

WEB CONFERENCING – HOW OUTSIDE PARTIES DOWNLOAD THE WEBEX APPLICATION & JOIN A HEARING FOR THE FIRST TIME

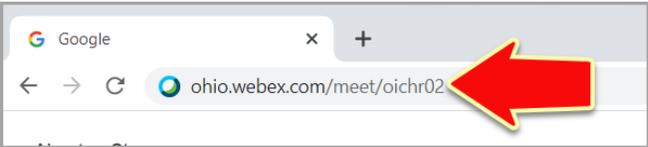
The following document explains how outside parties download the **Webex Application** and join a web conferencing hearing at the Ohio Industrial Commission for the **FIRST** time.

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

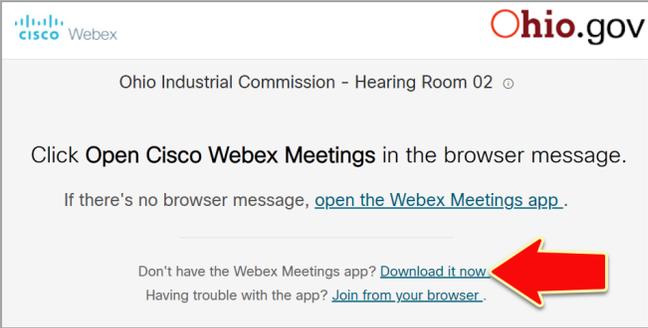
The screenshots provided are from a Windows Laptop using Google Chrome as the internet browser. If you use a different type of device or browser your screens may look different, however the functionality should be similar.

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

Example: ohio.webex.com/meet/oichr02



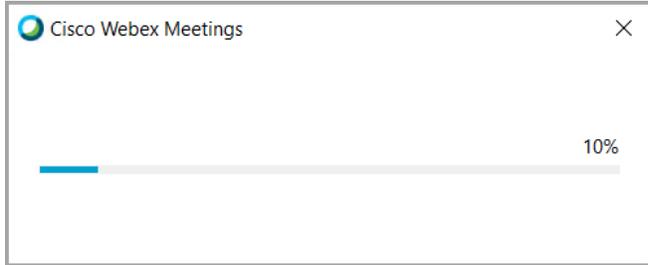
- Next, you are asked to open the web conferencing application. Towards the bottom of your screen you see “Don’t have the Webex Meetings App?” Click the link **DOWNLOAD IT NOW**.



- 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.

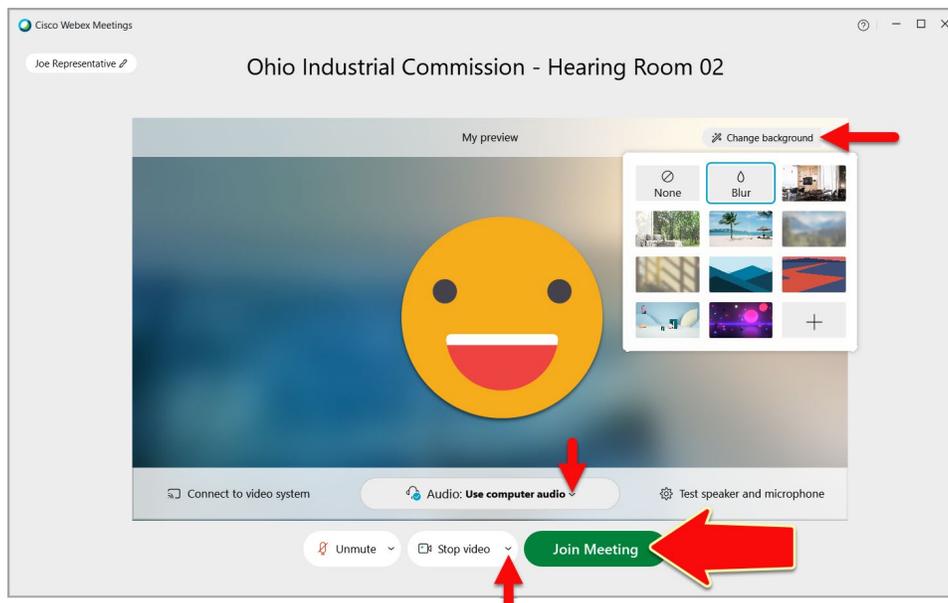
- Enter your **FULL NAME** and **EMAIL ADDRESS**, then click **NEXT**.



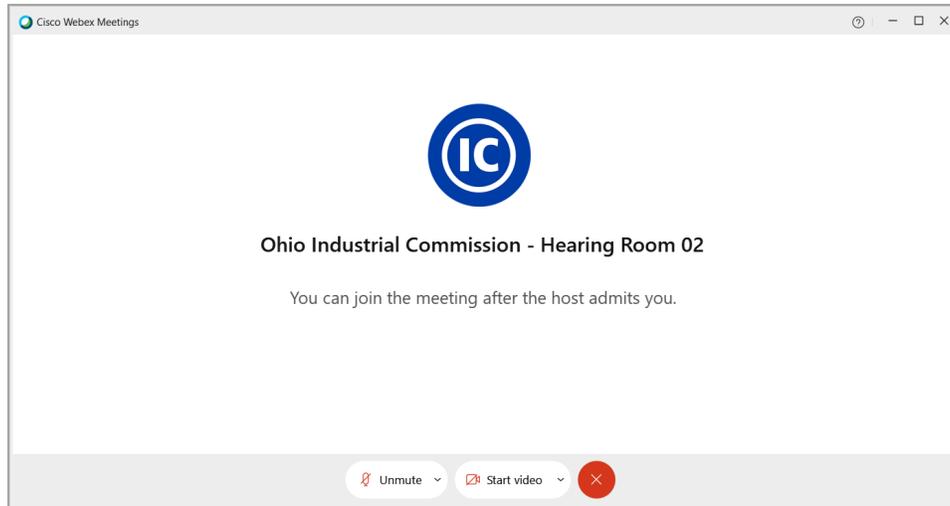
- You are taken to the default **Hearing Room Screen** where you are given the opportunity to select an audio source and camera.

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.

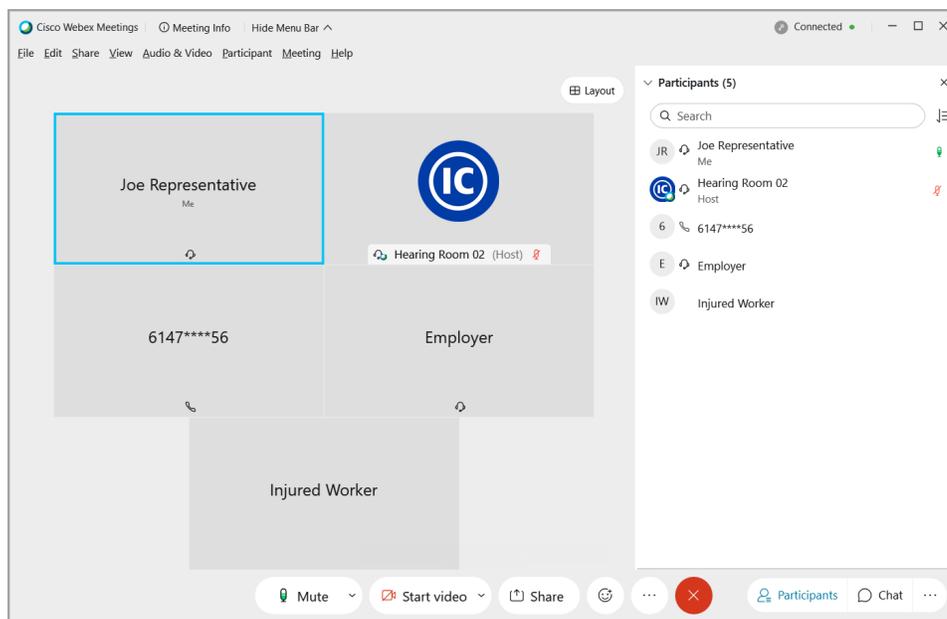


- You then enter the **Hearing Room Lobby**, where you wait until the Hearing Officer admits you.



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**.

