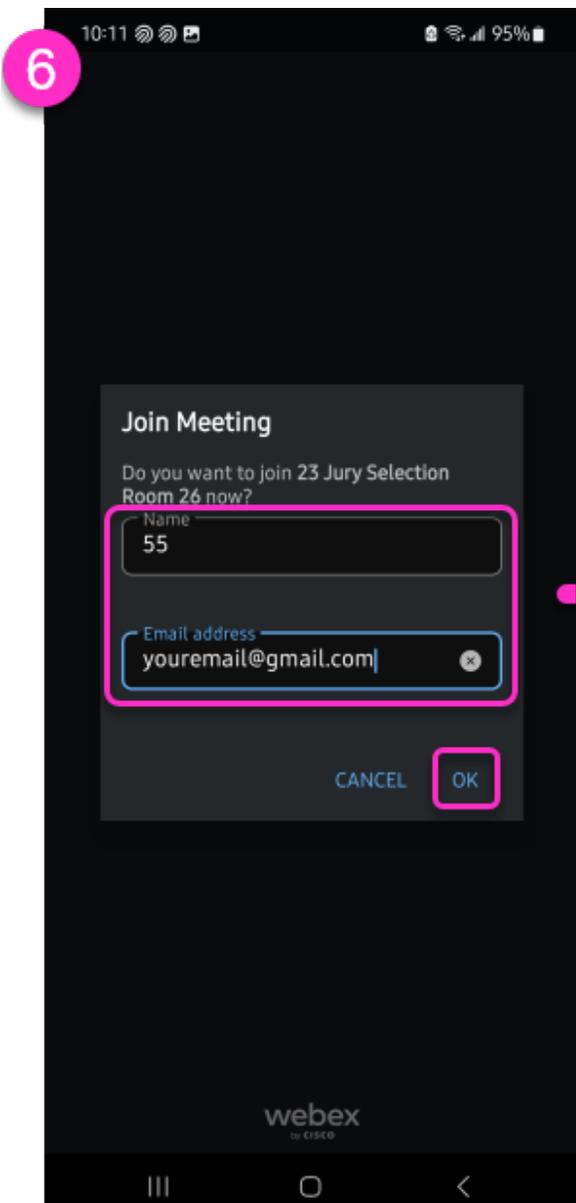
8. **Accept** the Disclaimer.
9. You are now in the Webex Meeting, please wait for the host to admit you.

Thank you for your service!