

WEB CONFERENCING – HOW OUTSIDE PARTIES JOIN A HEARING FROM A WEB BROWSER

The following document explains how outside parties join web conferencing for a hearing at the Ohio Industrial Commission from an internet **WEB BROWSER**.

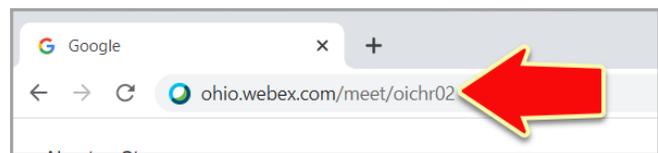
The screenshots provided are from a Windows Laptop. If you use a different type of device for Web Conferencing your screens will look different, however the functionality should be similar.

- Open your **CHROME BROWSER**  and enter the **HEARING ROOM LINK** from your Notice of Hearing.

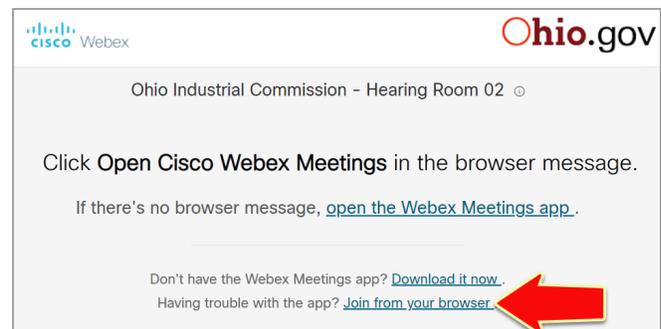
(Chrome is the preferred internet browser)

Example:

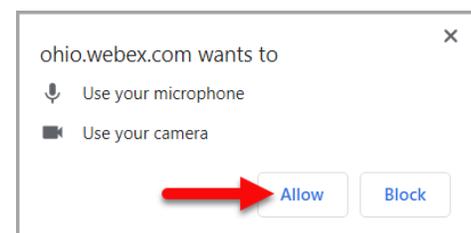
ohio.webex.com/meet/oichr02



- Next, you are asked to open the web conferencing application. Click the **JOIN FROM YOUR BROWSER** link.



- If you receive the prompt from ohio.webex requesting to use your microphone and camera, click **ALLOW**. This helps ensure your audio and video settings are configured to Webex.



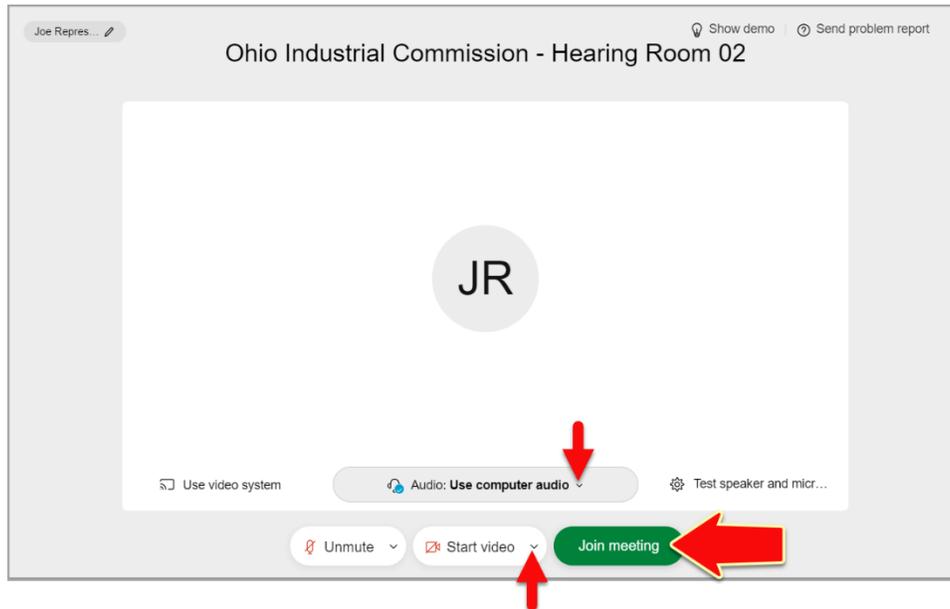
- When you arrive at the Information screen, enter your **FULL NAME** and **EMAIL ADDRESS**, then click **NEXT**.



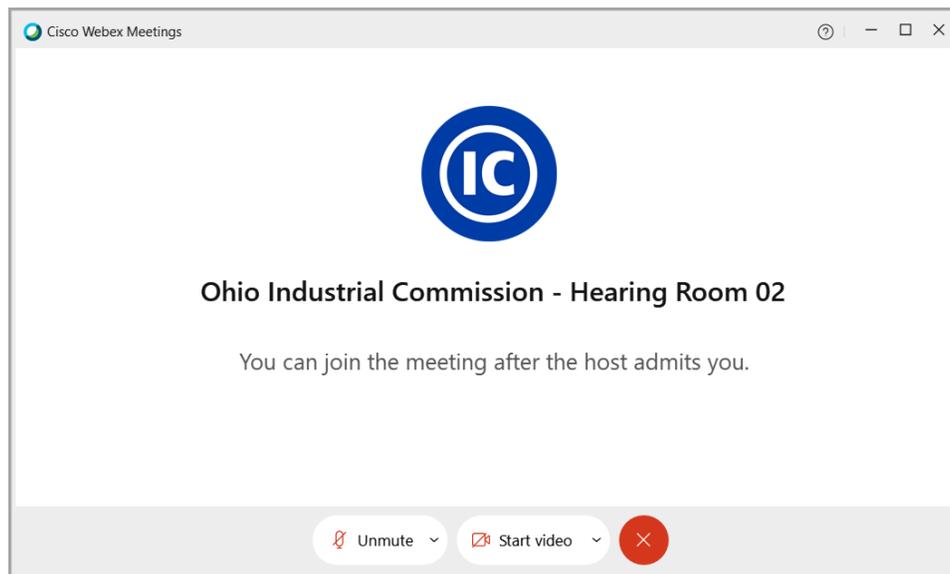
- After entering your information, you are taken to the default **Hearing Room Screen** where you are given the opportunity to select an audio source and camera.

If you opt **NOT** to use your camera your initials will appear in your place.

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

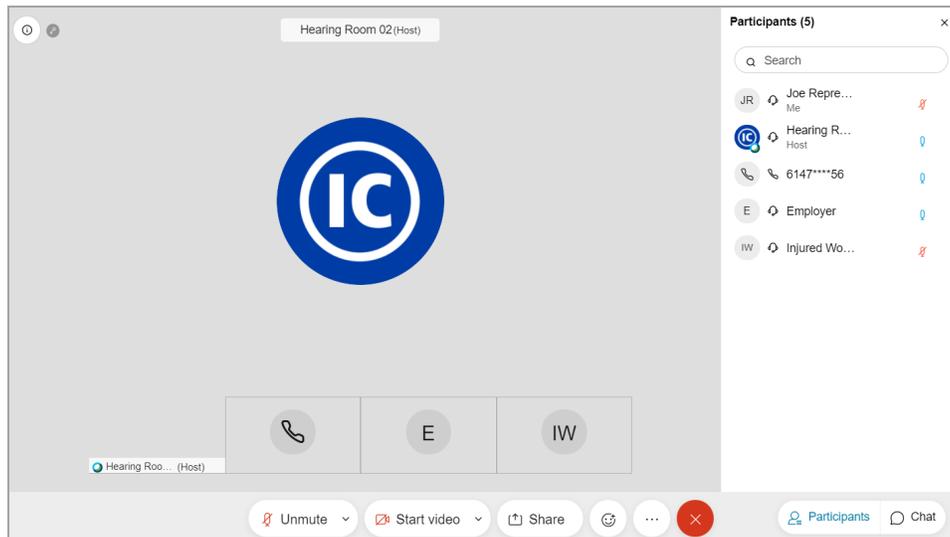


- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.



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 initials on the main screen and names in the participants pane.
 - For parties who called into the hearing you see their partial phone numbers.



- 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 internet browser 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 and select **LEAVE MEETING**.

