Josephine County Circuit Court
Remote Hearings – Cisco WebEx – Instructions

Josephine County Circuit Court is using Cisco WebEx software to host remote hearings. The software is available on most computers and smartphones. Below are instructions on how to install and run the software.
FULL Help Site available from the Cisco WebEx site at: https://help.webex.com/en-us/
Additional Video Instructions Available on YouTube ▶ **(Search "Cisco WebEx Tutorials")**

Please perform installation before your court hearing to avoid delays and/or technical difficulties.

Invitation
You will receive an invitation at the email address you have provided to the court for the date/time of your hearing *at least 48 hours* before it is scheduled. *(Check junk mail folders if you do not see an email.)*
The invitation will include an access code and meeting password as well as a link to click to join the meeting.

When Friday, April 10, 2020 4:40 AM-5:40 AM   **Location** https://oregonjudicial.webex.com/oregonjudicial/j.php?MTID=mb0f557d820e79f2b194af5d24b52b86c

███████ **invites you to join this Webex meeting.**

Meeting number (access code): ██████████
Meeting password: ████████

Friday, April 10, 2020
4:40 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr

[Join meeting]

> **Tips:**
> - When entering a name: this shows to all attendees, preferred formatting is: First Name Last Name
> - If you are required to enter a Meeting Password, it is contained in your original email.

Join by phone
Tap to call in from a mobile device (attendees only)
+1-408-418-9388 United States Toll
Global call-in numbers

Downloading the Application/Software
You will be required to download the application (mobile) or software (PC) before being able to join a meeting.
This must be done BEFORE the date/time of your court hearing. You can download the needed app/software by:
- Selecting "Join Meeting" in your email on the device you'll be using during the hearing – this will prompt you to download the necessary app/software.
- Visit your mobile device App Store and search for "Cisco WebEx Meetings."
- Visit https://www.webex.com/ on your PC/MAC and click download.

Joining a Meeting
1) When it is time for your hearing, select the "Join Meeting" button in your email.
2) The first time you use WebEx, a "Cisco WebEx" installer will pop up. On mobile devices, you will be prompted to download the app. (See "Downloading the Application/Software.")
3) Accept the Terms of Service and Privacy Statement and install the necessary app/software.
4) Make sure your audio and video (microphone and webcam) are enabled so everyone in the hearing can see and hear you.

Troubleshooting
If you find that your device is not compatible or you are unable to access the videoconference, you may use the phone number provided in your emailed instructions to join the call by phone (no video) at the time of the hearing or contact the court at 541-476-2309 ext. 0 for the court receptionist (have your case # and hearing time ready).