Marion County Courts - Attending a WebEx Hearing/Meeting

Please be advised that all Hearings and Meetings conducted by the Marion County Courts, Indiana are recorded and are the official court proceedings. All parties and participants are required to follow the following protocols.

1) **MUTE** your microphones when you are not speaking. **As a participant:** In the **Participants** panel, select **Mute** 🔇 or **Unmute** 🔴 to mute or unmute your own microphone

2) **VIDEO** If you are just watching the court proceeding and it is not your case, you can continue to watch the proceedings but there is no need for you to share your video -

   a) To **stop your video** during the event, select **Switch camera device or stop my video** 🔵, and then select **Stop My Video**.

   b) To **start your video** during the event, select **Start my video** ⚫, and then select **Start My Video**.

Here are some additional requirements for participants appearing on video remotely -

   1) Adjust your camera to ensure your whole face can be seen by the Defendant, attorneys and case participants.
      a) Watch for any bright lights in your background, they can wash out or distort your face
   2) This is an official Court proceeding, so dress appropriately.
   3) Be aware of what you have in the background – do you want folks to see your family? Any descriptive objects/surroundings (i.e. could someone tell where you live)? Anything in the background that might lead to a perception of partiality?
   4) If you take a break (which is completely fine), turn your mic and camera off
   5) Please make sure that there are no other people in the background e.g. pets, family members

Getting Ready - Preparing for the meeting

1. **Receive meeting information**

   Prior to the meeting, all attendees should receive an email containing the meeting information. It will include the date/time of the meeting, the meeting number, a meeting password (meeting passwords are now required for all meetings), a link to the

meeting and the audio conference access code (if you opt to use a phone to listen to the hearing/meeting – mute your phone).

2. **Verify WebEx browser plug-in or download mobile app**
   Prior to the scheduled meeting, test your browser by joining this test meeting: **http://www.webex.com/test-meeting.html**. Be sure to use the same workstation and browser you are planning to use for the actual meeting.
   You may be prompted to download/install the Meeting Center plug-in that is used to attend the meeting if it is not already installed. If you are using a work computer, you may not have the administrative privileges to install the plug-in and will have to contact your local IT to have the WebEx meeting center plug-in installed. If you have difficulty joining a meeting with one browser, try using a different browser as often one will work better than another depending on local browser settings (i.e. Firefox, IE, Chrome).

   If you do not have time or the correct privileges to download and install the Meeting Center plug-in, you should always see a link on the WebEx set-up screen that says '*Run a temporary application*' to join this meeting immediately. If you click that link the WebEx Meeting window will display without the plug-in being installed. See a screenshot of how this link might appear while you are trying to join the meeting.
   If you need to participate in a WebEx conference from a mobile device (iPad, smartphone, etc.) download WebEx's mobile app.
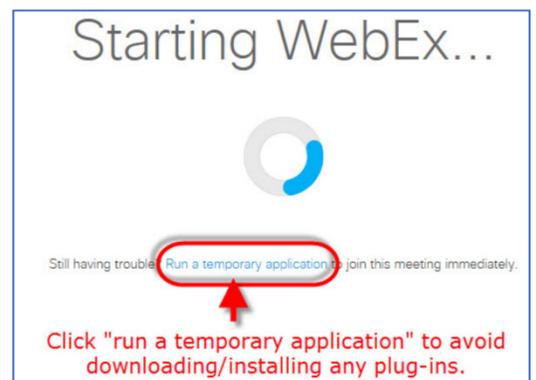
3. **Verify audio setup**
   You will want to verify your audio setup prior to the meeting as this is not tested as part of the test meeting. We strongly recommend using a headset with microphone, or alternatively a laptop's built-in microphone plus speakers works well. Only after joining the real meeting will you be prompted to setup the audio portion of the meeting and given the opportunity to test your computer's audio setup (microphone and speakers). **NOTE:** Alternatively, you can use the call-in toll number provided in the meeting information, however **remember that toll charges will apply**.

Joining the Meeting

1. **Locate the meeting link**
   You will need access to the meeting link that was sent via email, an Outlook invitation is how the meeting link and information is sent out. Meetings are no longer listed on a public calendar and therefore no longer browsable due to security concerns. However, attendees that also have a host account (not all attendees do), you can see a calendar
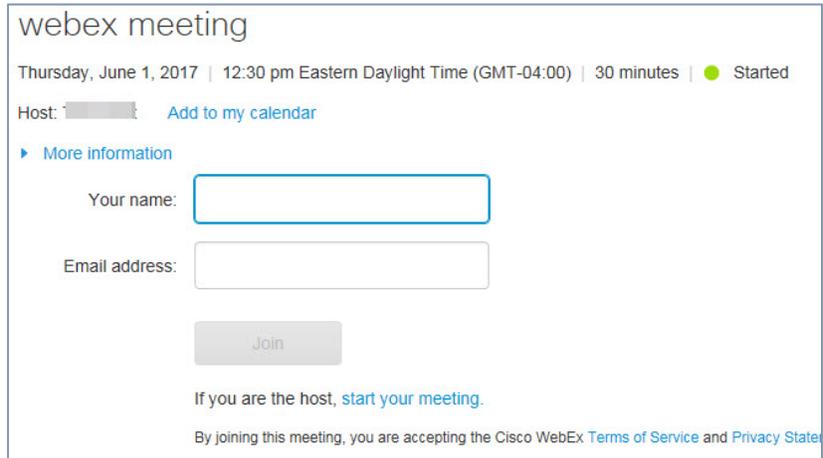
listing of meetings you have been invited to by logging into the WebEx site for your institution and clicking **My WebEx. If the meeting is in someone's Personal Room in WebEx, however, the meeting may not be listed.**

2. **Join the meeting**
   If the host has not yet started the meeting, you may not be able to enter the meeting. Whether or not attendees can join before the host is dependent upon the settings applied to that particular meeting.

   If you are joining from a meeting link, simply click the link and enter your name and email address, then click **Join** to join the meeting. If you are joining by entering a meeting number into the WebEx website for your institution (as above) on the *Meeting Center - Attend a Meeting* page, you will first need to enter the meeting number, then the meeting password. Then you can enter your name and email address and click **Join** to join the meeting.

   Assuming you pre-tested your browser plug-in (as suggested in ***Getting Ready - Preparing for the meeting*** section above), the Meeting Center window will launch. This is where your online meeting will take place.

3. **Make Audio Selection**
   Next, you will be prompted to make your selection about how you will participate in the audio portion of the meeting. You can choose the "Call Using Computer" option (assuming you have a headset, or can use the computer's microphone and speakers). Prior to clicking the "Call Using Computer" button, you can test the speakers and microphone by clicking "Test speaker/microphone" found under the Call Using Computer button.
   Alternatively, you can select the "Call Me" option and provide a phone number for WebEx to call you, or you can call in using your own phone. *We highly recommend using the "Call Using Computer" or "Call Me" options, as there are toll charges that apply if you call in using a*
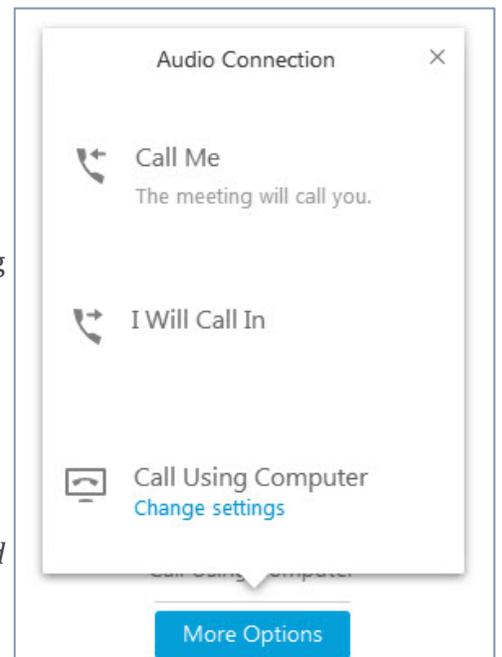
phone.

NOTE: If you are participating in the conference audio by phone, NEVER put the WebEx call on "Hold"- if your organization has background "on-hold" music, everyone on the call will hear it. The host will probably mute you and neither of you will necessarily know that when you return to the call.

4. **You are all set!**