

## Cisco WebEx Events – How to Join a WebEx Events

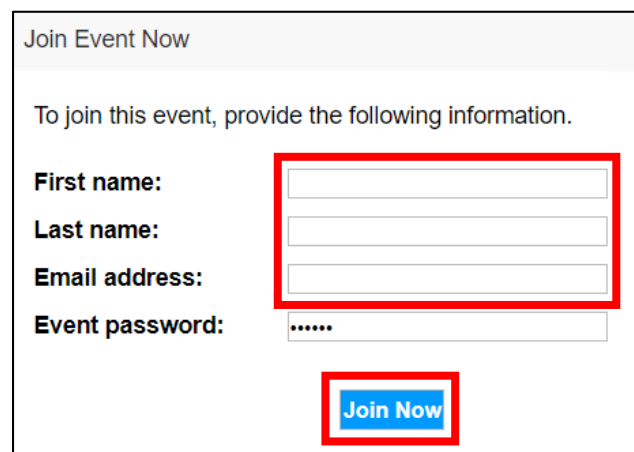
In order to attend a court hearing through WebEx you will need to use the WebEx link that has been included in this email. **Online hearings will open 15 minutes prior to the assigned time. You will NOT be able to join the online hearing prior to that time.**

We have found that the best results have come when using Google Chrome as the web browser for this process, but most browsers should work. We have included steps for using Google Chrome below, your preferred browser will have similar but not the exact steps.

Once you click on the link in your email it will use your default web browser to open the landing page for the hearing's WebEx join event now page.

Enter your first and last name and an email address in the required fields. **Note:** Do not delete the event password. It will populate automatically when you use the link provided in your email.

Select **Join Now** to continue.



Join Event Now

To join this event, provide the following information.

**First name:**

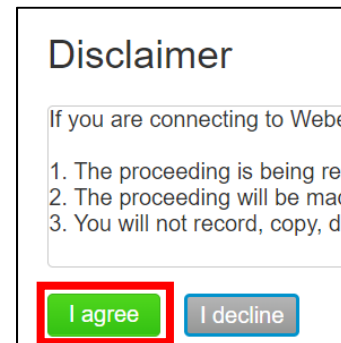
**Last name:**

**Email address:**

**Event password:**

[Join Now](#)

Please read the Disclaimer prior to selecting I agree to move forward.



Disclaimer

If you are connecting to WebEx...

1. The proceeding is being recorded.
2. The proceeding will be made available for public viewing.
3. You will not record, copy, distribute, or otherwise use the recording for any purpose other than that for which it was provided.

[I agree](#) [I decline](#)

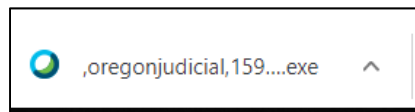
You may elect to Add WebEx to Chrome if you will be attending multiple hearings. If not you may select [Run a temporary application](#) to join this meeting.



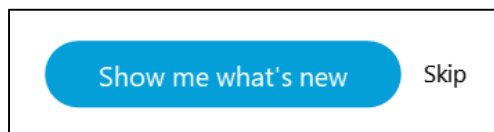
[Add Webex to Chrome](#)

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

A temporary application will download. Please select the application in the lower left side of the screen to continue.



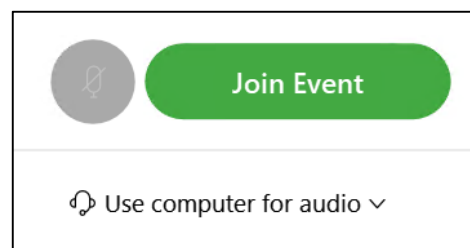
You may read through the introductory slides or select **Skip** to enter the meeting.



Prior to entering the hearing, you may select one of three options for listening to the audio for the hearing. You may:

- 1) Use the computer for audio – Your computers speakers will play the hearing audio.
- 2) Call me – You will be asked to enter a telephone number and the WebEx system will call that telephone number. The video will continue to be on your laptop, but the audio will come through your telephone.
- 3) Call in – You will be given a telephone number to call as well as an access code and attendee ID. The video will continue to be on your laptop, but the audio will come through your telephone.

Using the computer for audio is the default. If you would like to select a different option, you can select the words **Use computer for audio** to select your preferred method. If you want to use the computer for audio you can select **Join Event** to enter the hearing.



### Changing the View

You have three options for how to view the participants in the hearing:

- 1) Active Speaker and thumbnail video view – This view is the default view and will display whoever is speaking in the primary video, while allowing you to see up to five thumbnail videos of other participants.
- 2) Grid View – This view will allow you to see up to 25 participants at the same time.
- 3) Active Speaker video view – This view will display a full-screen video of whoever is speaking.

To change views, hovering over the Active Speaker and thumbnail video view in the top right of the screen will expand the options. Select your desired view.

