Webex | Test and Get Ready!

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're directed to do so by a court clerk.
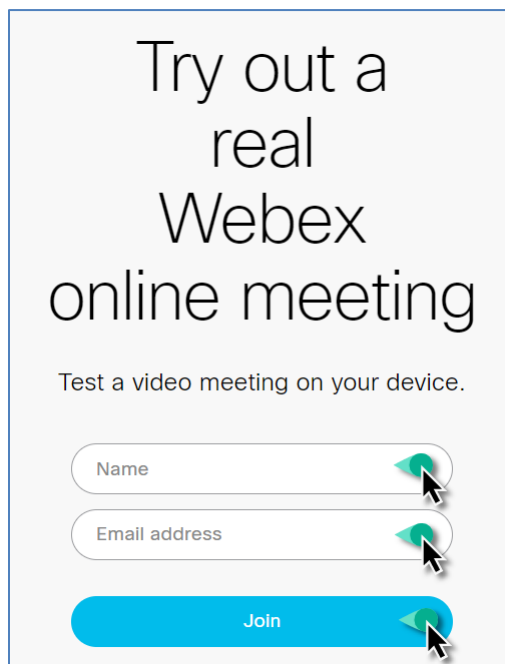
During your virtual jury service, you'll be able to see and hear other people, and other people will be able to see and hear you. To prepare for your service you can test out Webex.

Reminder: You will receive an email with a link and log-in instructions the day before your service.
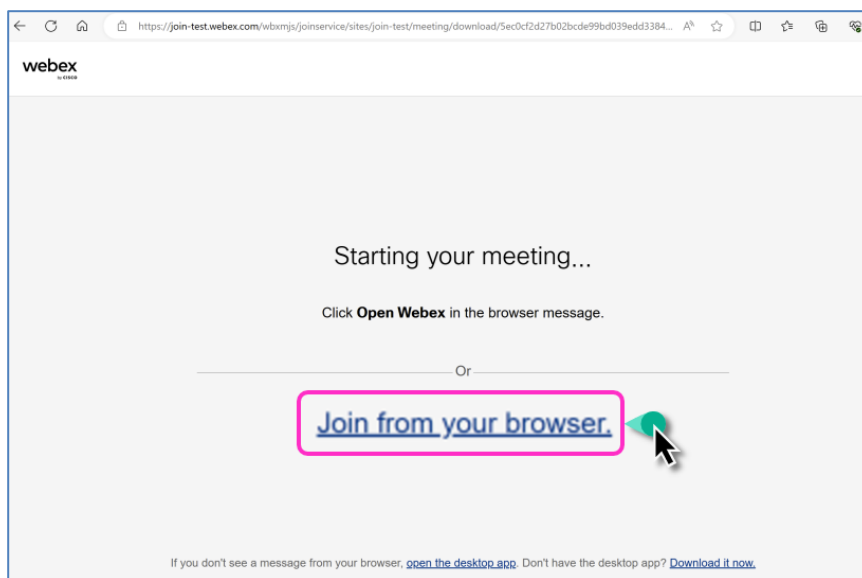
Test Webex on Windows or Mac Computer

Follow the steps below to verify that Webex is working properly on your Windows or Mac computer.

1. In your web browser, navigate to https://www.webex.com/test-meeting.html. You'll be taken to the Webex Test page.
2. On the Webex Test page, in the *Name* field, enter your Name. In the *Email address* field, enter your email address. Click **Join**. The meeting will automatically open in Webex.
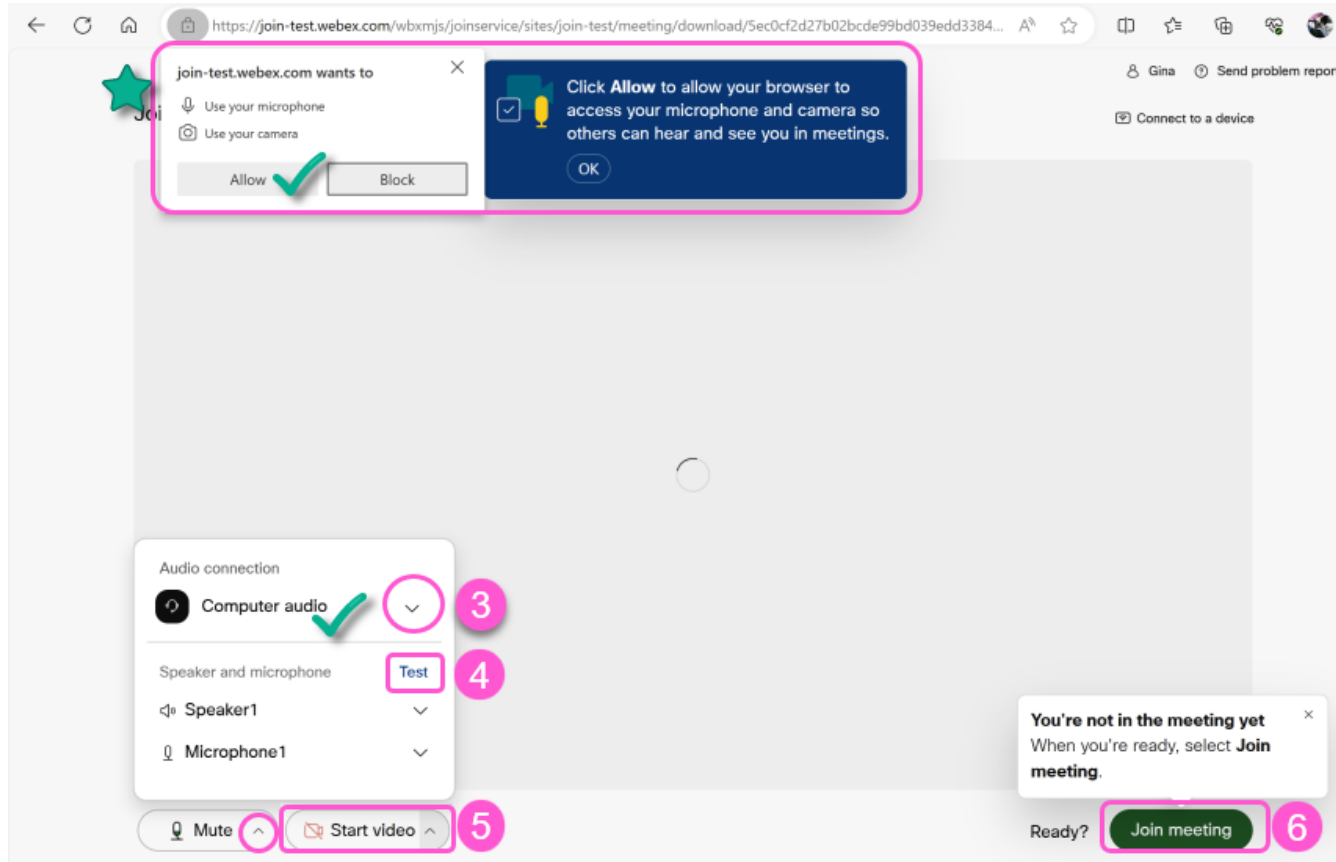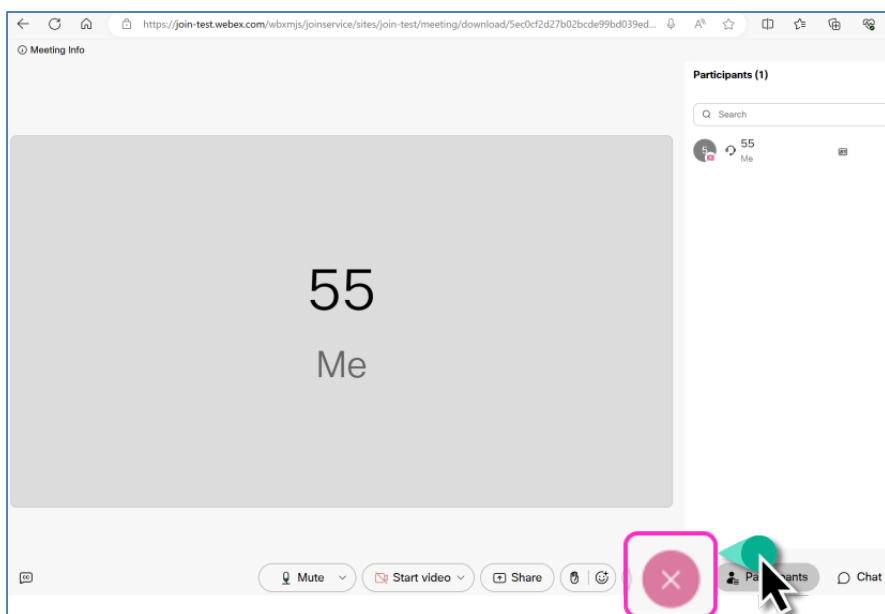

TIP: If prompted click Join from your browser

TIP: If prompted to allow Webex to use your microphone and camera click Allow.

3. Use the **arrow next to the Mute button** to ensure the **Audio Connection** is using **Computer Audio**.
4. Test your Speaker and Microphone by clicking **Test**.
5. Click **Start Video** to turn your camera on.
6. Click **Join meeting**.

7. To leave the Test Meeting, click the **Red X** at the bottom of the screen.
8. In the confirmation window, click **Leave Meeting.**

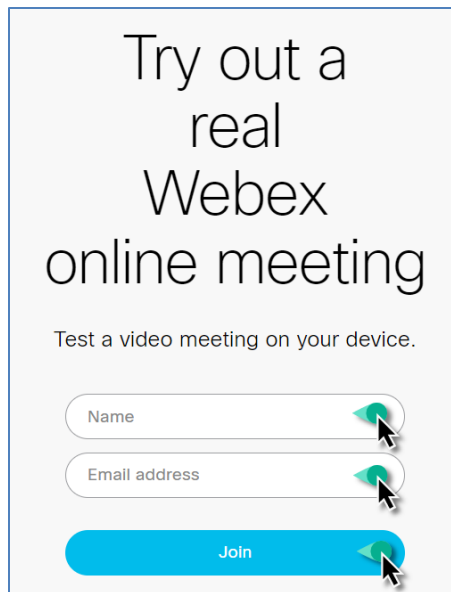   **You have successfully tested Webex!**
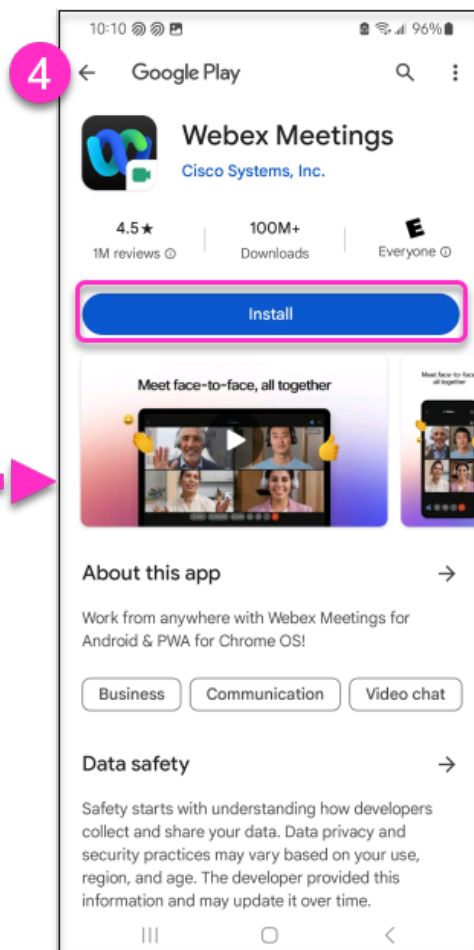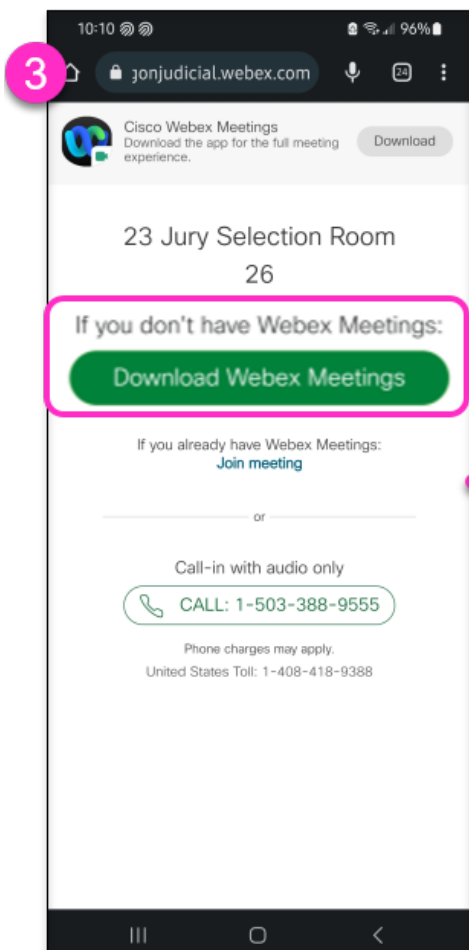
Test Webex on an Apple or Android Device

Follow the steps below to verify that Webex is working properly on your iPhone or Android device.

1. **In your device's web browser, navigate to https://www.webex.com/test-meeting.html.**
2. On the Webex Test page, in the *Name* field, enter your Name. In the *Email address* field, enter your email address. Click **Join**.
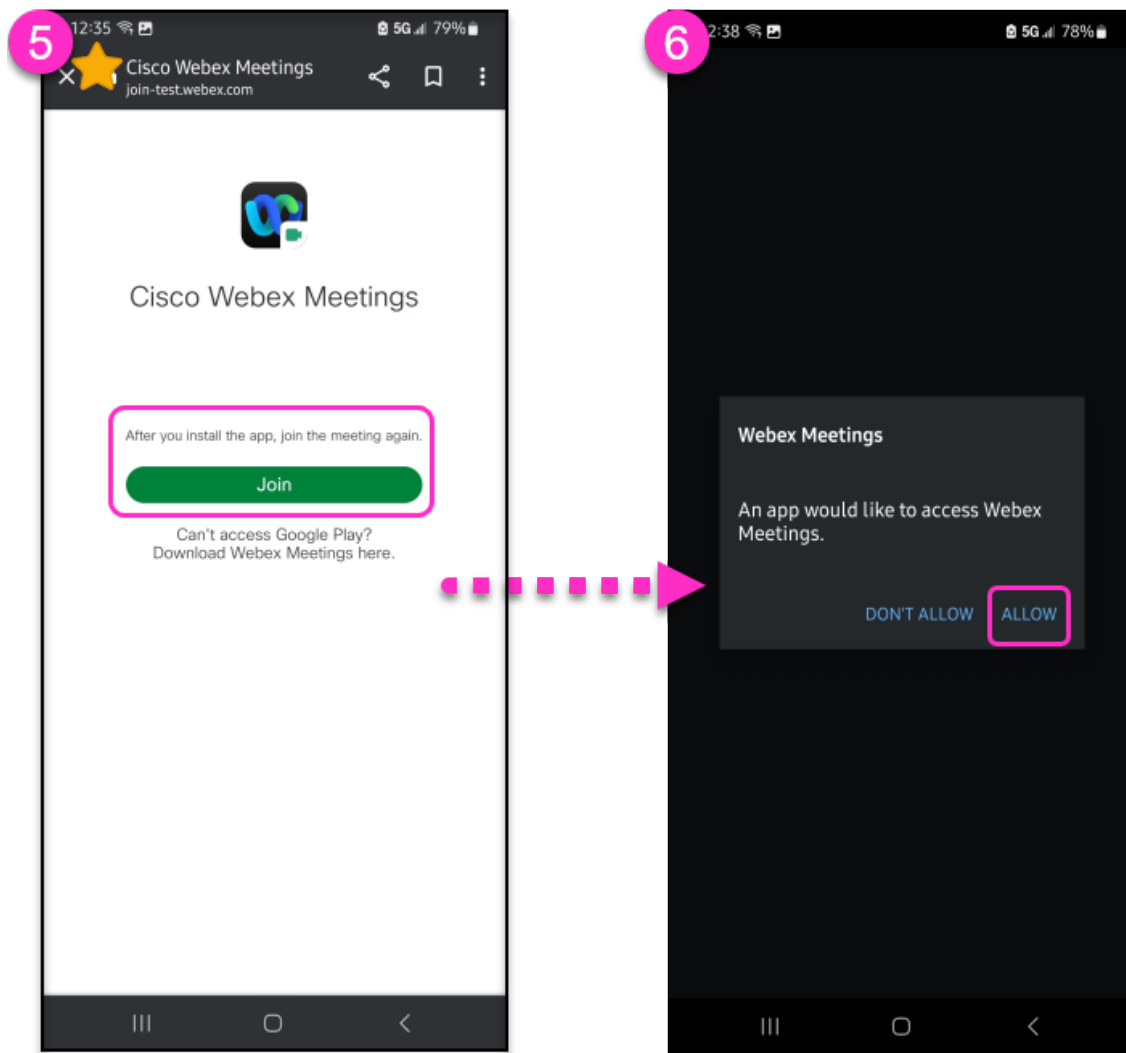
> - If you already have the Webex app, the meeting will automatically open in Webex. Go to step 6.
> - If you **do not** have the Webex App installed on your device, continue with step 3.

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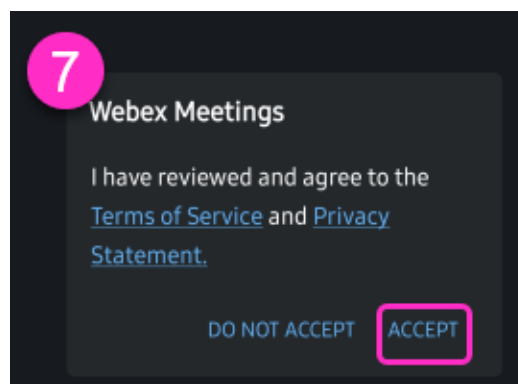4. Tap **Install** to install the Webex Meetings app.

5. Navigate back to the Webex.com/Test-Meeting window in your browser and Tap **Join**.
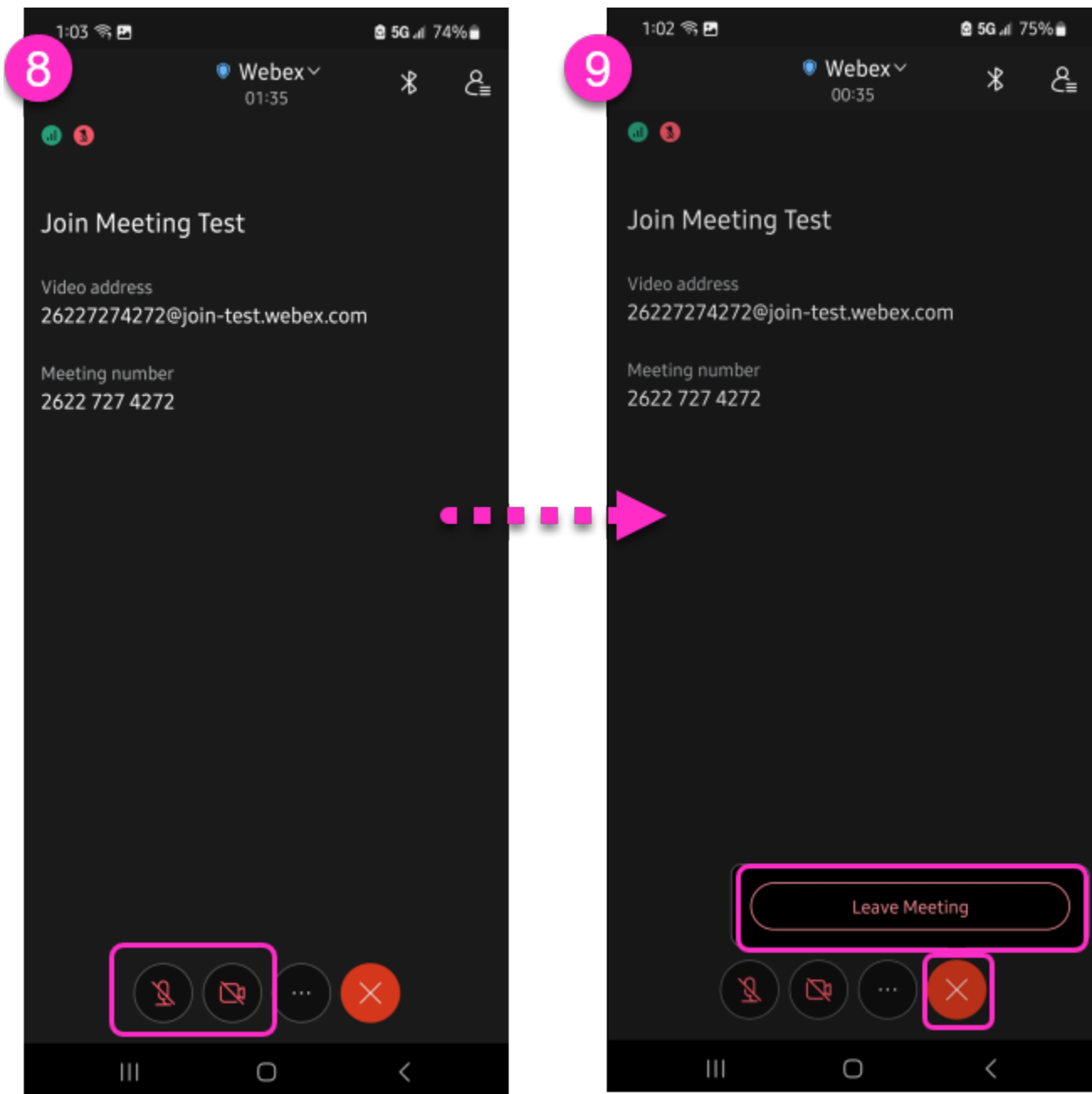6. Tap **Allow** when prompted to access the Webex app.

7. Tap **Accept** after agreeing to the Terms of Service.

   ➢ If prompted **Allow** Webex to Record audio or use your mic or camera.

   ➢ You are now in the Test Meeting.

8. Tap the **microphone icon** to unmute your mic, Tap the **video icon** to turn on your video.
9. To leave the meeting Tap the **Red X** and **Leave Meeting**.

You have successfully tested Webex!