The following document explains how outside parties join web conferencing for a hearing at the Ohio Industrial Commission via the **Webex Application** on a MOBILE device.

The screenshots provided are from an Android Mobile Device. 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**.

- When the application opens, click **JOIN MEETING**.

  NOTE: You do NOT have to create a Webex account to join a web conferencing hearing at the Ohio Industrial Commission.
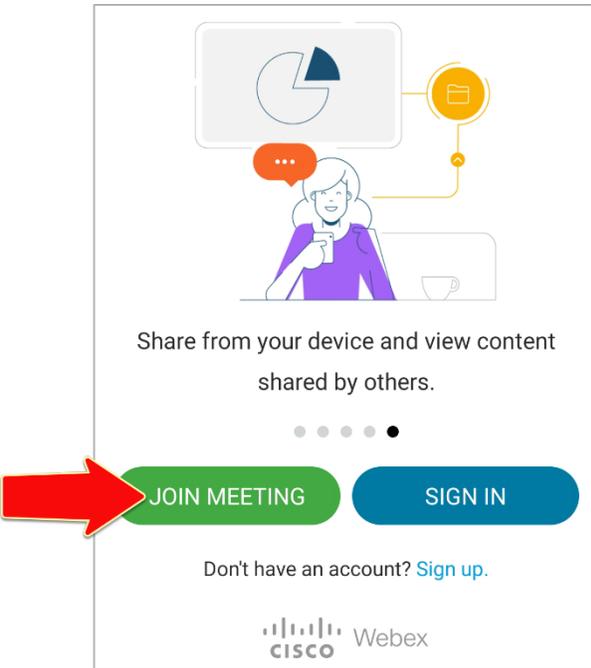
- When the Join Meeting window opens:

  ▪ Enter the **HEARING ROOM URL** from your Notice of Hearing.

    Example: ohio.webex.com/meet/oichr02

  ▪ Enter your **NAME**.

  ▪ Enter your **EMAIL ADDRESS**.

  ▪ Click **JOIN**.
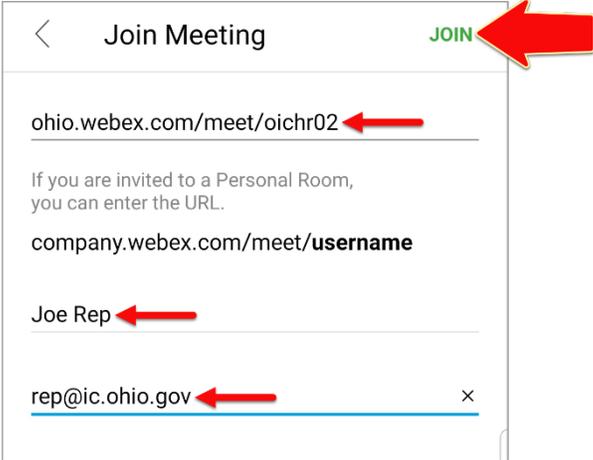
- You are taken to the default **Hearing Room Screen** where you are given the opportunity to select an audio source and camera.

  If you opt <u>NOT</u> to use your camera your name will appear in your place.

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

Ohio Industrial Commission - Hearing Room 02

JR

Ready to join?

JOIN

Use Internet for audio ▾
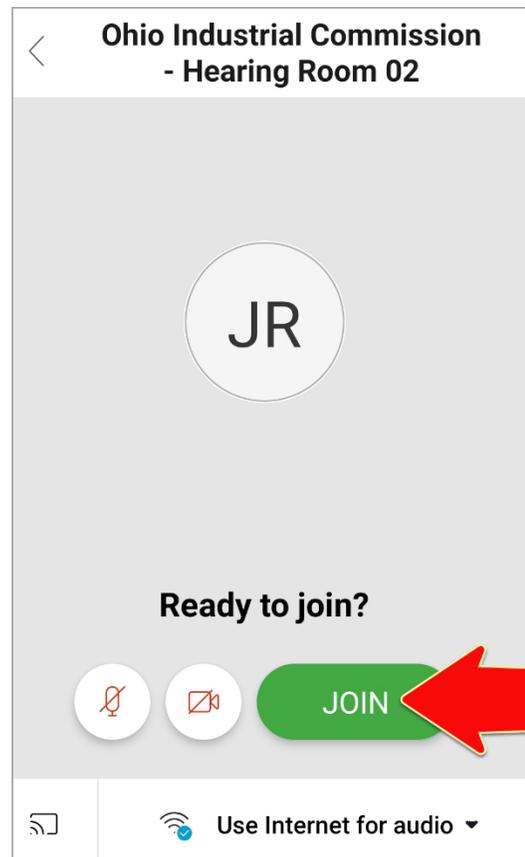
- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.

  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.

Ohio Industrial Commission – Heari…

You can join the meeting after the host admits you.

✕
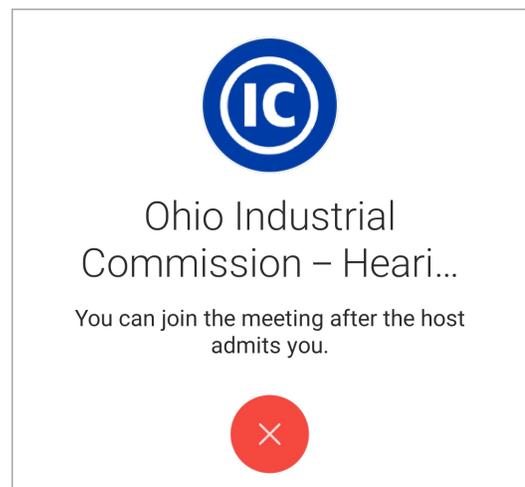
- You automatically join the hearing once the Hearing Officer admits you.

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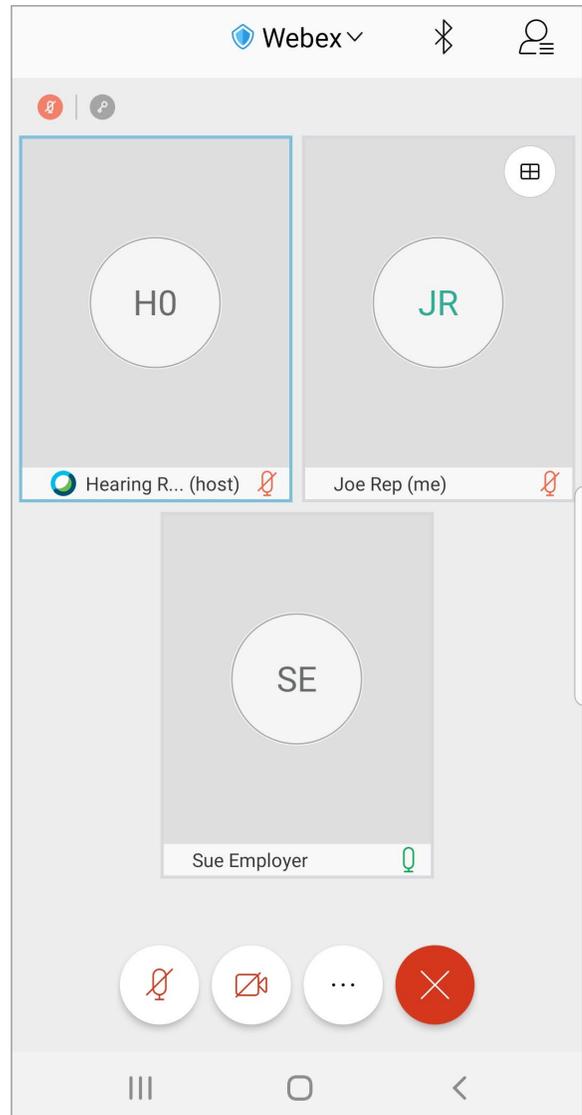
- When you are ready to leave the hearing, click the **RED 'X'** at the bottom of your screen and select **LEAVE MEETING**.