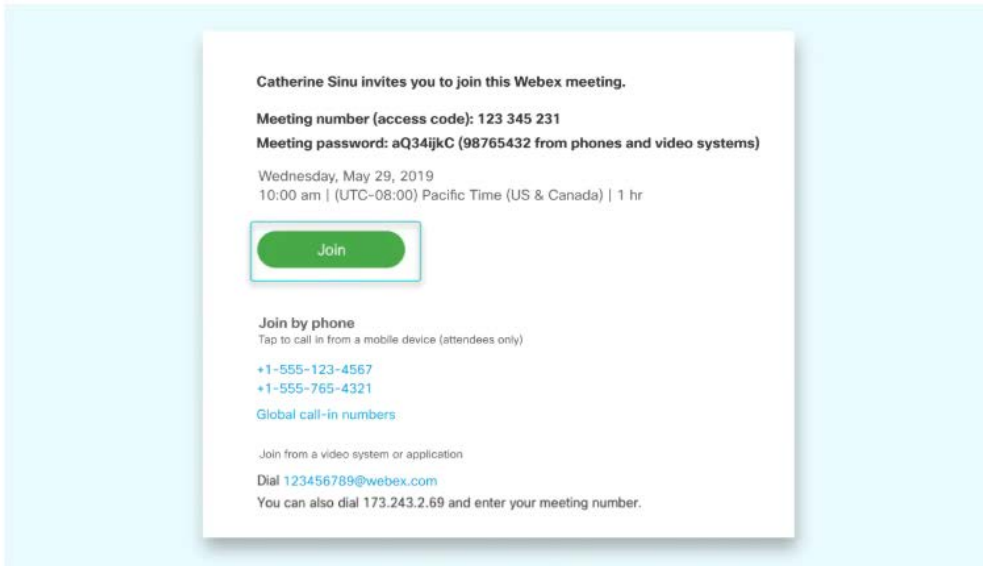


Webex Hearing Instructions

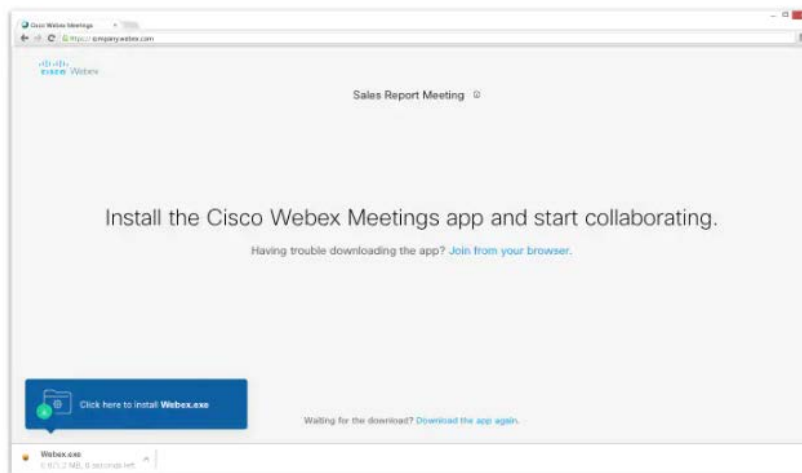
- 1 Open your email invite, and click **Join**.



If you are joining from a desktop or laptop computer:

- 2 If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.

 You can also [download the Webex Meetings app manually](#).



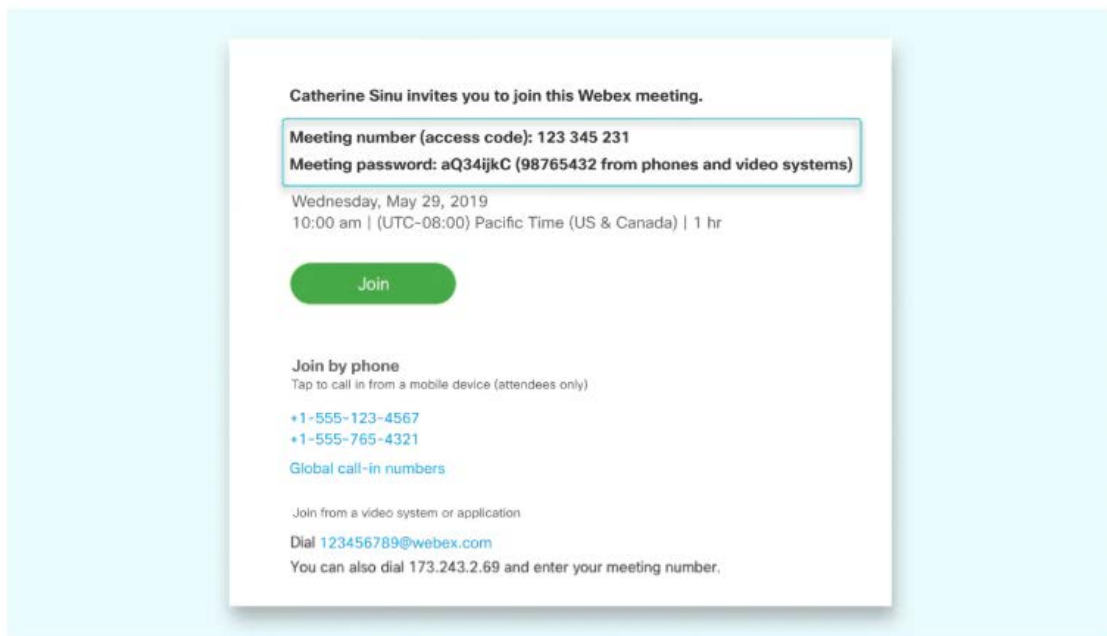
- 3 Enter your name and email address, and click **Next**.

If you are joining from a mobile device:

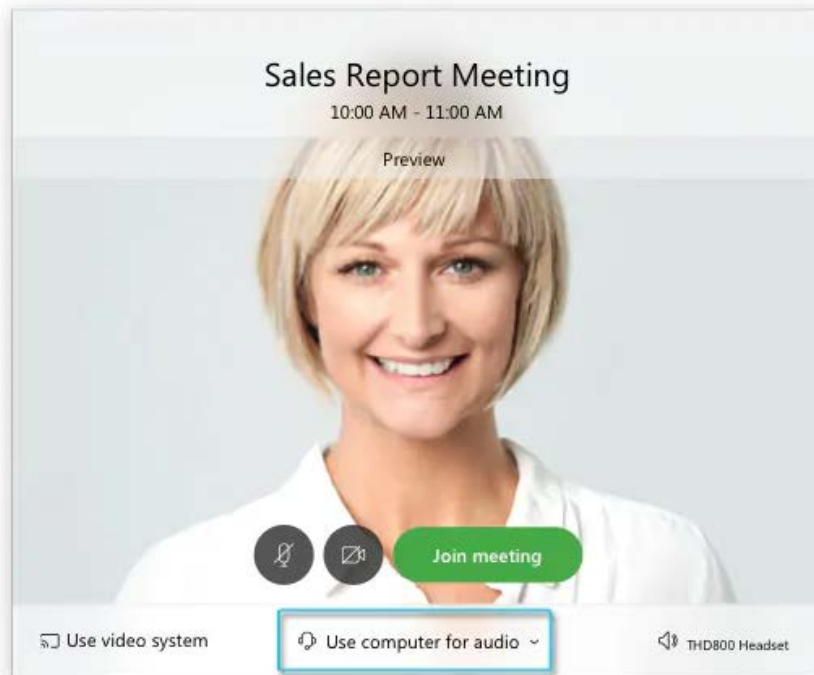
- 2 Tap **Download** to install the Cisco Webex Meetings app and join the video conference.
To join the meeting by phone only, tap the number on your screen.
- 3 Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.



After you have downloaded the desktop/mobile application:

- 4 If you're asked for a meeting password, enter the meeting password – it's in your email invitation – and click **Next**.





- 5 Next, you choose how you want to hear.




- **Use computer for audio** (default)—Use your computer with a headset or speakers.
 - **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- 6 By default, your microphone and camera are turned off. The video and microphone buttons are both red.
To join with your video on, click **Start video** 
To join with your microphone on, click **Unmute** 
To connect to a compatible video device, click [Use video system](#).
 - 7 Click **Join Meeting**.

Your mic must be muted at all times except when it is your turn to speak.

To mute your mic:

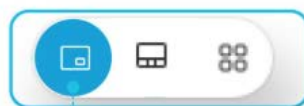
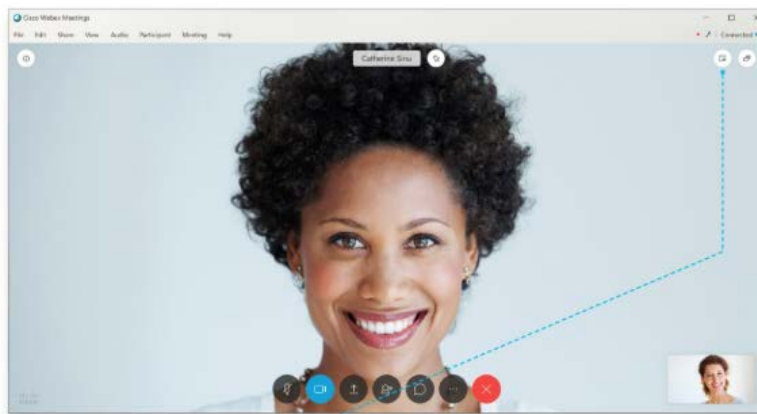
While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red, .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

View options: Active Speaker, Active Speaker and Thumbnail, and Grid

Active Speaker View ^

Active speaker view displays a full-screen video of whoever is speaking. This video layout is useful for one-on-one conversations or when you're meeting with only a few others. Active speaker view is the video-only layout that is used in meetings between two people.



Active Speaker
Video View

Active Speaker and Thumbnail View



Active speaker and thumbnail view displays whoever is speaking in the primary video, while allowing you to see up to five thumbnail videos of other participants. This video layout is useful when you intend to focus on the active speaker but still want to view the videos of other participants. Active speaker and thumbnail view is the default video-only layout.

The sort order of the thumbnail videos is based on who has the host and presenter roles, who has spoken most recently, who is showing their video, and alphabetical order. The participants who have spoken most recently appear first, followed by participants who are showing their video. You can [lock focus on the first 6 thumbnail videos](#).

You can adjust which participants you see in the thumbnail videos by selecting the **Next Videos**  and **Previous**

Videos  icons.




Active Speaker
and Thumbnail View

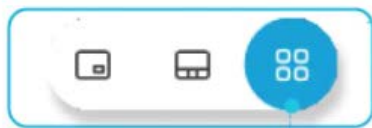
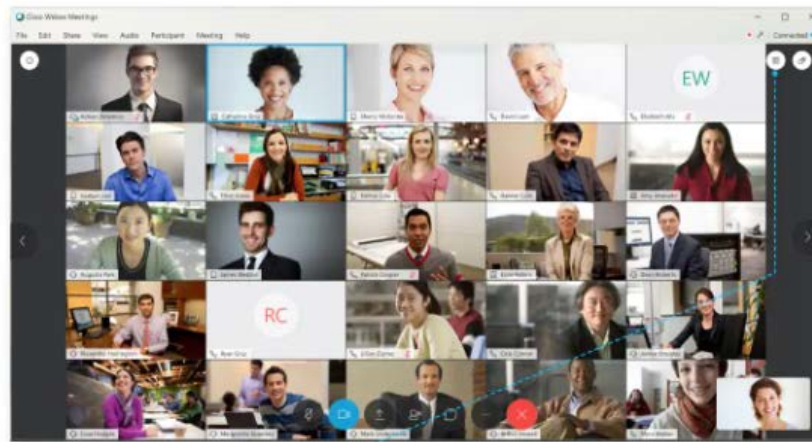
Grid View

Grid view allows you to see up to 25 participants at the same time. This video layout is useful when you want to divide your attention among multiple speakers or want to collaborate with a larger group of participants.

The sort order of the thumbnail videos is based on who has the host and presenter roles, who has spoken most recently, who is showing their video, and alphabetical order. The participants who have spoken most recently appear first, followed by participants who are showing their video. You can [lock focus on the first 6 thumbnail videos](#).

If there are more than 25 participants, you can adjust who you see by selecting the **Next Videos**  and **Previous**

Videos  icons.



Grid View

For more information on using Webex, including instructional videos, please visit Cisco's Webex website, <https://help.webex.com>.

Please **DO NOT** contact the court with technical questions.