

VIRTUAL HEARINGS – HOW OUTSIDE PARTIES DOWNLOAD THE WEBEX APPLICATION & JOIN A VIRTUAL HEARING FOR THE FIRST TIME

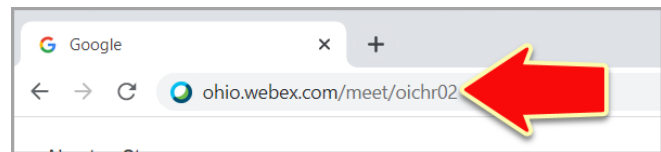
The following document explains how outside parties download the **Webex Application** and join a virtual hearing at the Ohio Industrial Commission for the **FIRST** time.

Follow these steps 5-10 minutes before your FIRST virtual hearing as you will be asked to sign into the hearing once the download is complete.

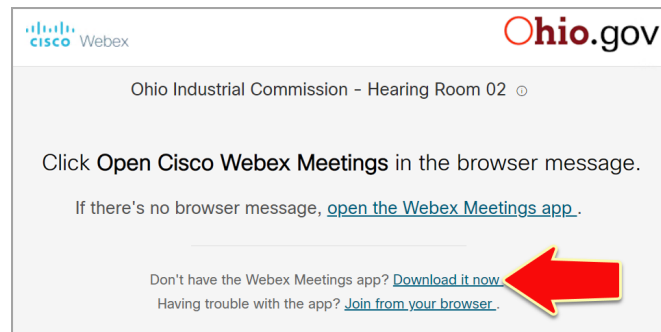
The screenshots provided are from a Windows Laptop using Google Chrome as the internet browser. If you use a different type of device or browser your screens may look different, however the functionality should be similar.

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

Example: ohio.ex.com/meet/oichr02



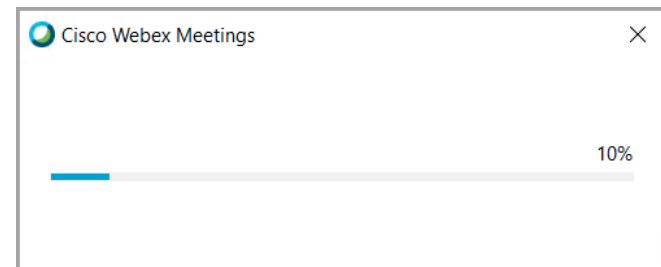
- Next, you are asked to open the virtual hearing application. Towards the bottom of your screen you see "Don't have the Webex Meetings App?" Click the link **DOWNLOAD IT NOW**.



- When prompted, click the **WEBEX.EXE** file.

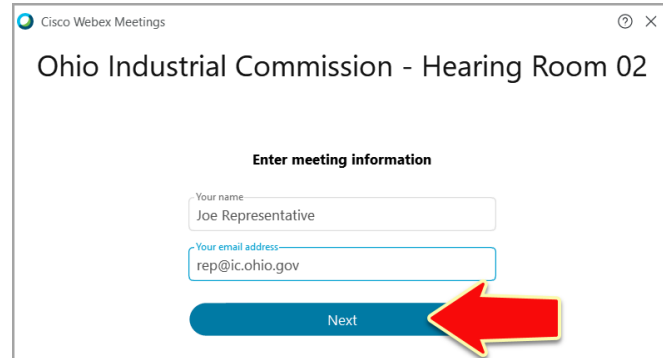


- The **WEBEX APPLICATION** begins to install.



- Once the application installs, the **INFORMATION SCREEN** for the Ohio Industrial Commission Hearing Room opens.

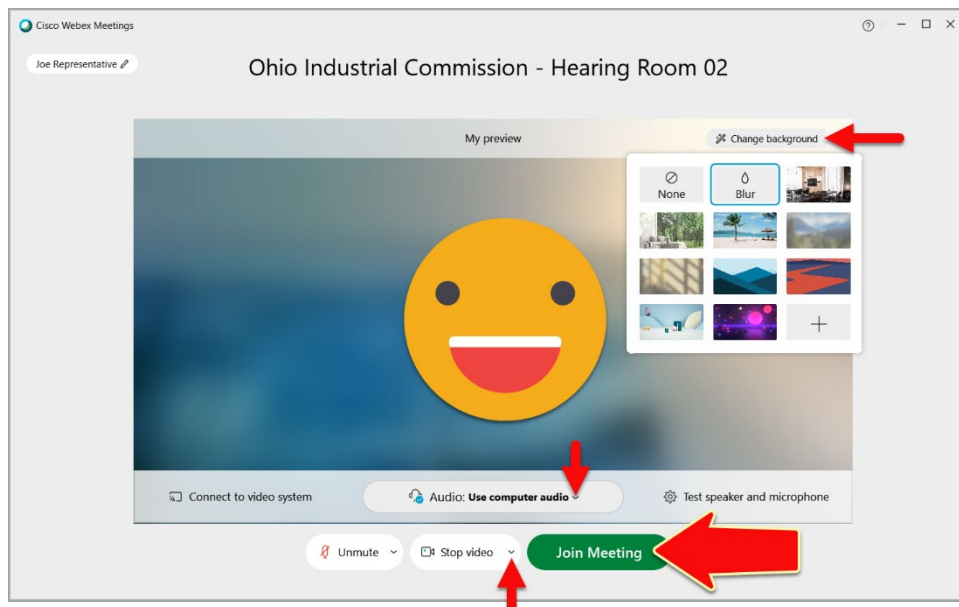
- Enter your **FULL NAME** and **EMAIL ADDRESS**, then click **NEXT**.



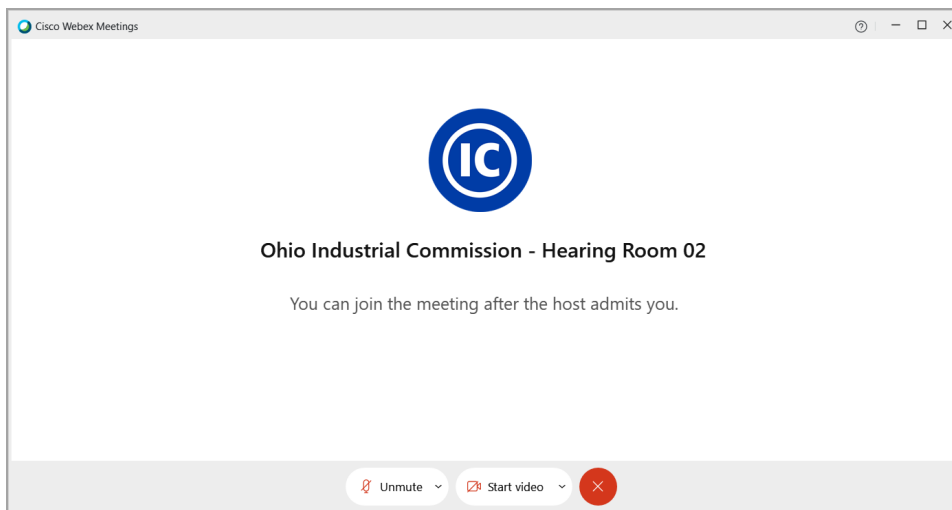
- You are taken to the default **Hearing Room Screen** where you are given the opportunity to select an audio source and camera.

If you are using your camera and wish to change the background, click **CHANGE BACKGROUND** and select one of the available background options. If you opt **NOT** to use your camera your name will appear in your place.

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

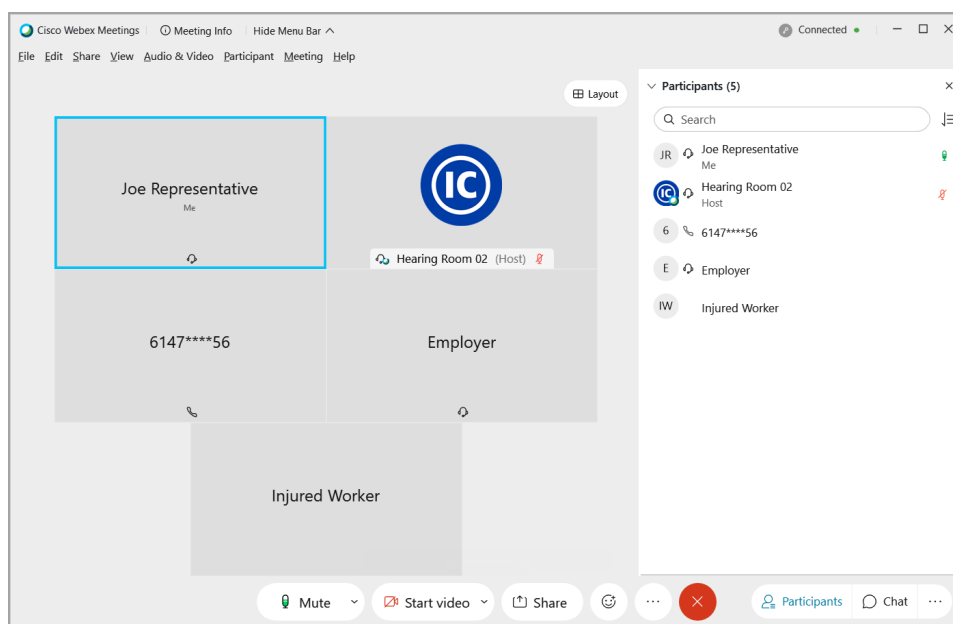


- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.



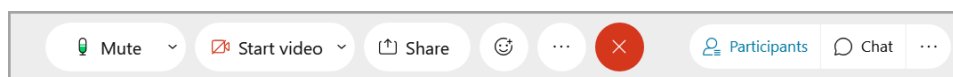
NOTE: If the Hearing Officer is delayed and has not yet started the hearing, you will see the message: “Thank you for waiting. We’ll start the meeting when the host joins”. When the Hearing Officer joins the hearing, you will then enter the Hearing Room Lobby.

- 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.



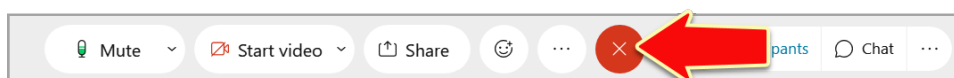
**The blue border box indicates the participant that is currently speaking.*

- 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 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.



- When prompted, click **LEAVE MEETING**.

