🕐 **Please complete this checklist at least 2 days before your service date.**

## 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, please complete the tasks below. Some steps require your Juror Panel Number, which is located in your jury duty email. Thank you for serving!

## Checklist

Please complete these tasks at least 2 days before your service date:

- ☐ Download and Install Webex (20 min)
  - Windows Instructions
  - Mac Instructions
  - iPad Instructions
  - iPhone Instructions
  - Android Instructions
- ☐ Test Webex (15 min)
  - Windows or Mac Instructions
  - iPad Instructions
  - iPhone or Android Instructions
- ☐ Watch Video: Answering the Call for Jury Duty (3 min)
- ☐ Watch Video: Justice for All (19 min)
- ☐ Watch Video: Oregon Implicit Bias (12 min)

**If you have questions or issues, please email MUL.JuryDuty@ojd.state.or.us. In your email, please include a phone number where we can reach you.**

# Download and Install Webex on Windows

Follow the steps below to download and install Webex on your Windows computer. These steps will work in any modern web browser, such as Chrome, Edge, or Firefox. The screenshots below show Chrome.

**Step 1**  In your web browser, navigate to https://oregonjudicial.webex.com. You'll be taken to the Webex Downloads page.

**Step 2**  On the Webex Downloads page, click **Download**.
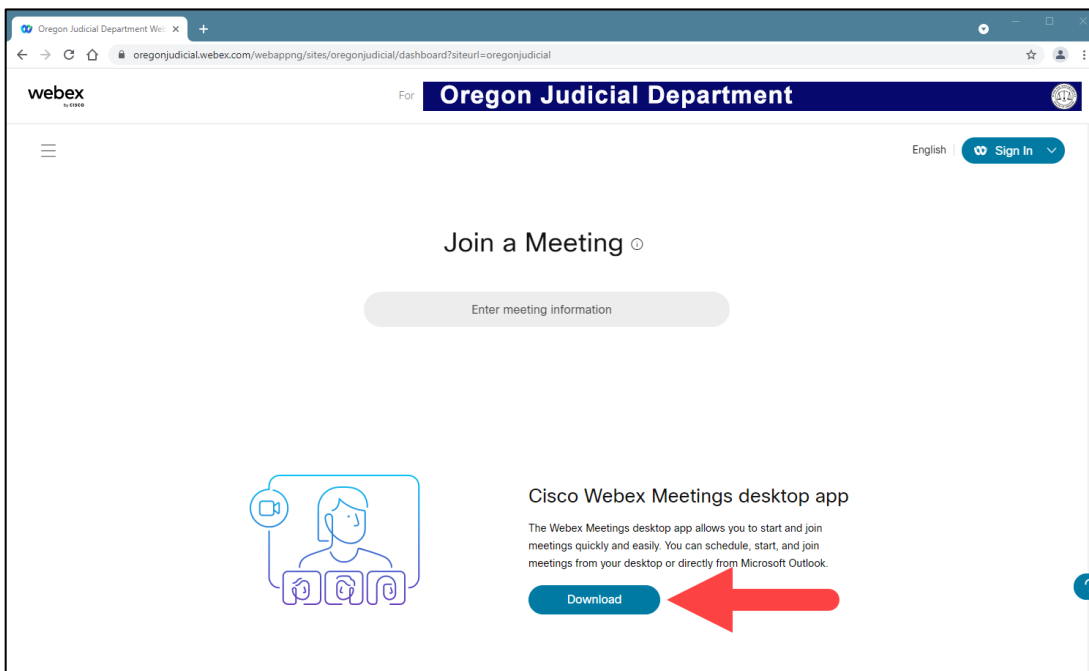


**Step 3**  When the Webex installer (webexapp.msi) is finished downloading, click it. The Webex installer will open.
*Tip: If the installer doesn't appear at the bottom of your browser, it can be found in your Downloads folder.*
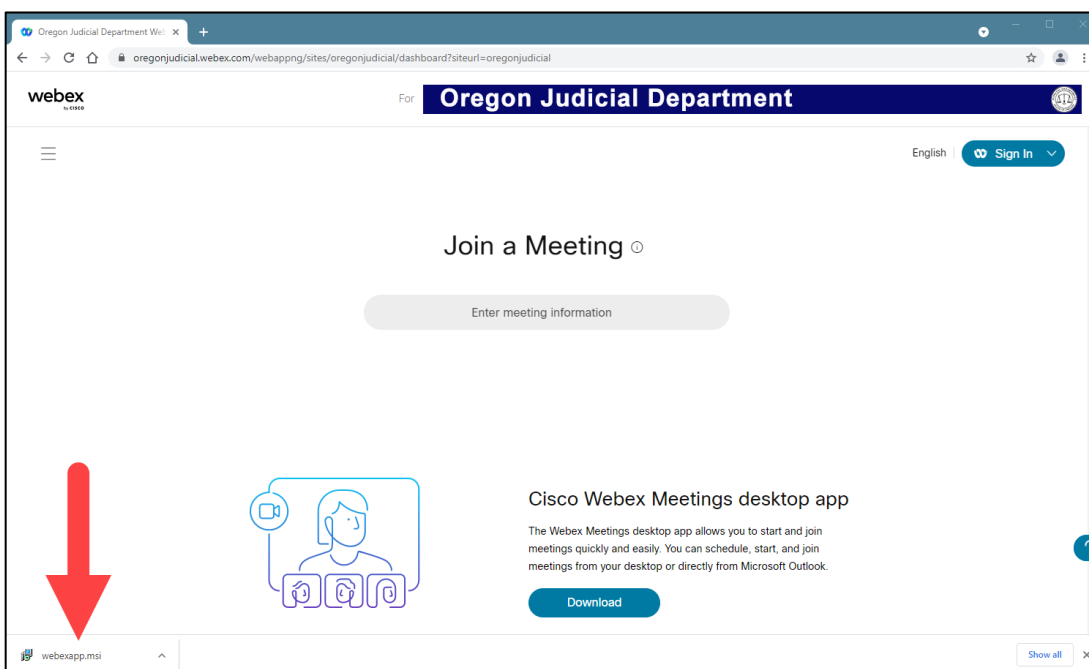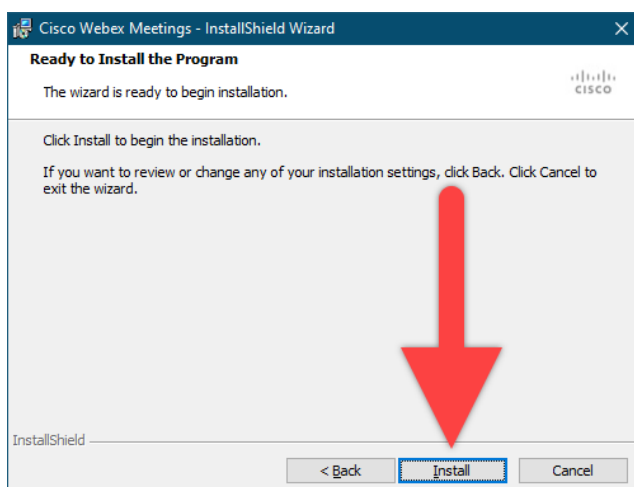
**Step 4**    In the Webex Installer, click **Next**.
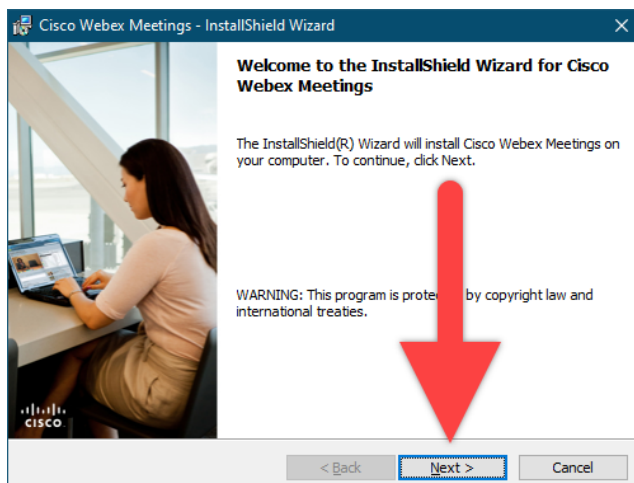


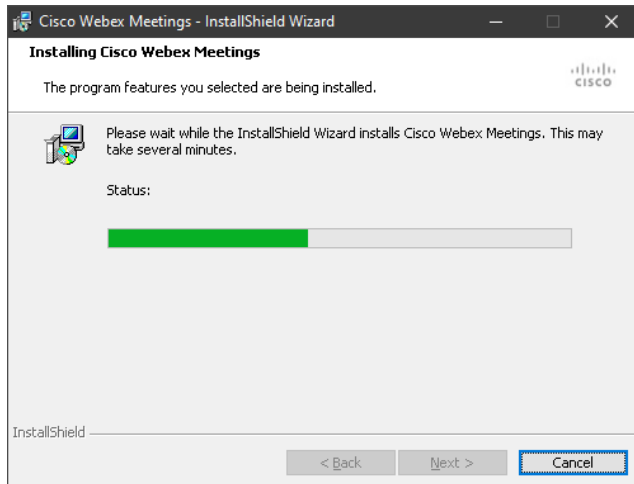**Step 5**    Select **I accept**, then click **Next**.
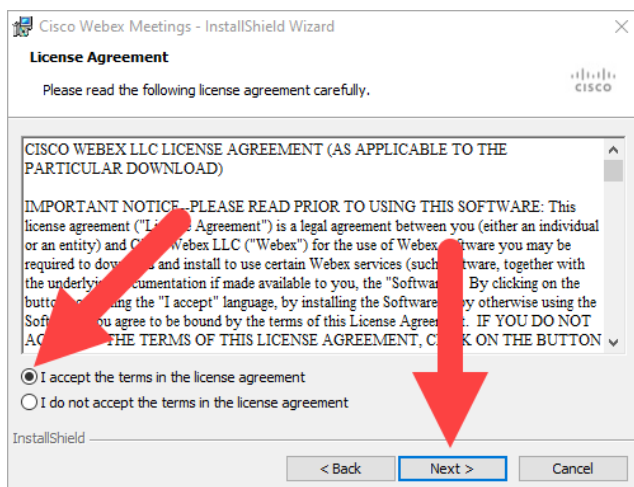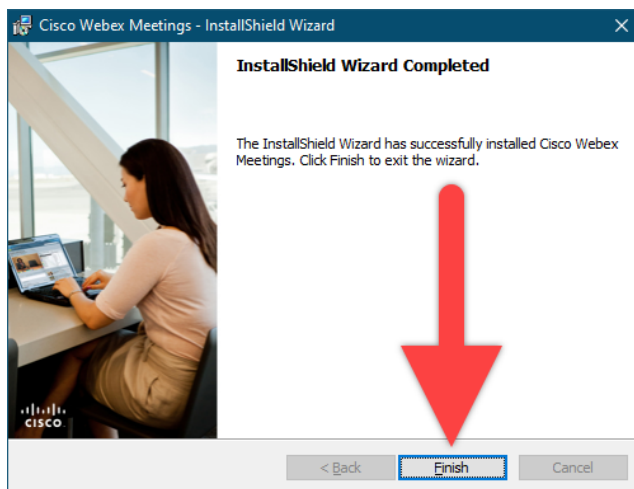


**Step 6**    Click **Install**.

*Tip: If a security warning appears, click OK or enter your credentials to allow the install.*
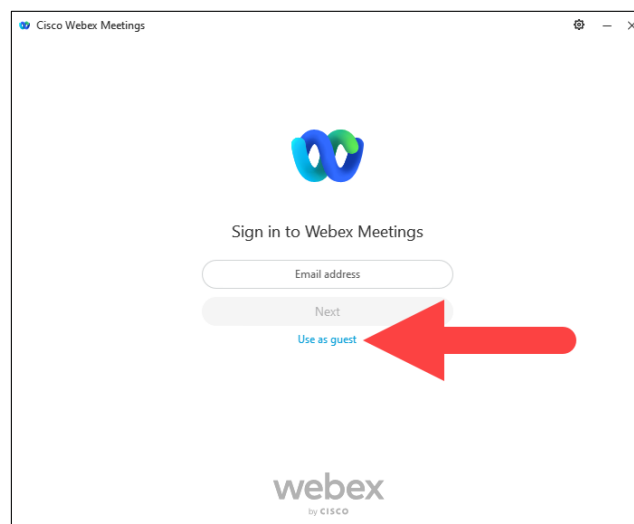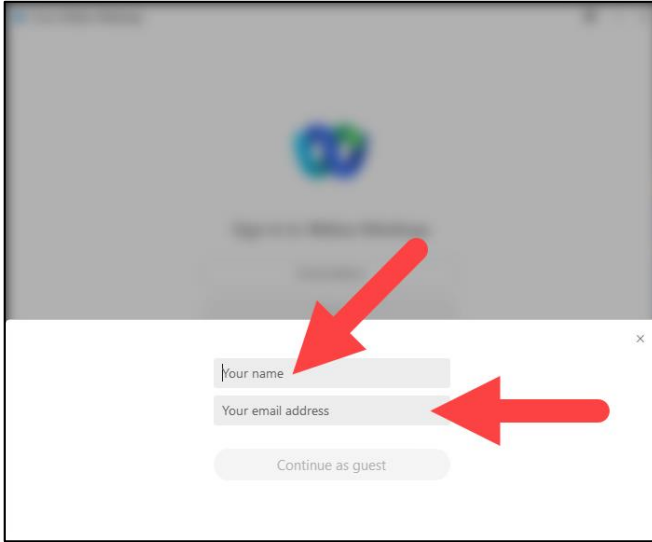
**Step 7**    Wait for Webex to install.



**Step 8**    When the install is finished, click **Finish**. The installer will close, and Webex will automatically open.
*Tip: If Webex doesn't open, it can be opened from the Start menu, under Cisco Webex Meetings.*



**Step 9**    In Webex, click **Use as guest**.

**Step 10**    In the *Your name* field, enter your Juror Panel Number. In the *Your email address* field, enter your email address.



**Step 11**    Click **Continue as guest**. A Webex window will appear.

**Step 12**    Once you see the Webex window, you've successfully installed Webex. If you need to change your Juror Panel Number or email address, click the pencil icon, modify the desired field, then press Enter on your keyboard.
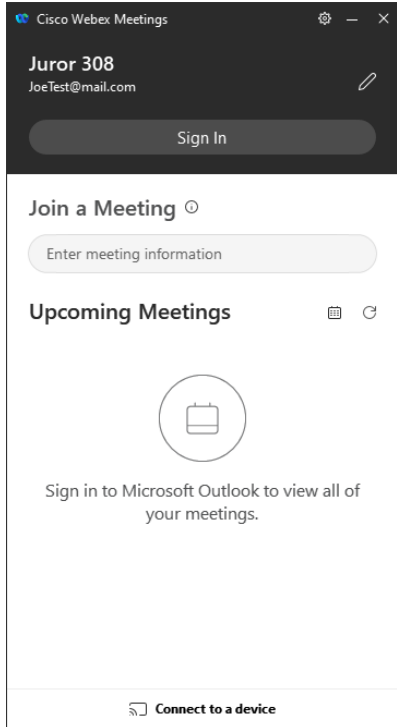


✔ **Excellent job!**
**Please return to the Checklist, then proceed to the next task.**

# Download and Install Webex on Mac

Follow the steps below to download and install Webex on your Mac. These steps will work in any modern web browser, such as Chrome, Safari, Edge, or Firefox. The screenshots below show Safari.

**Step 1**    In your web browser, navigate to https://oregonjudicial.webex.com. You'll be taken to the Webex Downloads page.

**Step 2**    On the Webex Downloads page, click **Download**.
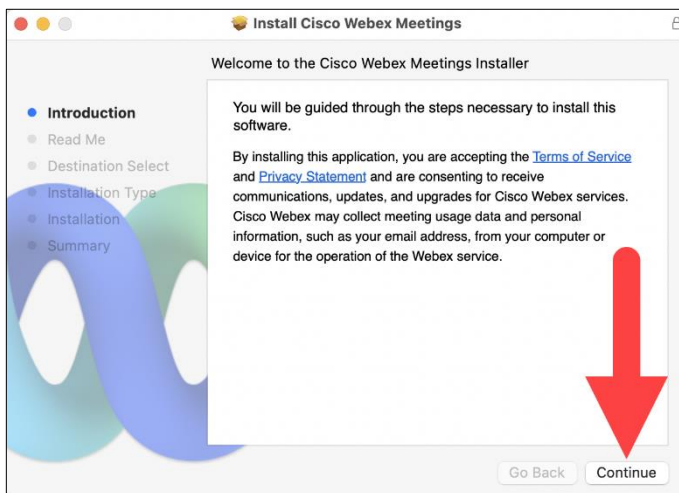*Tip: If a security warning appears, click Allow or Continue to allow the download.*
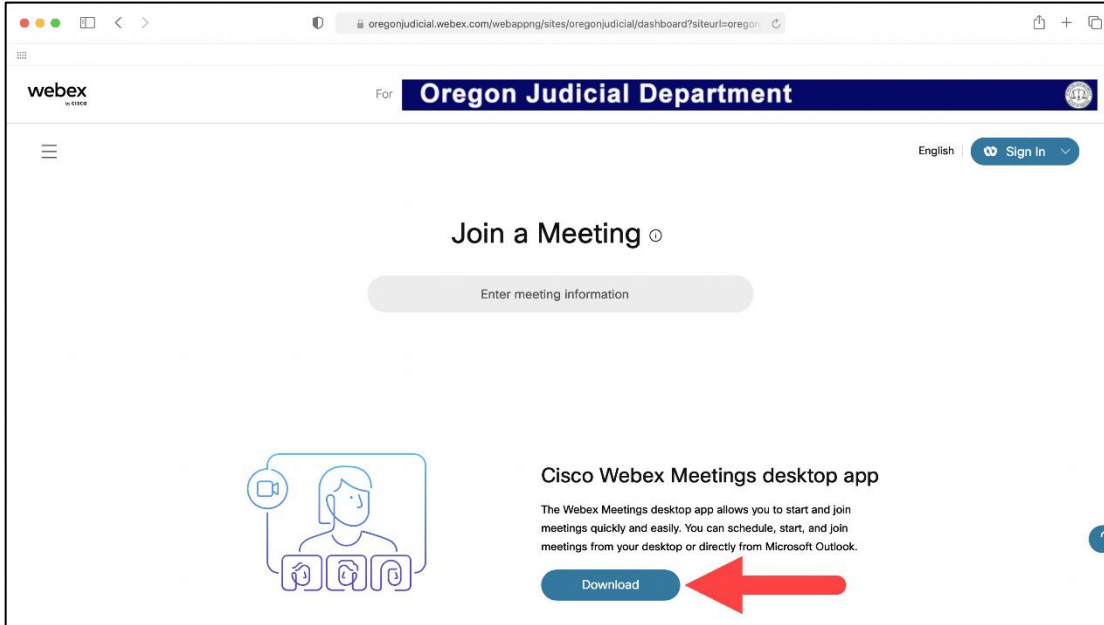


**Step 3**    When the Webex installer (Cisco_Webex_Meetings.pkg) is finished downloading, double click it. The Webex installer will open.
*Tip: If the installer doesn't appear in your browser, it can be found in your Downloads folder.*
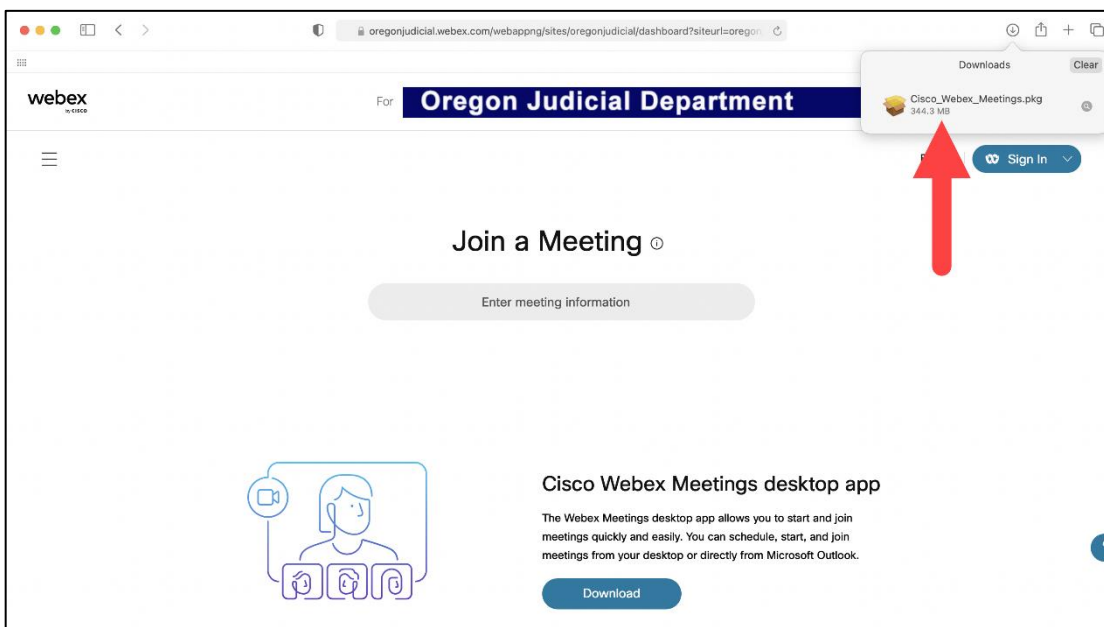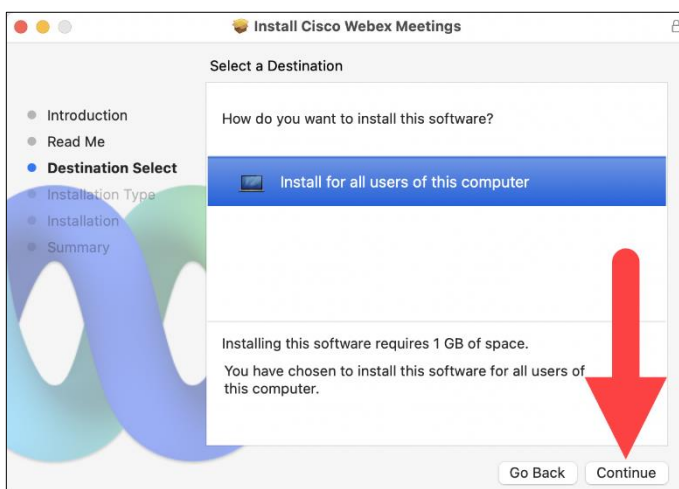
**Step 4**   In the Webex Installer, click **Continue**.
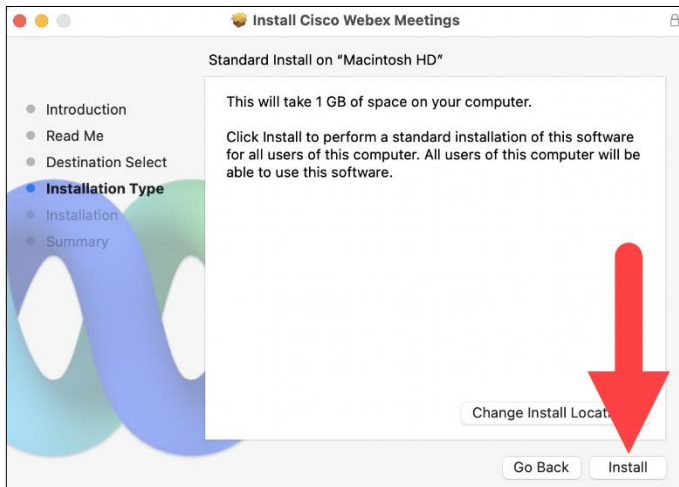


**Step 5**   Click **Continue**.



**Step 6**   If a Select a Destination step appears, click **Continue**. If you don't see Select a Destination, proceed to the next step.
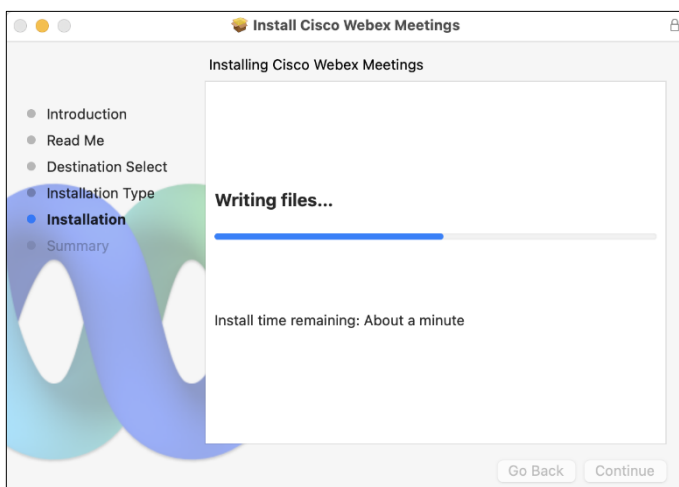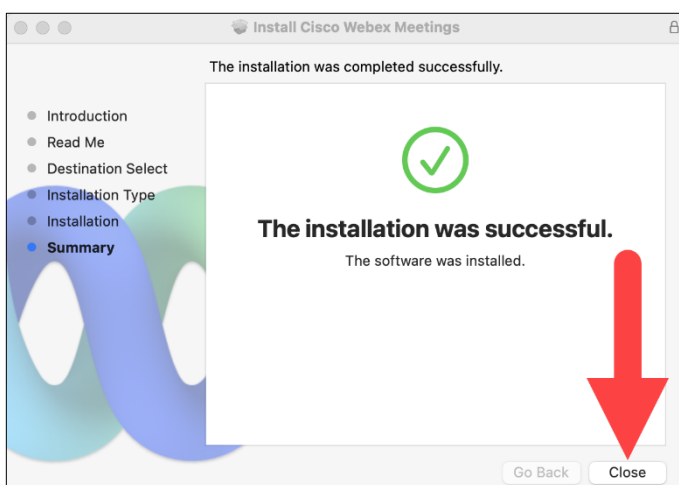
**Step 7**   Click **Install**.

*Tip: If a security warning appears, click Install Software or enter your credentials to allow the install.*
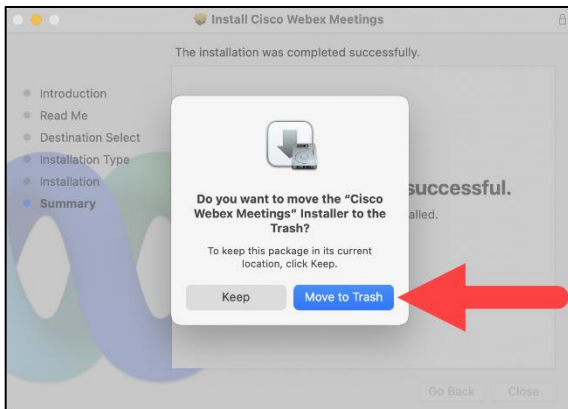


**Step 8**   Wait for Webex to install.



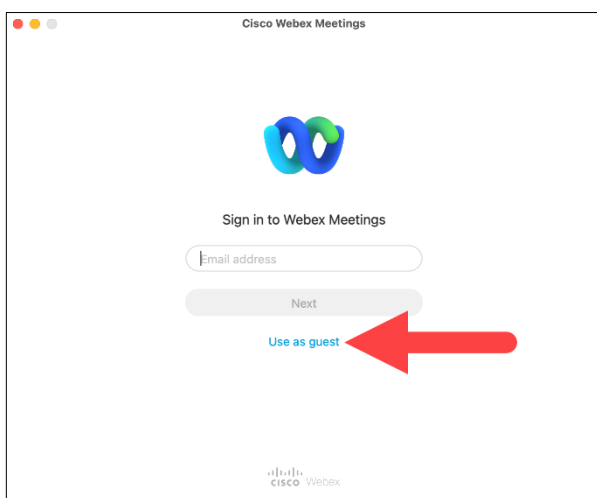**Step 9**   When the install is finished, click **Close**.

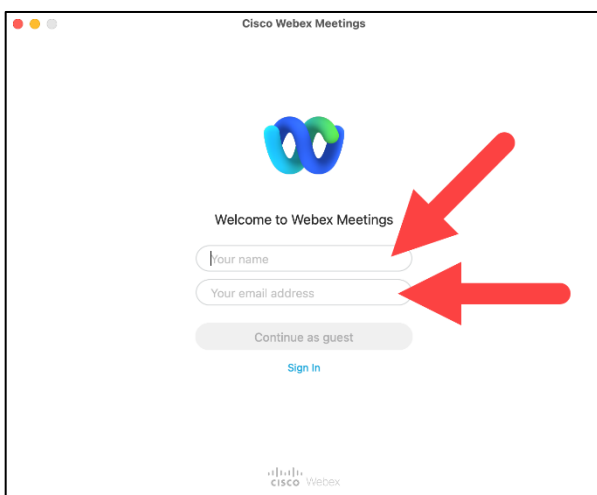**Step 10** Click **Move to Trash** to remove the Webex installer file. Webex will automatically open.

*Tip: If Webex doesn't open, it can be found in your Applications folder as Cisco Webex Meetings.*



**Step 11** In Webex, click **Use as guest**.



**Step 12** In the *Your name* field, enter your Juror Panel Number. In the *Your email address* field, enter your email address.

**Step 13**  Click **Continue as guest**. A Webex window will appear.

**Step 14**  Once you see the Webex window, you've successfully installed Webex. If you need to change your Juror Panel Number or email address, click the pencil icon, modify the desired field, then press Enter on your keyboard.
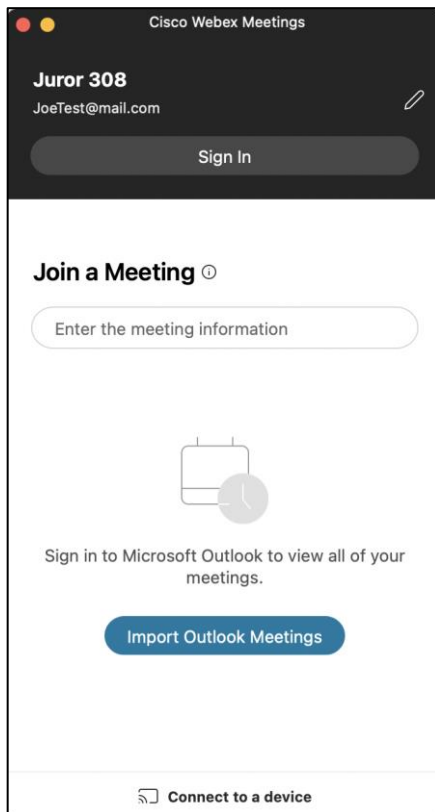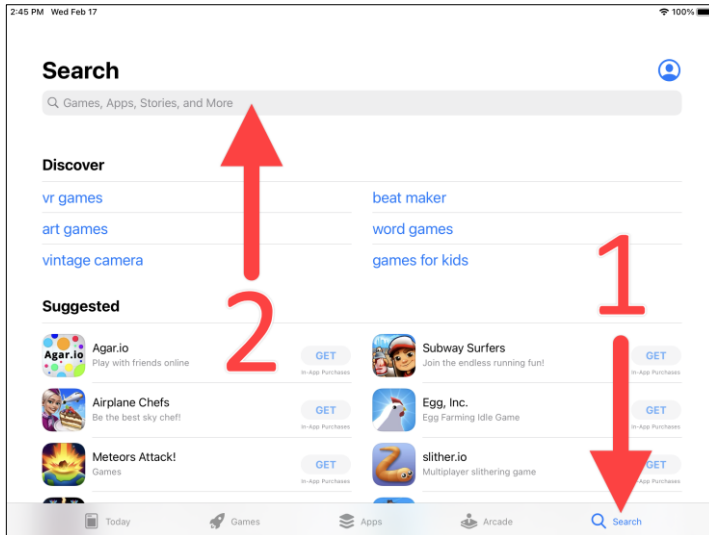


✔ **Fantastic job!**
**Please return to the Checklist, then proceed to the next task.**
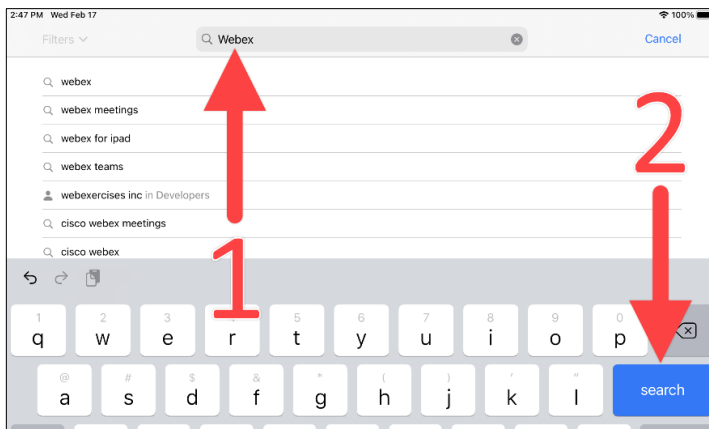
# Download and Install Webex on iPad

Follow the steps below to download and install Webex on your iPad.

**Step 1**    Open the App Store.

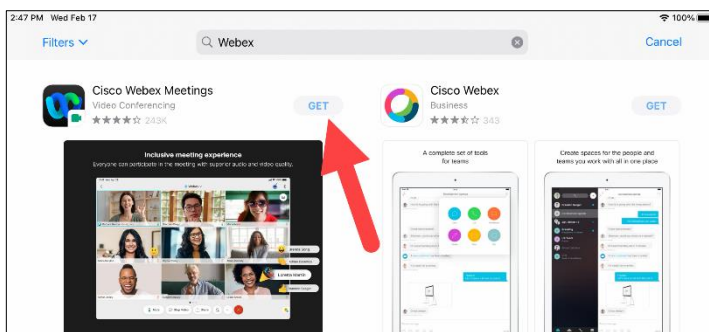**Step 2**    In the App Store, tap **Search**, then tap the search bar.



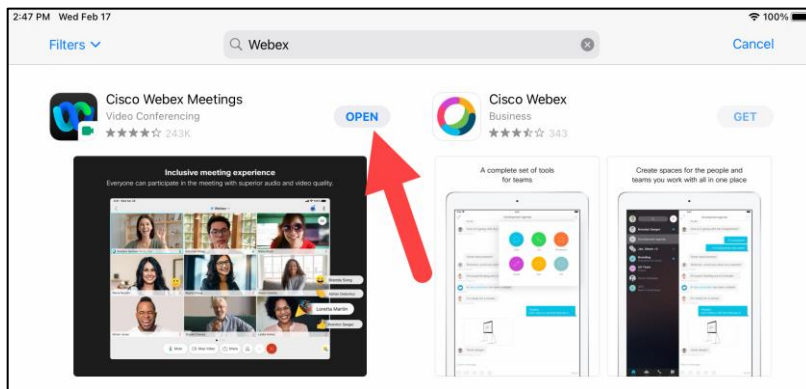**Step 3**    Type Webex, then tap **search**.



**Step 4**    Tap **GET** beside Cisco Webex Meetings. Webex will begin downloading.
*Tip: If you're prompted for your Apple ID and password, enter your credentials to allow the download.*

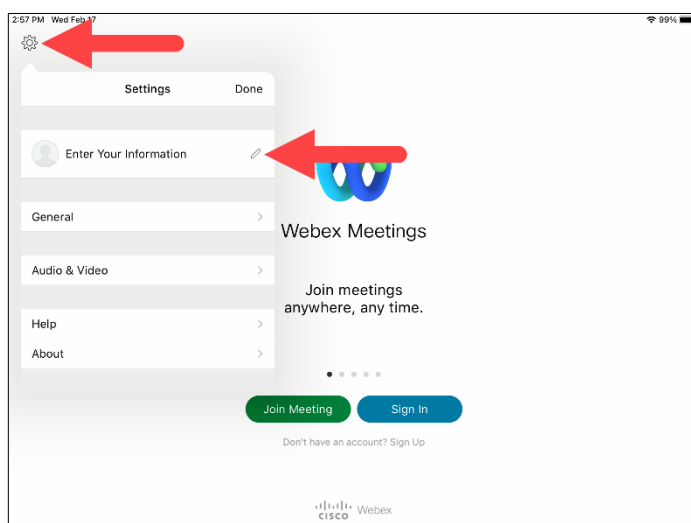**Step 5**    When Webex is finished downloading, tap **OPEN**.



**Step 6**    In Webex, if a Terms of Service message appears, click **I Accept**. If you don't see a Terms of Service message, proceed to the next step.
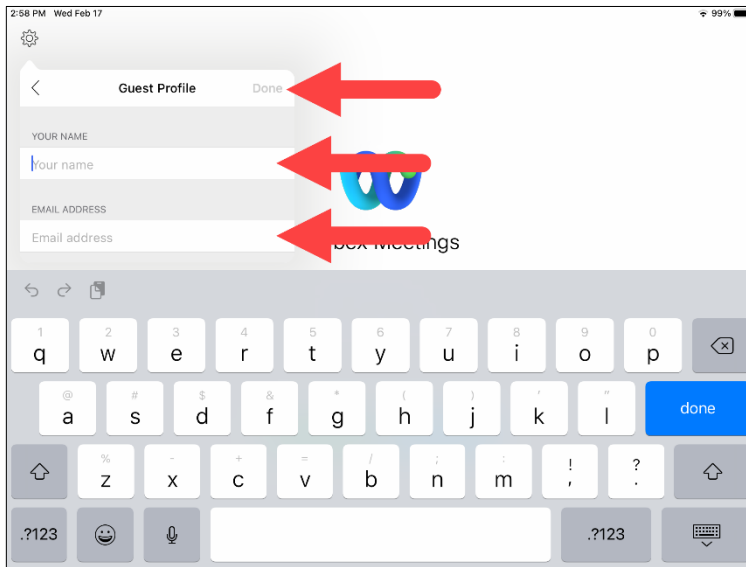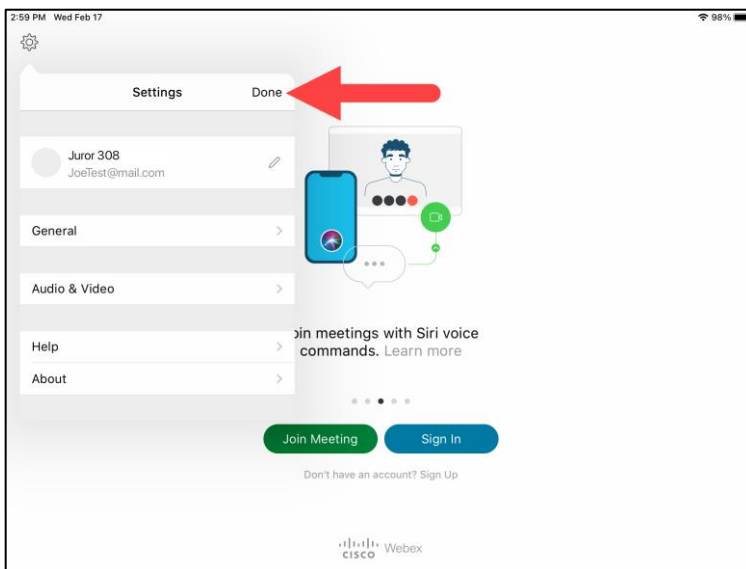*Tip: If a warning appears asking to access the microphone or camera, allow the access.*
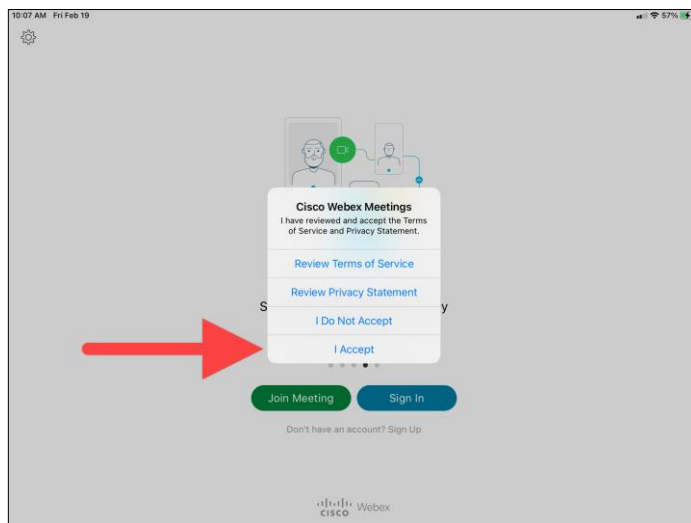


**Step 7**    Tap the gear icon, then tap the pencil icon.

**Step 8**    In the *Your name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **Done**.



**Step 9**    Tap **Done**. You've successfully downloaded and installed Webex.
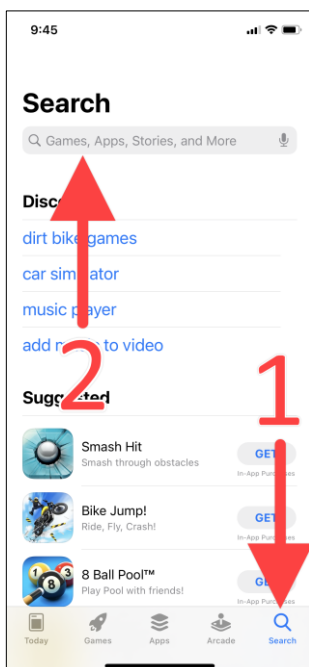


✓ **Wonderful job!**
**Please return to the Checklist, then proceed to the next task.**
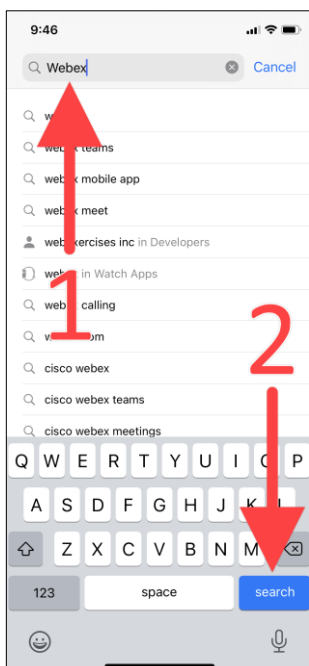
# Download and Install Webex on iPhone

Follow the steps below to download and install Webex on your iPhone.

**Step 1** Open the App Store.

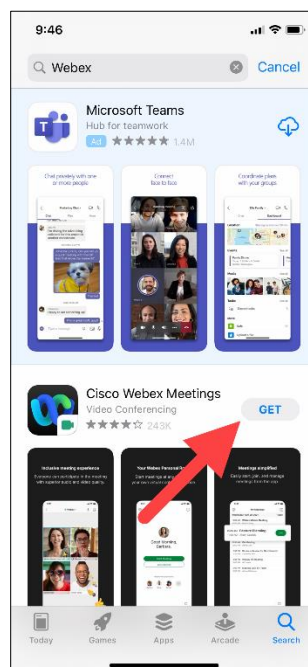**Step 2** In the App Store, tap **Search**, then tap the search bar.



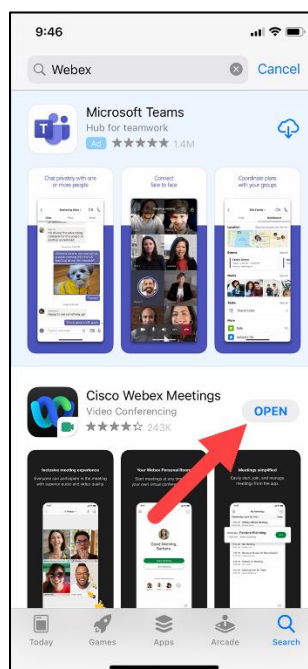**Step 3** Type Webex, then tap **search**.



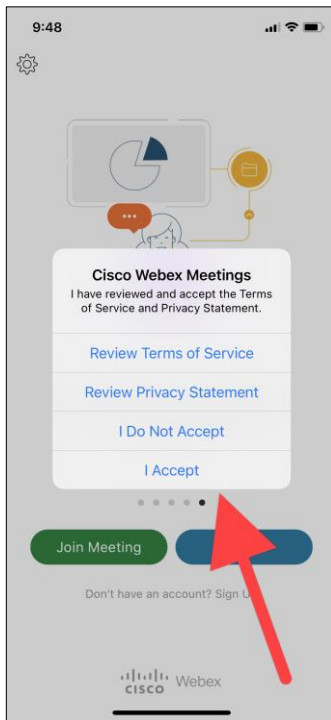**Step 4** Tap **GET** beside Cisco Webex Meetings. Webex will begin downloading.
*Tip: If you're prompted for your Apple ID and password, enter your credentials to allow the download.*
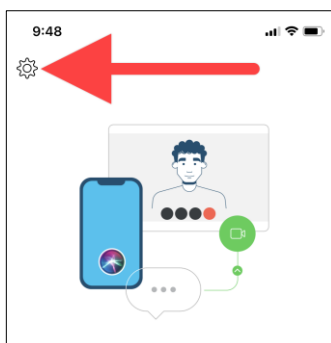


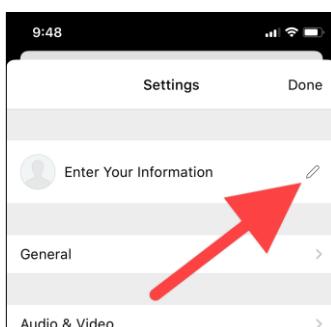**Step 5** When the download is finished, tap **OPEN**.

**Step 6** In Webex, if a Terms of Service message appears, click **I Accept**. If you don't see a Terms of Service message, proceed to the next step.
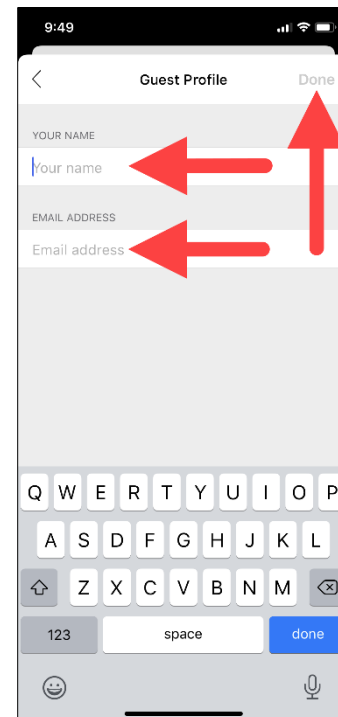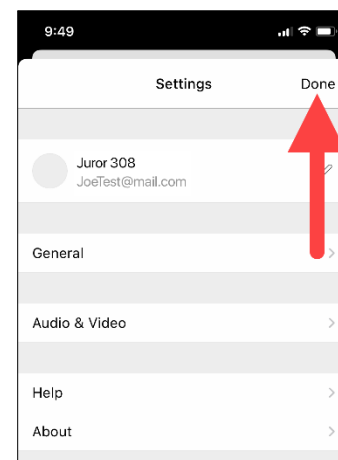


**Step 7** Tap the gear icon.



**Step 8** Tap the pencil icon.



**Step 9** In the *Your name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **Done**.



**Step 10** Tap **Done**. You've successfully downloaded and installed Webex.



**Awesome job!**
**Please return to the Checklist, then proceed to the next task.**
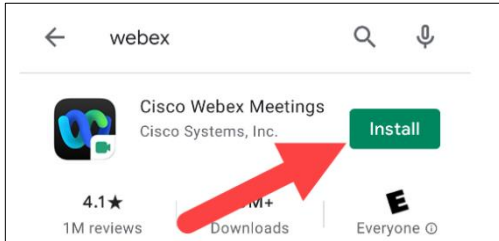
# Download and Install Webex on Android

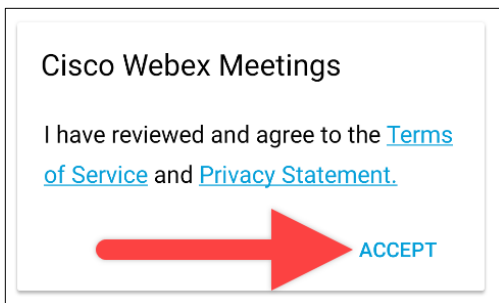Follow the steps below to download and install Webex on your Android device.

**Step 1**  Open the Google Play Store.

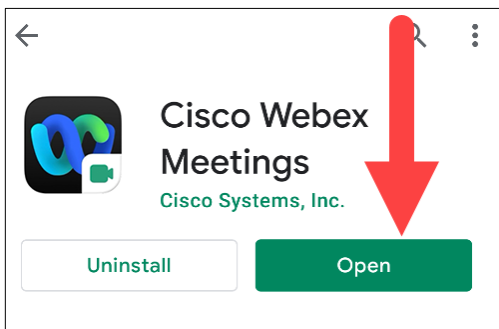**Step 2**  In the Google Play Store, search for Webex.

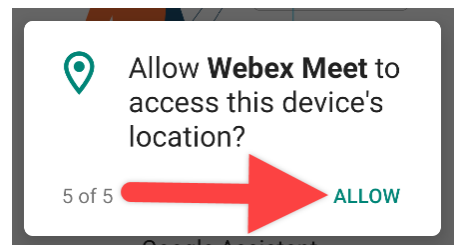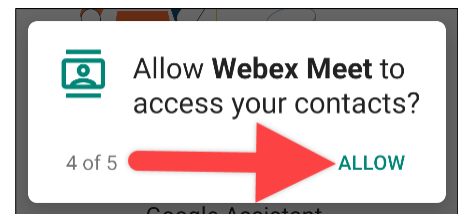**Step 3**  Tap **Install** beside Cisco Webex Meetings. A Terms of Service message will appear.
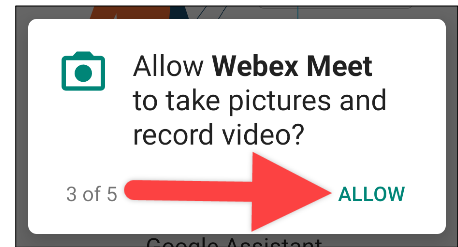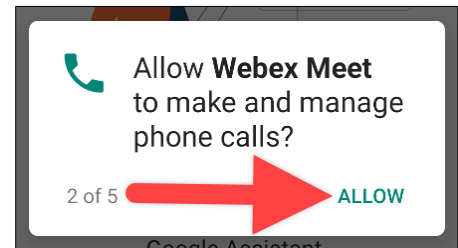


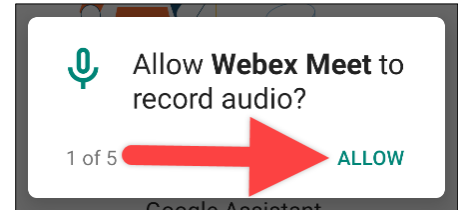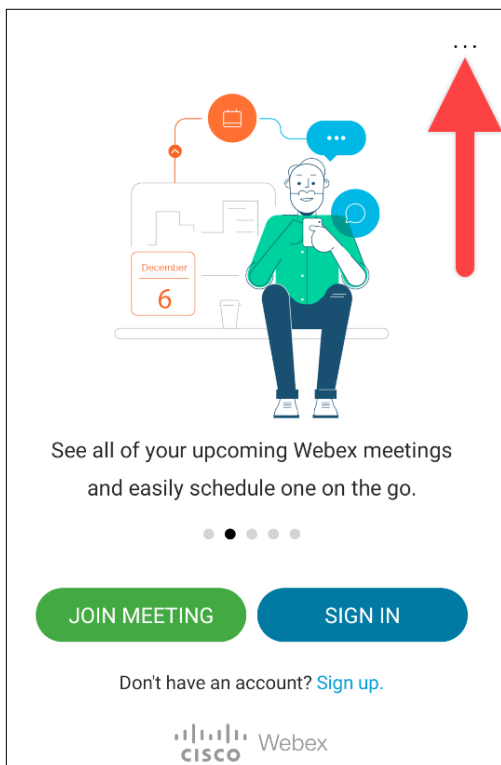**Step 4**  Tap **ACCEPT** in the Terms of Service message. Webex will begin downloading.



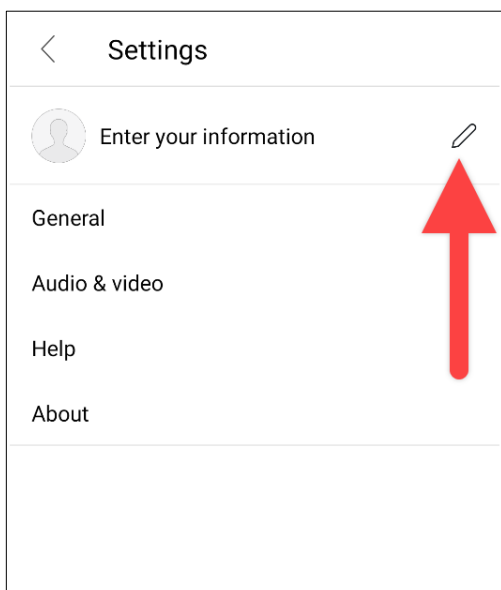**Step 5**  When Webex is finished downloading, tap **Open**.



**Step 6**  If you see the following warnings, tap **ALLOW**. If you don't see the warnings, proceed to the next step.
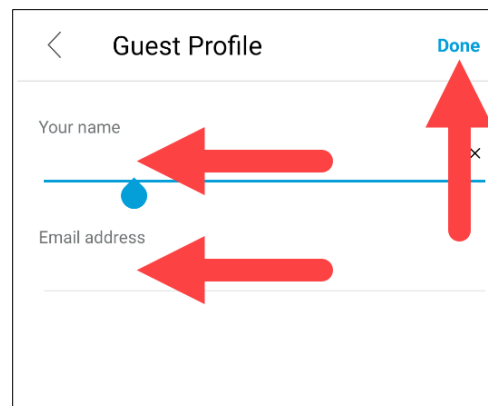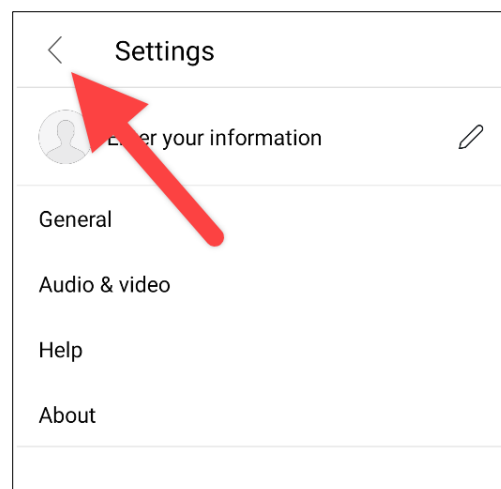
**Step 7**   Tap the ellipsis, then tap **Settings**.



**Step 8**   Tap the pencil icon.



**Step 9**   In the *Your name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **Done**.



**Step 10**   Tap the back arrow. You've successfully downloaded and installed Webex.



✓  **Outstanding job!**
**Please return to the Checklist,**
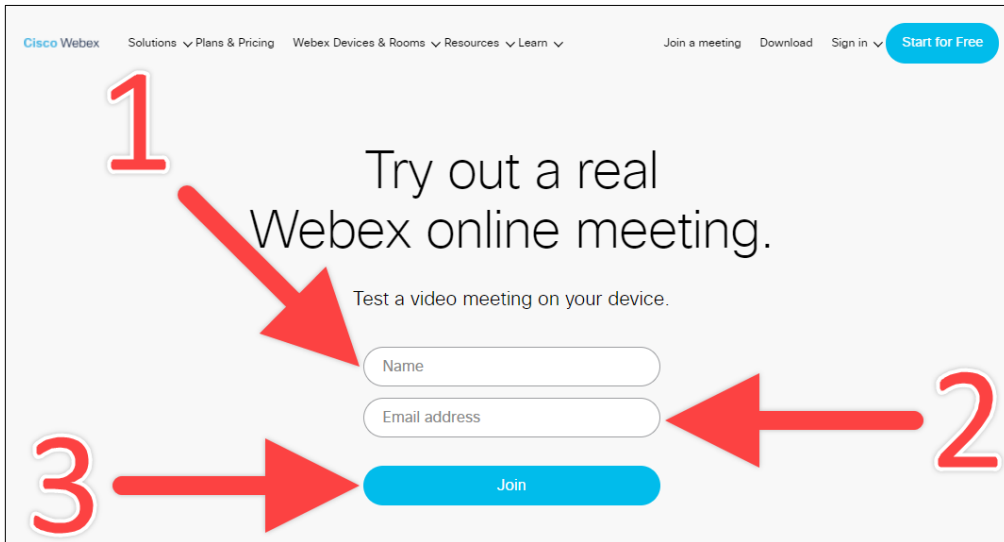**then proceed to the next task.**

# Test Webex on Windows or Mac

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

**Step 1**    In your web browser, navigate to https://www.webex.com/test-meeting.html. You'll be taken to the Webex Test page.

**Step 2**    On the Webex Test page, in the *Name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Click **Join**. The meeting will automatically open in Webex.
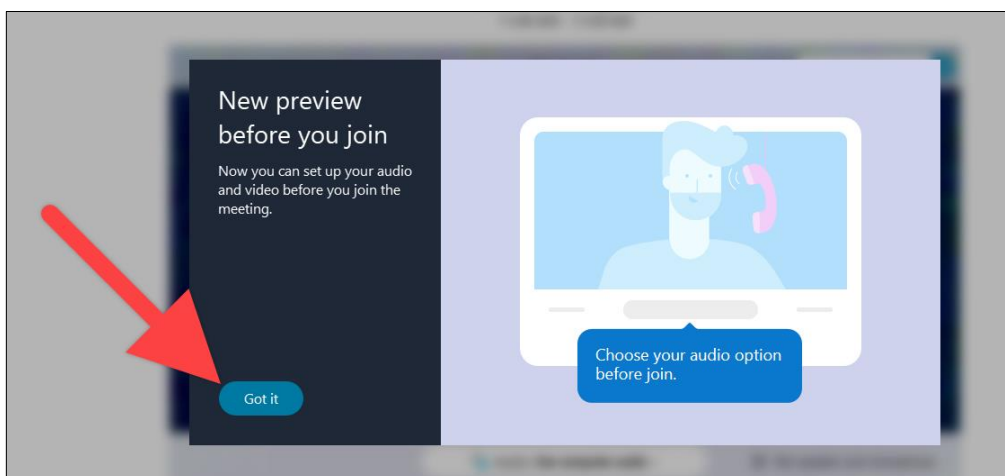*Tip: If a warning appears asking to open the meeting in Webex, allow the meeting to open in Webex.*
*Tip: If a warning appears asking to access the microphone or camera, allow the access.*
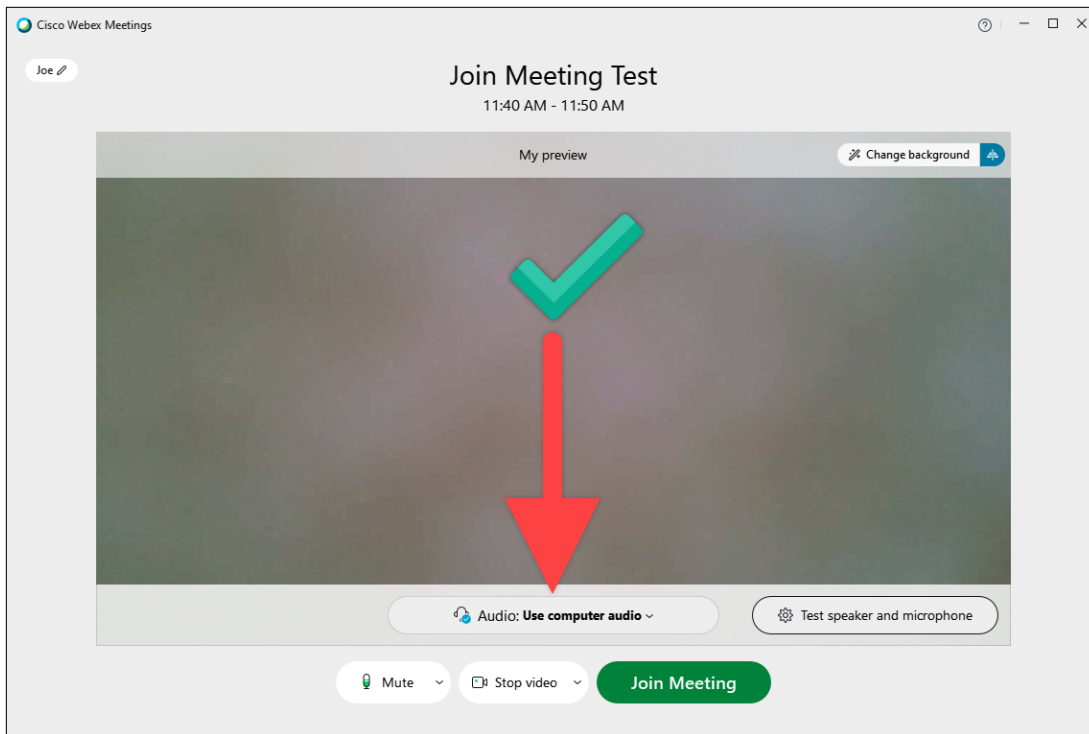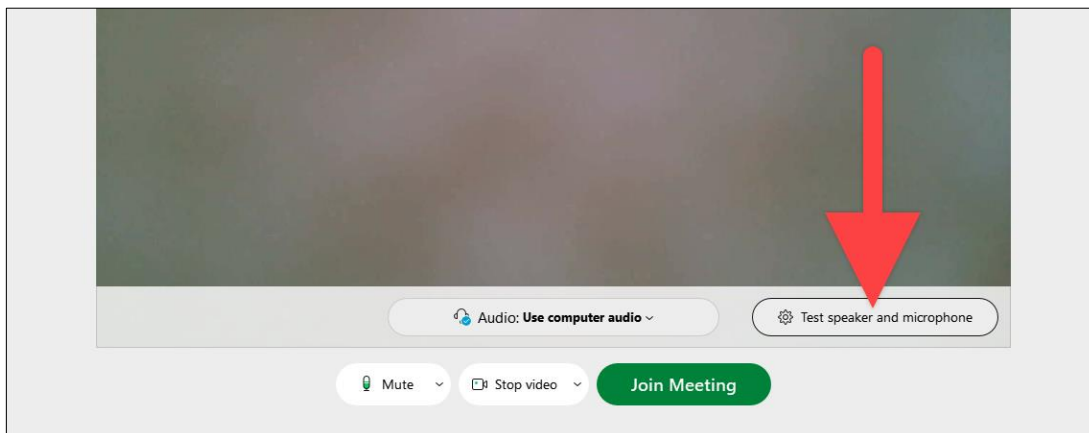


**Step 3**    If a New preview before... window appears, click **Got it**. If this window doesn't appear, proceed to the next step.

**Step 4**     In Webex, ensure **Use computer audio** is selected.
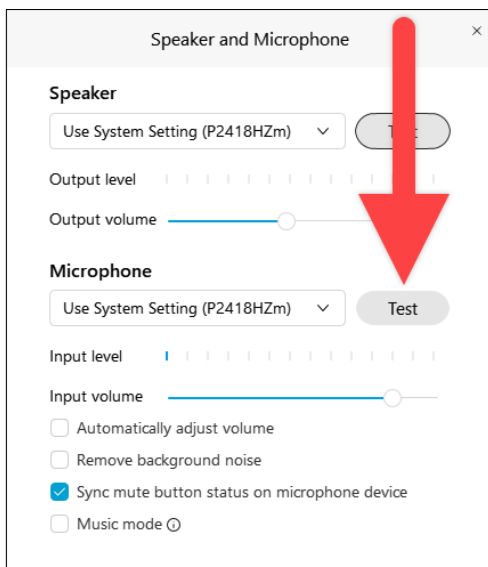


**Step 5**     Click **Test speaker and microphone**. The Speaker and Microphone window will appear.

**Step 6**    In the Speaker and Microphone window, under Speaker, click **Test**. Ensure you can hear the music.
*Tip: If you can't hear the music, raise the Output volume, select a different speaker, and/or ensure your computer's audio isn't muted.*
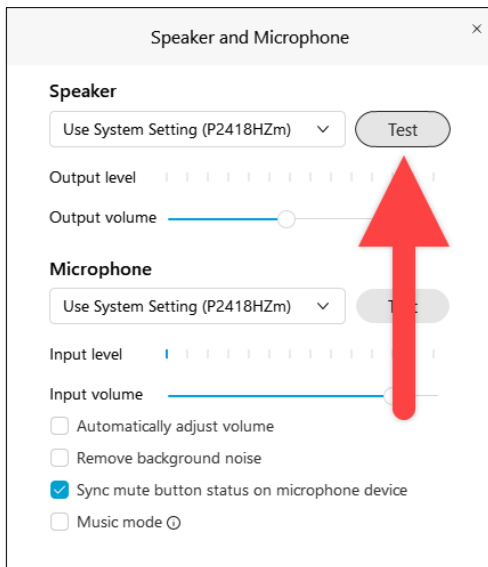


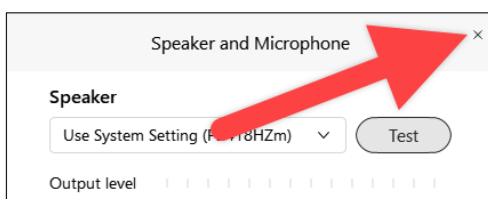**Step 7**    Under Microphone, click **Test**. Say "Hi, I'm ready for court," then wait for the recording to stop.
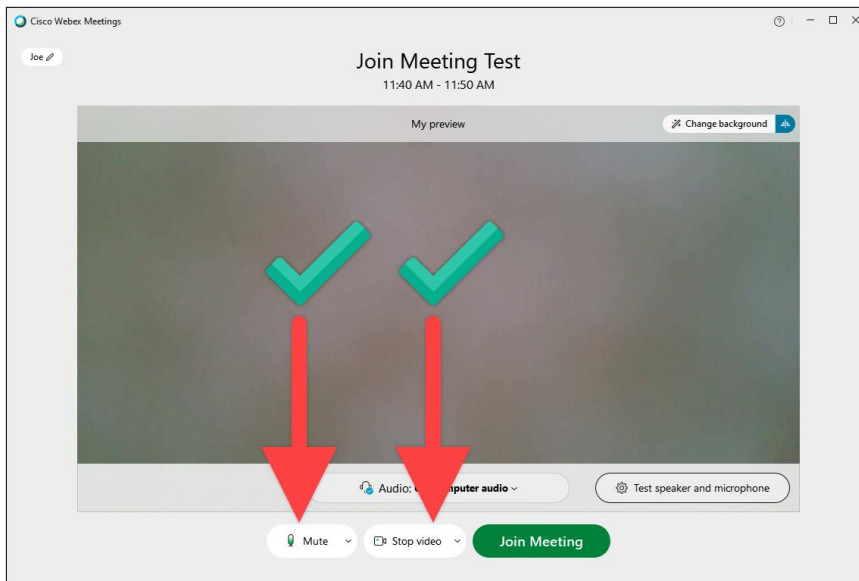


**Step 8**    When the recording stops, your message will automatically play. Ensure you can hear your message.
*Tip: If you can't hear your message, raise the Input volume and/or select a different microphone.*

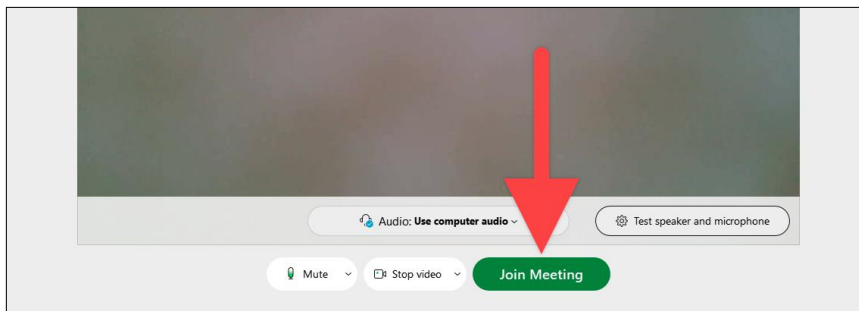**Step 9**    Click the X to close the Speaker and Microphone window.

**Step 10**  In Webex, ensure your microphone is unmuted and your video is started.
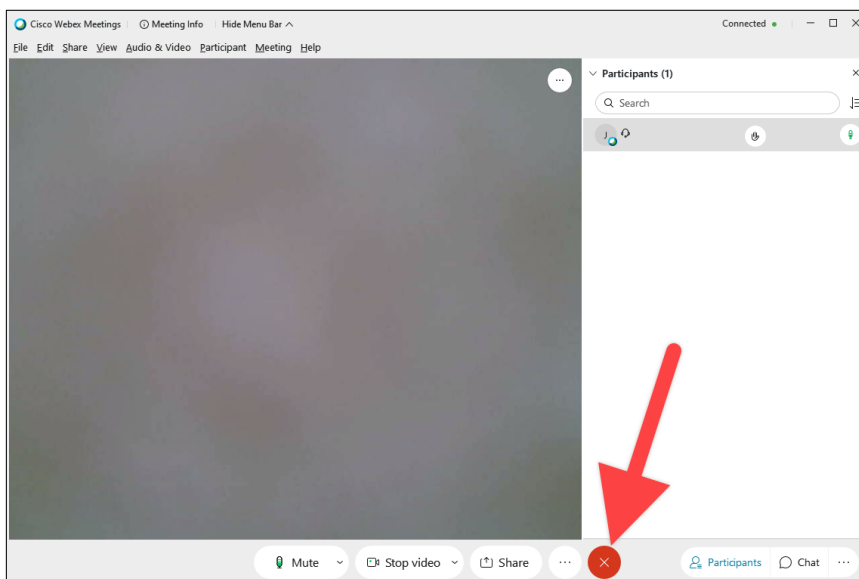


**Step 11**  Under My preview, ensure you can see yourself in the video window.
**Step 12**  Click **Join Meeting**. Webex will add you to the Test Meeting.



**Step 13**  In the Test Meeting, click the circular Leave Meeting button.

**Step 14**    In the confirmation window, click **Leave Meeting**. The meeting will close.
*Tip: If a web browser window opens asking you to sign up for Webex, close the browser window.*
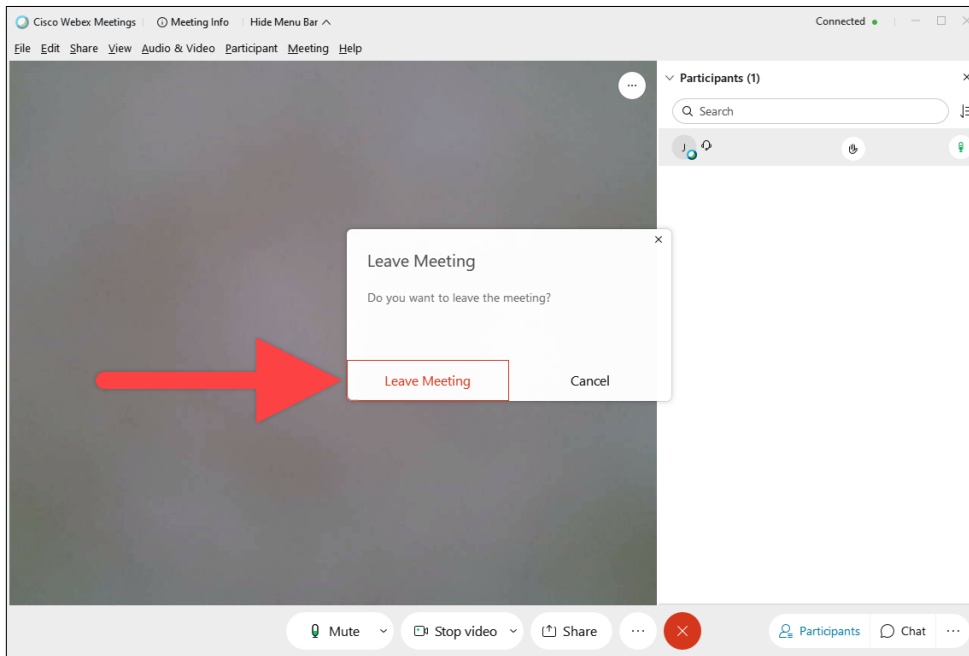


**Step 15**    In the small Webex window, click the X to exit Webex. You've successfully tested Webex.
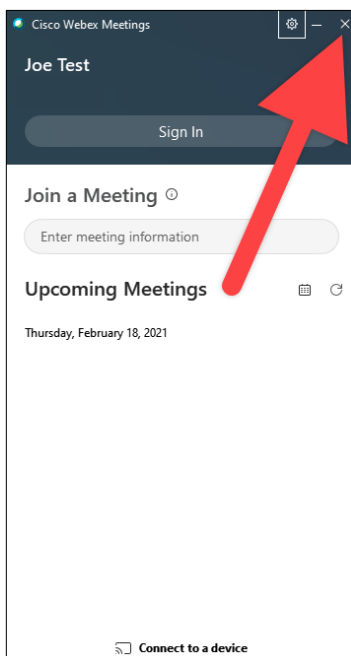


✔ **Marvelous job!**
**Please [return to the Checklist](#), then proceed to the next task.**

# Test Webex on iPad

Follow the steps below to verify that Webex is working properly on your iPad.

**Step 1**    In your iPad's web browser, navigate to https://www.webex.com/test-meeting.html. You'll be taken to the Webex Test page.

**Step 2**    On the Webex Test page, in the *Name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **Join**. The meeting will automatically open in Webex.
*Tip: If a warning appears asking to open the meeting in Webex, allow the meeting to open in Webex.*



**Step 3**    If an Enter Your Information message appears, in the *Display Name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **OK**. If you don't see Enter Your Information, proceed to the next step.
*Tip: If a warning appears asking to access the microphone or camera, allow the access.*

**Step 4**   Ensure **Use Internet for audio** is selected.



**Step 5**   Ensure your microphone is unmuted and your video is started.



**Step 6**   Under Preview, ensure you can see yourself in the video window.

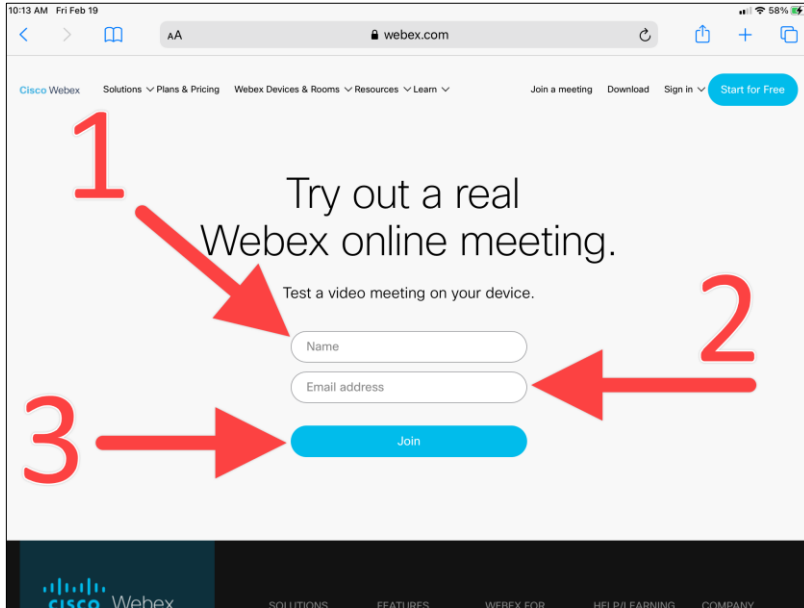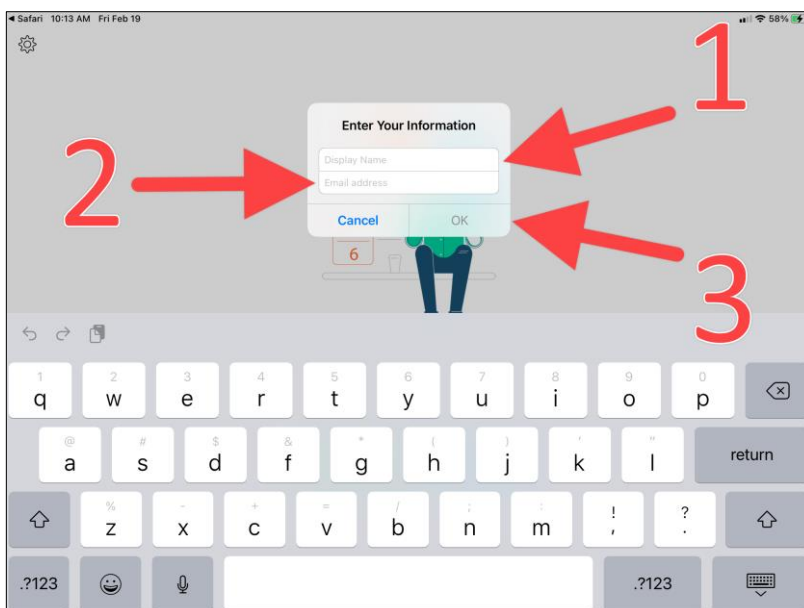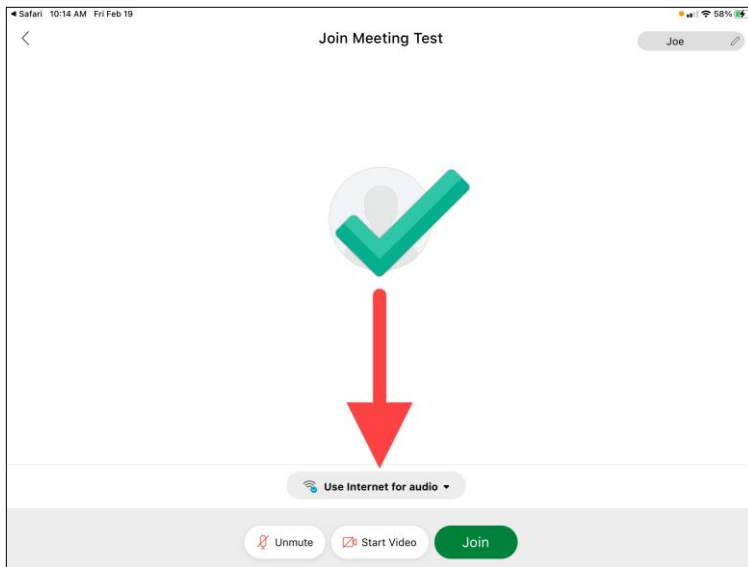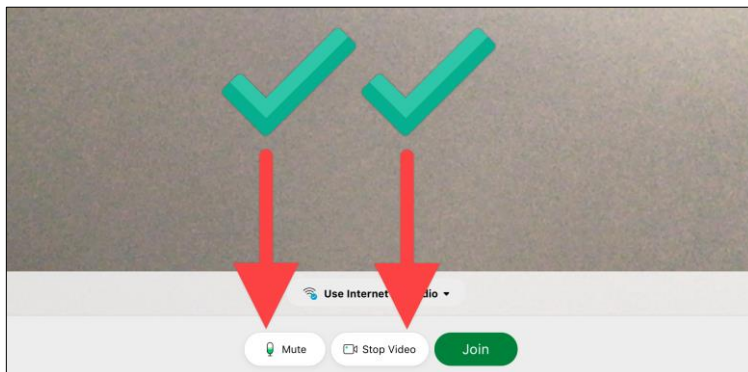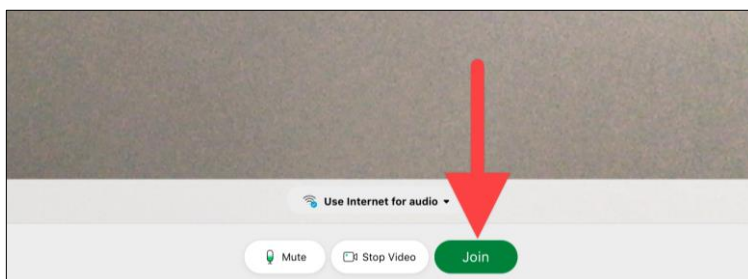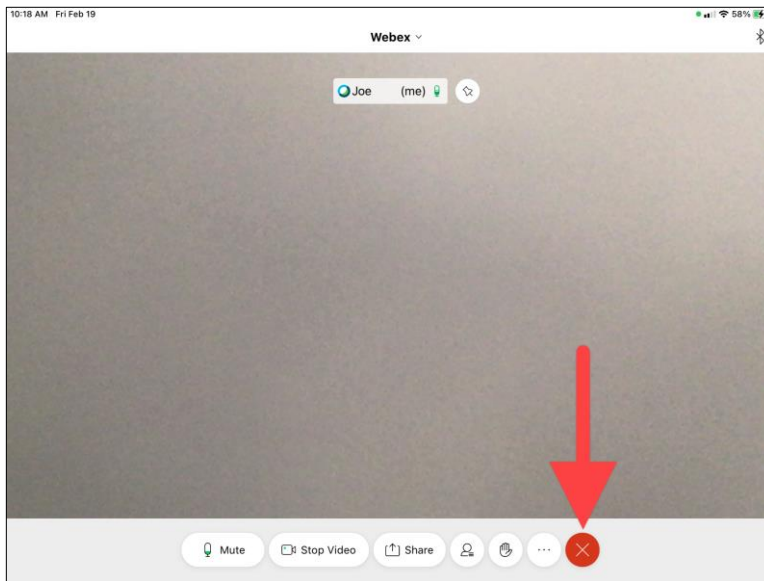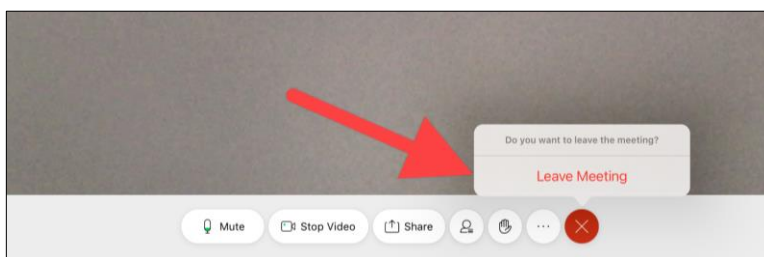**Step 7**   Tap **Join**. Webex will add you to the Test Meeting.

**Step 8**    In the Test Meeting, tap the circular Leave Meeting button.



**Step 9**    In the confirmation popup, tap **Leave Meeting**. The meeting will close.



**Step 10**   Go to your Home screen to exit Webex. You've successfully tested Webex.

✔ **Super job!**
   **Please return to the Checklist, then proceed to the next task.**

# Test Webex on iPhone or Android

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

**Step 1**   In your device's web browser, navigate to https://www.webex.com/test-meeting.html. You'll be taken to the Webex Test page.

**Step 2**   On the Webex Test page, in the *Name* field, enter your Juror Panel Number. In the *Email address* field, enter your email address. Tap **Join**. The meeting will automatically open in Webex.

*Tip: If a warning appears asking to open the meeting in Webex, allow the meeting to open in Webex.*
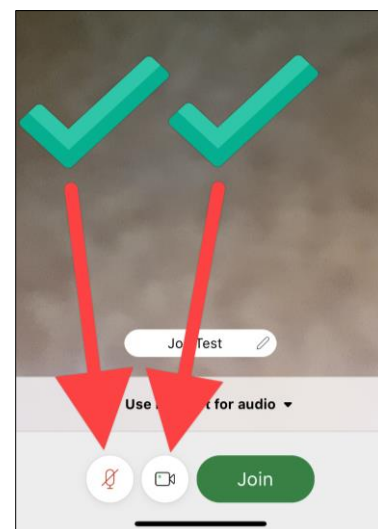
*Tip: If a warning appears asking to access the microphone or camera, allow the access.*
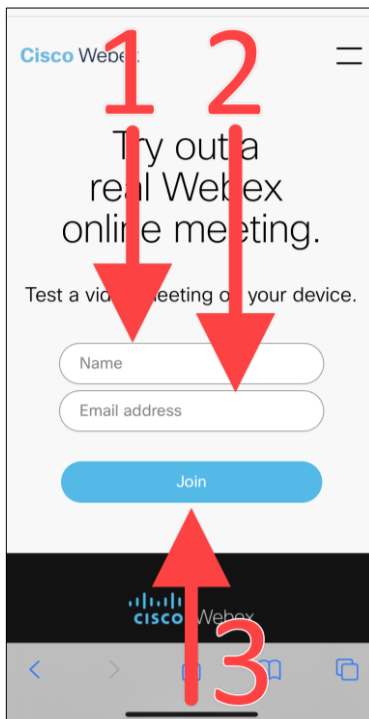


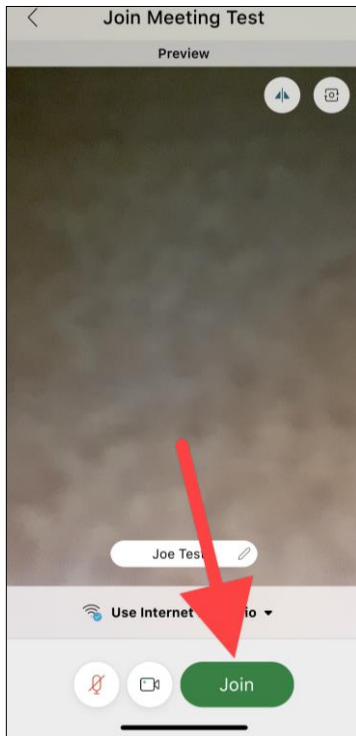**Step 3**   Ensure **Use Internet for audio** is selected.
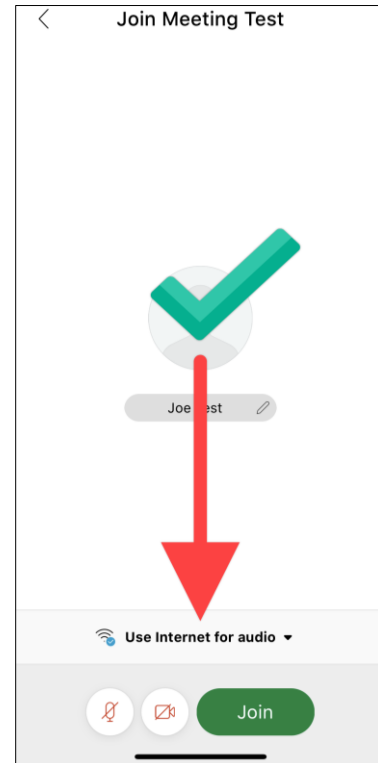


**Step 4**   Ensure your microphone is unmuted and your video is started.
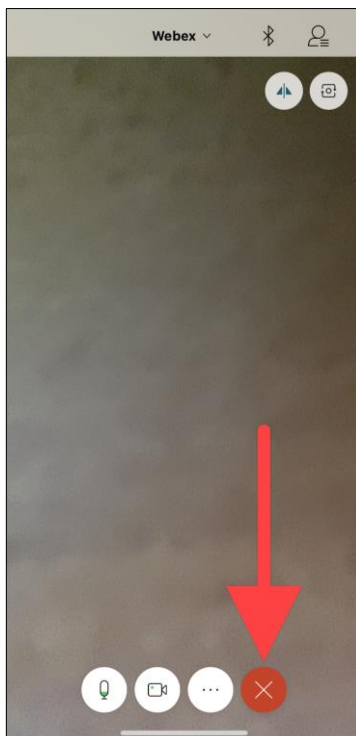


**Step 5**   Under Preview, ensure you can see yourself in the video window.

**Step 6**   Tap **Join**. Webex will add you to the Test Meeting.



**Step 7**   In the Test Meeting, tap the circular Leave Meeting button.



**Step 8**   In the confirmation popup, tap **Leave Meeting**. The meeting will close.



**Step 9**   Go to your Home screen to exit Webex. You've successfully tested Webex.

**Superb job!**
**Please return to the Checklist, then proceed to the next task.**