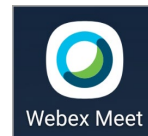


VIRTUAL HEARINGS – HOW OUTSIDE PARTIES JOIN A VIRTUAL HEARING FROM THE WEBEX APP ON A MOBILE DEVICE

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

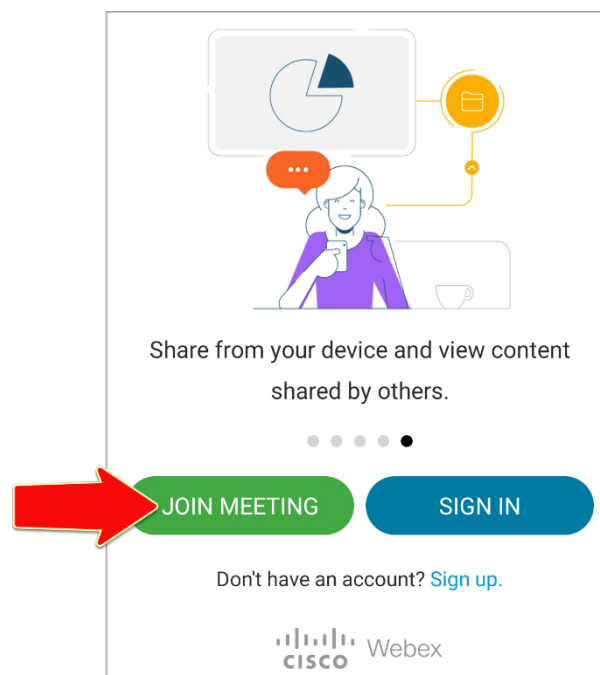
The screenshots provided are from an Android Mobile Device. If you use a different type of device your screens may look different, however the functionality should be similar.

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

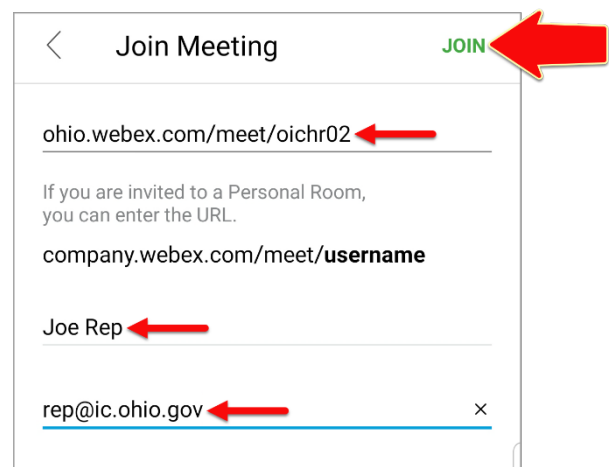


- When the application opens, click **JOIN MEETING**.

NOTE: You do **NOT** have to create a Webex account to join a virtual hearing at the Ohio Industrial Commission.



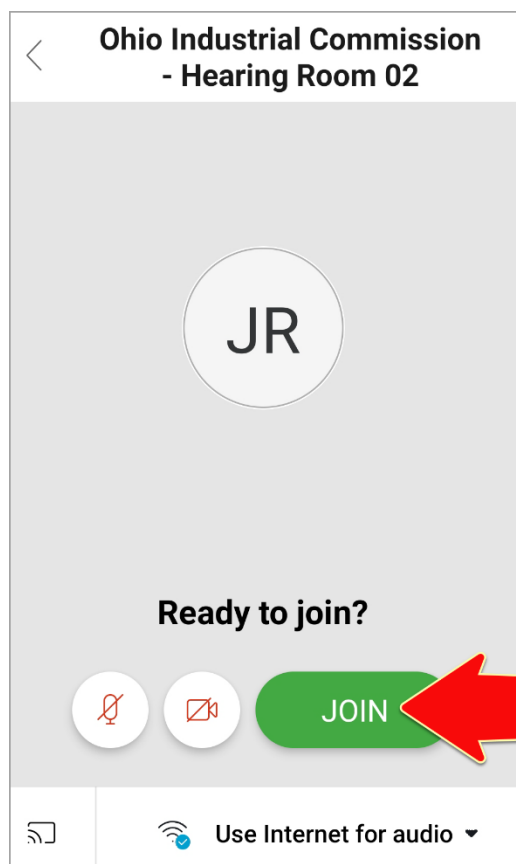
- When the Join Meeting window opens:
 - Enter the **HEARING ROOM URL** from your Notice of Hearing.
Example: ohio.webex.com/meet/oichr02
 - Enter your **NAME**.
 - Enter your **EMAIL ADDRESS**.
 - Click **JOIN**.



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

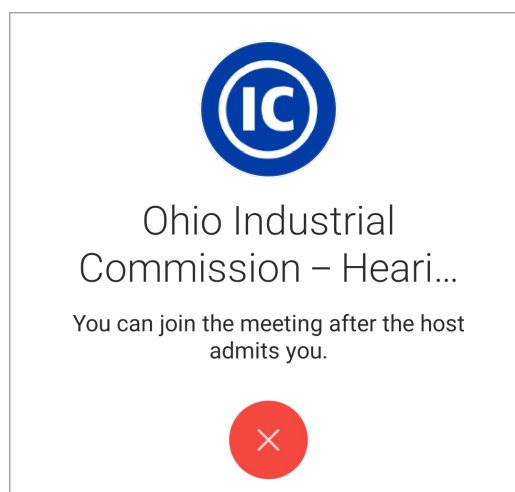
If you opt **NOT** to use your camera your name will appear in your place.

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



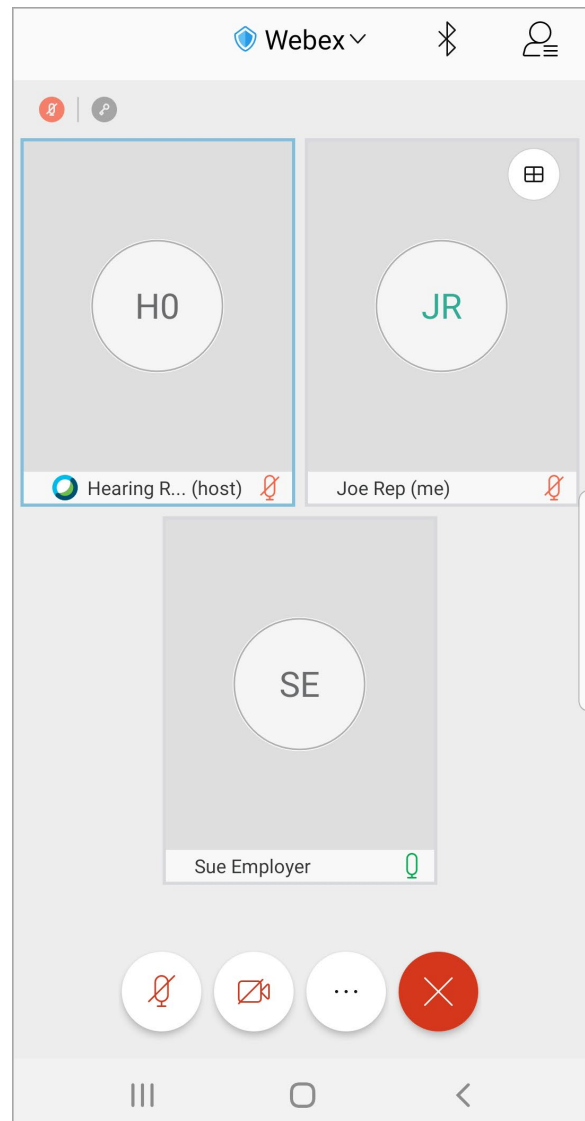
- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.

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.*



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

