



WebEx Tips for the Courts

- Ensure your device, Computer or Phone, has a working webcam.
- Test the link at least 30 minutes beforehand to ensure you have all the necessary downloads.
- If you are using a mobile device, ensure you install the App beforehand.
- Below you will find instructions for PC and Mobile.

PC Instructions

1. You should receive an email from the courts with the WebEx Link.
2. Click on the “Join Meeting” Button. If you do not see the button you may have images blocked and will need to unblock the images, or use the “Join from the meeting” link given.

The screenshot shows a calendar event for 'Test Meeting Court Date 1-25-21' on Monday, January 25, 2021, from 10:00 AM to 10:30 AM EST. The organizer is Jayson Young*. There are buttons for 'Yes', 'Maybe', 'No', and 'More options'. An 'Agenda' section shows the event at 10am.

-- Do not delete or change any of the following text. --

When it's time, join your Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://vacourts.webex.com/vacourts/j.php?MTID=m2d08244d98784dcf82d9f803dfdaee8>

Join by meeting number

Meeting number (access code): 180 903 5830

Meeting password: BjnbyF6vY35



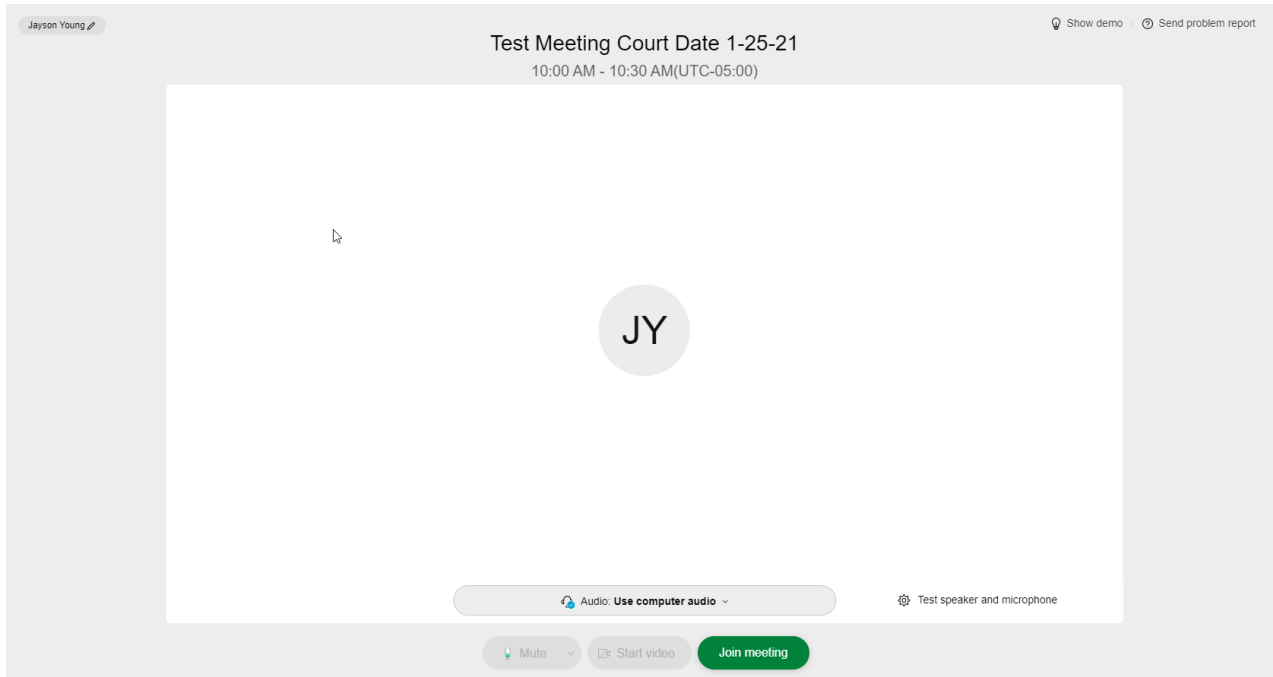
3. After Joining the meeting you will see this screen. You can either download the WebEx program, or if you do not wish to install an extra program you can use the “Join from your browser” link to join the meeting.



4. After joining the meeting, you will be presented with this screen. Input your information then click next.

The screenshot shows the information entry screen for the meeting. At the top, the meeting title "Test Meeting Court Date 1-25-21" and time "10:00 AM - 10:30 AM(UTC-05:00)" are displayed. Below this, the heading "Enter your information" is centered. There are two input fields: "Your full name" and "Email address". Below these fields is a large, light gray button labeled "Next". At the bottom, there is a link: "Already have an account? Sign in".

5. Lastly you will be presented with this screen where you can ensure your webcam and microphone are working.



Mobile Instructions

1. You should receive an email from the courts with the WebEx Link.
2. Click the Join Meeting button to join the meeting. It will take you to a download page to download the WebEx app.

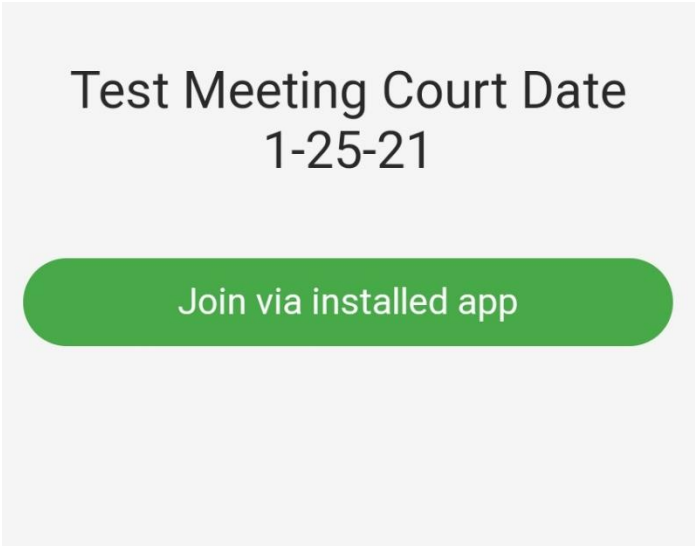
When it's time, join your Webex meeting here.



Join meeting

More ways to join:

3. After you have the App downloaded you can “Join via installed app”.



Test Meeting Court Date
1-25-21

Join via installed app

4. Enter your personal information, then you will be presented with a screen to test your Video and Audio.

