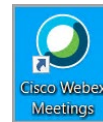


WEB CONFERENCING – HOW OUTSIDE PARTIES JOIN A HEARING FROM THE WEBEX APP AFTER INITIAL DOWNLOAD

The following document explains how outside parties join web conferencing for a hearing at the Ohio Industrial Commission from the **Webex Application** AFTER the initial download.

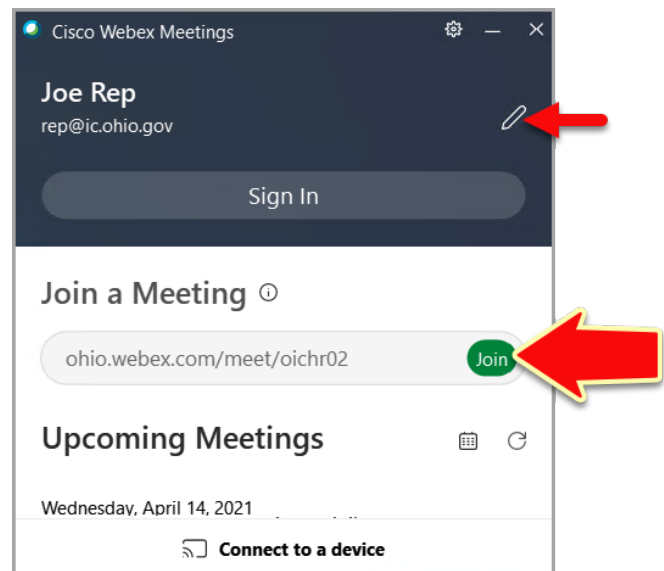
The screenshots provided are from a Windows Laptop. If you use a different type of device your screens may look different, however the functionality should be similar.

- Open your **CISCO WEBEX MEETINGS APPLICATION**.



- Your **NAME** and **EMAIL ADDRESS** should already be displayed in the application. *(click the **EDIT** icon if you need to edit either one)*
- Enter the **HEARING ROOM LINK** from your Notice of Hearing in the **Join a Meeting** field, then click **JOIN**.

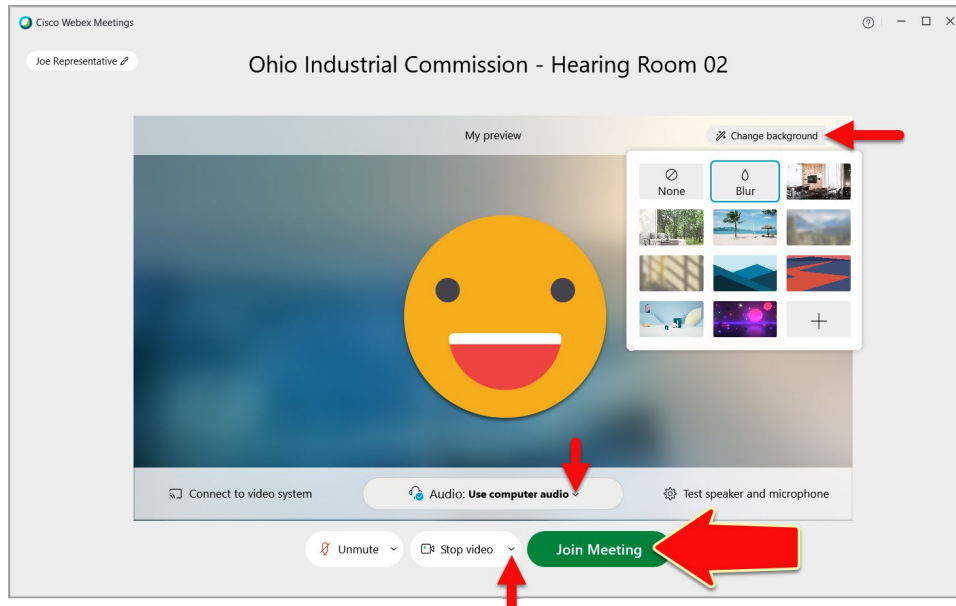
Example: ohio.webex.com/meet/oichr02



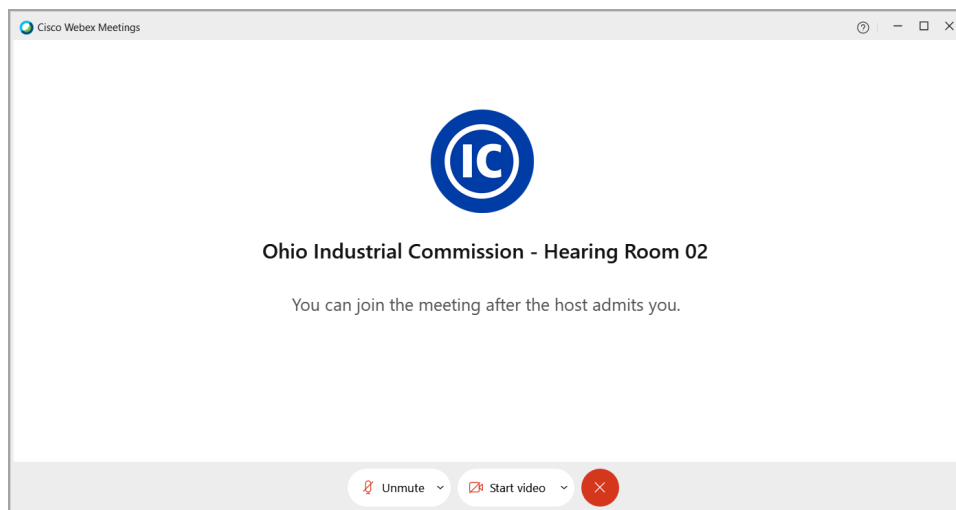
- You are taken to the default **Hearing Room Screen** where you are given the opportunity to select an audio source and camera. *(shown on next page)*

If you are using your camera and wish to change the background, click **CHANGE BACKGROUND** and select one of the available background options. If you opt **NOT** to use your camera your name will appear in your place.

- When you are ready, click the **JOIN MEETING** button.

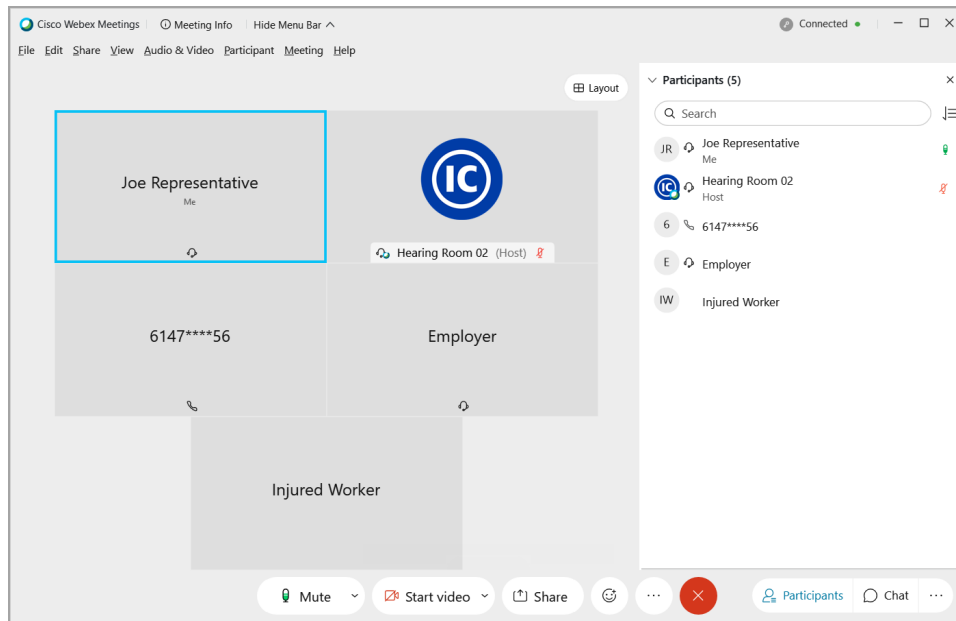


- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.



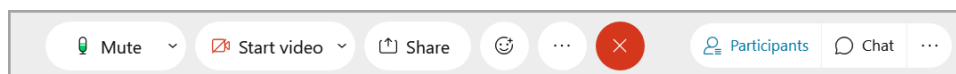
NOTE: If the Hearing Officer is delayed and has not yet started the hearing, you will see the message: "Thank you for waiting. We'll start the meeting when the host joins". When the Hearing Officer joins the hearing, you will then enter the Hearing Room Lobby.

- You automatically join the hearing once the Hearing Officer admits you.
 - For parties not using their camera you see their names.
 - For parties who called into the hearing you see their partial phone numbers.



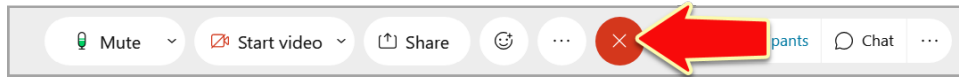
**The blue border box indicates the party that is currently speaking.*

- While in a hearing you may utilize the options at the bottom of your screen:



- **Mute/Unmute:** Mute or unmute your microphone.
- **Start Video/Stop Video:** Turn your camera on or off.
- **Share:** Share your screen or an application with the parties (*may not be available depending on your settings*).
- **Red X:** Leave the hearing.
- **Participants:** Display/Hide the list of parties in the hearing.
- **Chat:** Display/Hide the chat. From here you can add and view chat messages during the hearing.

- When you are ready to leave the hearing, click the **RED 'X'** at the bottom of your screen.



- When prompted, click **LEAVE MEETING**.

