HOW TO JOIN A WEBEX EVENT

This document will take you through the process of joining a Cisco WebEx Event and the key audio/visual checks you should complete after joining.

You can access WebEx from your browser, desktop/mobile app or video device. For more information about this online conferencing system and for practice sessions please go to www.webex.com.

You should join your hearing **15 minutes prior to the start time of the hearing**.

Definitions

You will come across some wording that you may not be familiar with such as:

Cisco WebEx Events – This is the term used to describe your online, remote hearing.

Panelist – a person who is able to interact with other event participants via audio and/or video e.g. you and your legal representative.

Attendee – a person who is able to view and listen to an event without the ability to interact with others e.g. an observer.

When attempting to join a WebEx event for the first time, you may be invited to download the software and possibly an extension for your web browser to make connecting easier. If you wish to do this it is recommended that you do this the day before your hearing to ensure that you have the software available in advance. It can be downloaded at https://webex.com/downloads. If you wish to participate by using a mobile device, the WebEx app is also available on the Apple App Store and the Google Play Store.

Joining Process

Invitation

Once the hearing has been set up by the Tribunal office you will receive an email invitation to the address you have provided. The email will come from messenger@webex.com. Please do not delete this email from your inbox until after the event has been completed.

The invitation will contain the following information:

- Event name
- Event date and start time
- Event number (access code)
- Event password
- Panelist link to join event
- Panelist password
- Attendee link to join event
- Join event (green button)
- Dial-in details

The Tribunal office aim to issue your invitation within 48 to 72 hours of your hearing date. If you have not received an email invitation please check your "spam" or "junk" inbox to make sure it has not automatically been re-directed.

Join an Event

To join an Event, click on the green 'Join event' button in the email invitation. This will launch a web browser showing the event information and a form to be completed. The form contains fields for your First Name, Last Name, and Email Address.

Figure 1 - Event Page Form

The email address used in this form must match the email address which received the Event invitation. Once you have entered your details, select "Submit".

If you have tried to join more than 15 minutes prior to the beginning of your hearing the page will show that you cannot join the event now because it has not started and you will need to return at the time that was given in your email invitation.

At the bottom of this screen you will also see the following message:

"before you join the event, please click here to make sure that you have the appropriate players to view ….".

When you click a pop up will appear as follows:

By checking each player you will ensure that you have the ability to see and hear what is going on in the hearing.

Check Flash Player

If a Flash movie does not appear in this window, you must reinstall your Flash Player. To download the latest version of Flash Player, click the following link: Download Flash Player
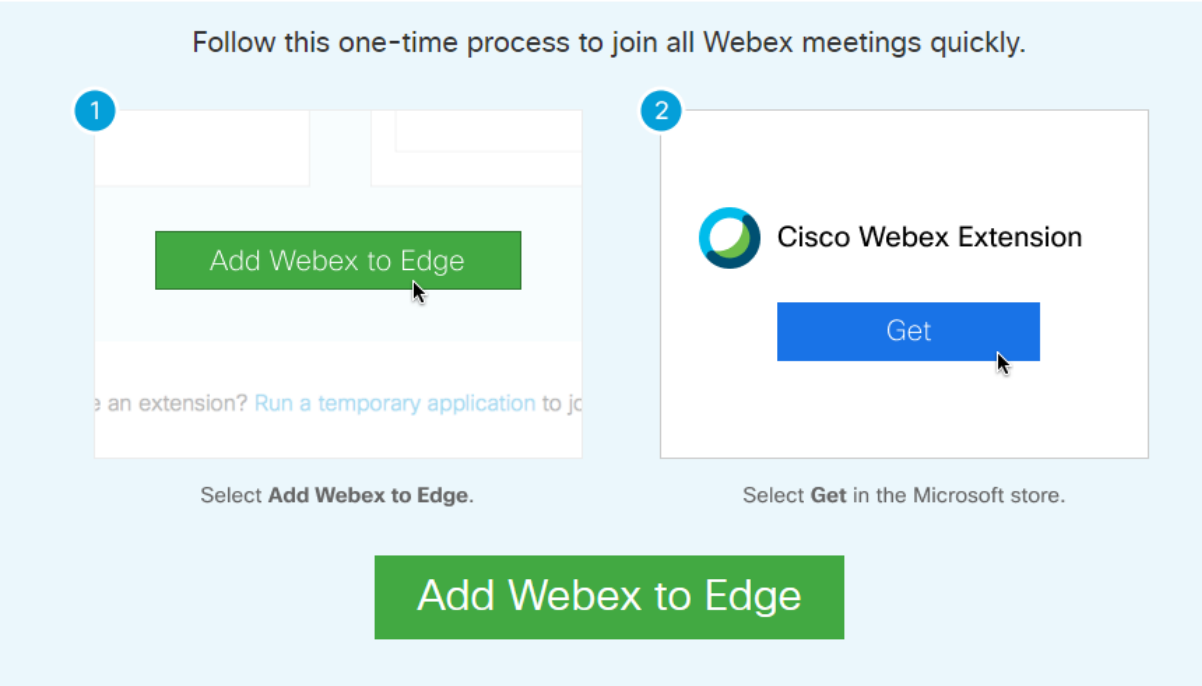
Check Windows Media Player

If your Windows Media Player is compatible with UCF, a file plays automatically in this window. If a file does not play, or your computer experiences problems during playback, click the following link to reinstall Windows Media Player: Download Windows Media Player

Your device may show the following (or similar) images depending on the browser you have on your device:

Step 1 of 2: Add Webex to Edge

Follow this one-time process to join all Webex meetings quickly.

1

Add Webex to Edge

an extension? Run a temporary application to jo

Select **Add Webex to Edge**.

2

Cisco Webex Extension

Get

Select **Get** in the Microsoft store.

Add Webex to Edge

Don't want to use an extension? Run a temporary application to join this meeting.

It is not necessary to add Webex to your device and you can run the temporary application in order to join the event. This is a personal choice.

When you have clicked the blue "Submit" button, select the "Join Event" button which appears on the next page. This will launch the event. You should see the following information on your screen:

These buttons will allow you to enable microphone (black button), camera (red button) and join the event (green button). When you are ready to join the event, click the green button and this will take you in to the event.

When you are in the event

Video

When you have activated your video and audio, the event will default to an active speaker view which means that whenever a participant is speaking you will see that person on screen and all other participants can be seen across the bottom of your screen. You can change the layout by clicking on the video views in the top right hand corner of your screen and selecting the grid view:
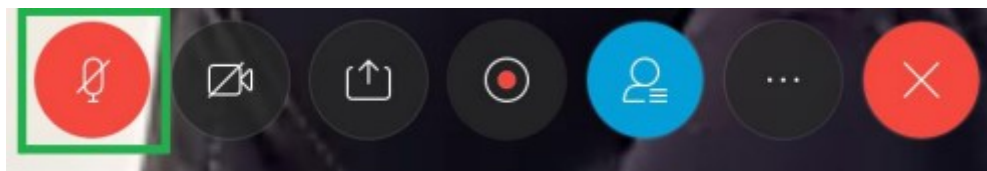
Audio

To minimise voice overlap and unnecessary background noise, it is recommended to have only one person speaking at a time, with others muting their microphones and unmuting when they are ready to speak.

There are a series of floating buttons at the bottom of your screen:

The first button is your microphone button. If it is red then you are muted – no one can hear you. Click once to unmute and again if you need to unmute.

Leaving the event

To leave an event, click on the red X button as shown above.

Support

If you are unable to access the event, please contact the Tribunals office on the following number and ask to speak to the host of your event (the name of the host will be in your email invitation):

028 9032 7666