

# WebEx Instructions

## WebEx – Connect to meeting via e-mail link

When joining via e-mail sent to you, click on “Join meeting” from the body of the e-mail

**Jordan Gallegos invites you to join this Webex meeting.**

Meeting number (access code): 788 787 181

Meeting password: OCSC

Wednesday, April 22, 2020

8:10 am | (UTC-07:00) Pacific Time (US & Canada) | 12 hrs

[Join meeting](#)

### Join by phone

Tap to call in from a mobile device (attendees only)

[+1-650-215-5228](#) United States Toll

[Global call-in numbers](#)

### Join from a video system or application

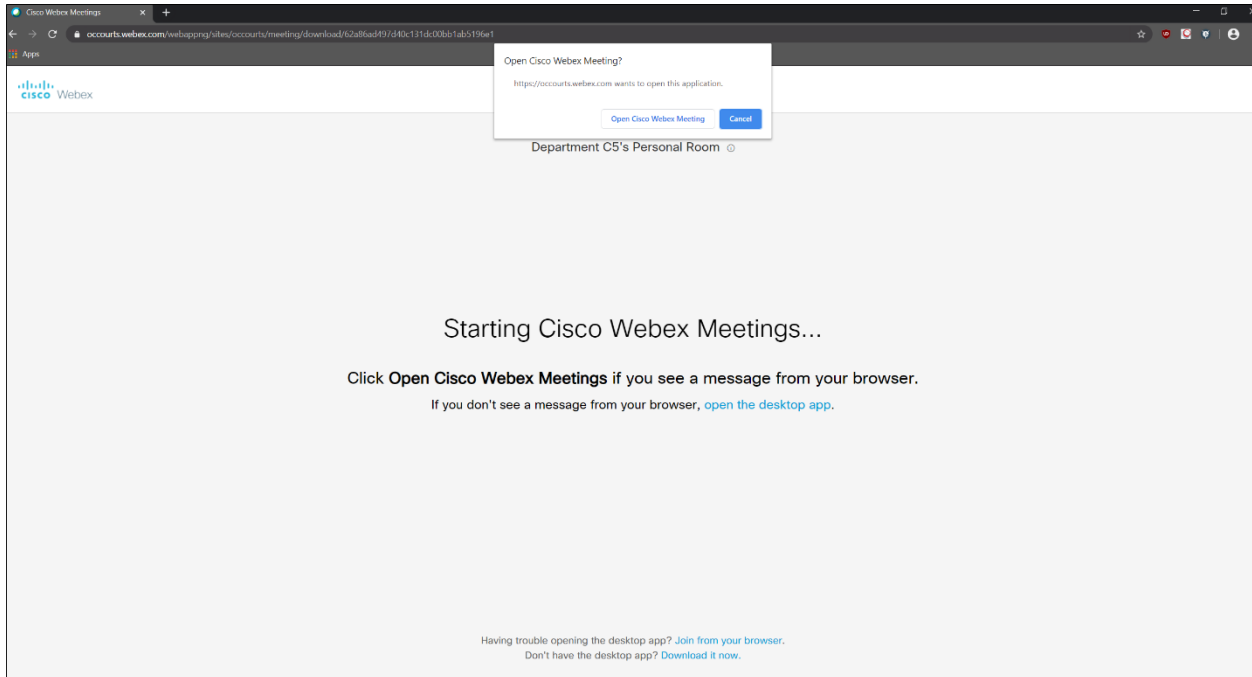
Dial [788787181@occourts.webex.com](tel:788787181@occourts.webex.com)

If prompted for a password, enter the meeting password and click “OK”

To view more information about the meeting, enter the meeting password.

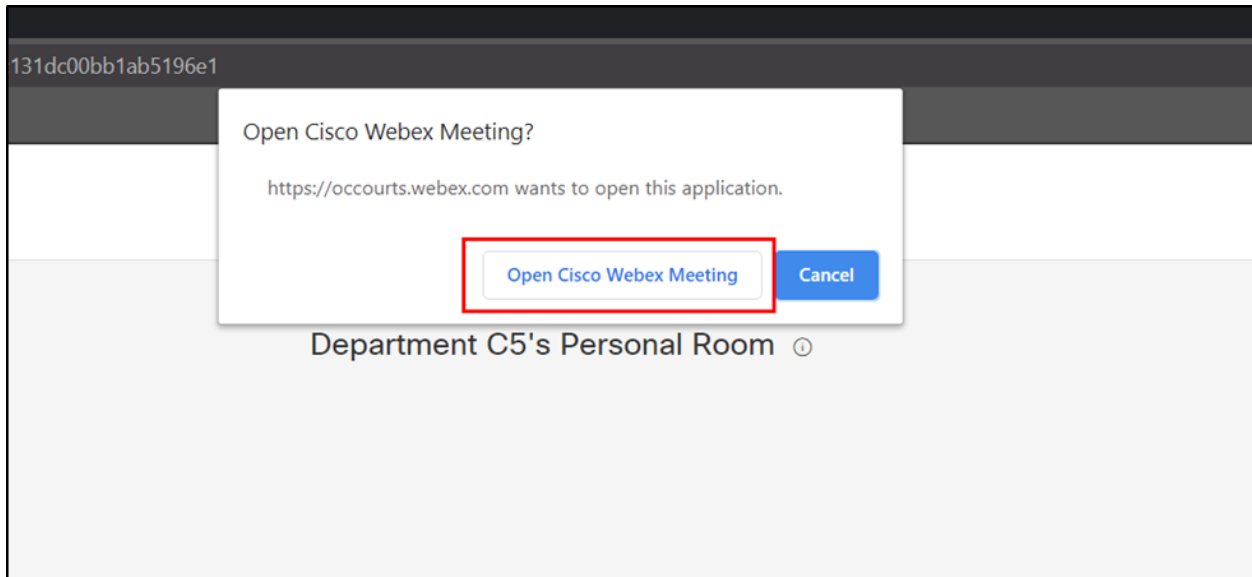
Meeting Number: 785 615 262

After clicking “join meeting” the video conference will open

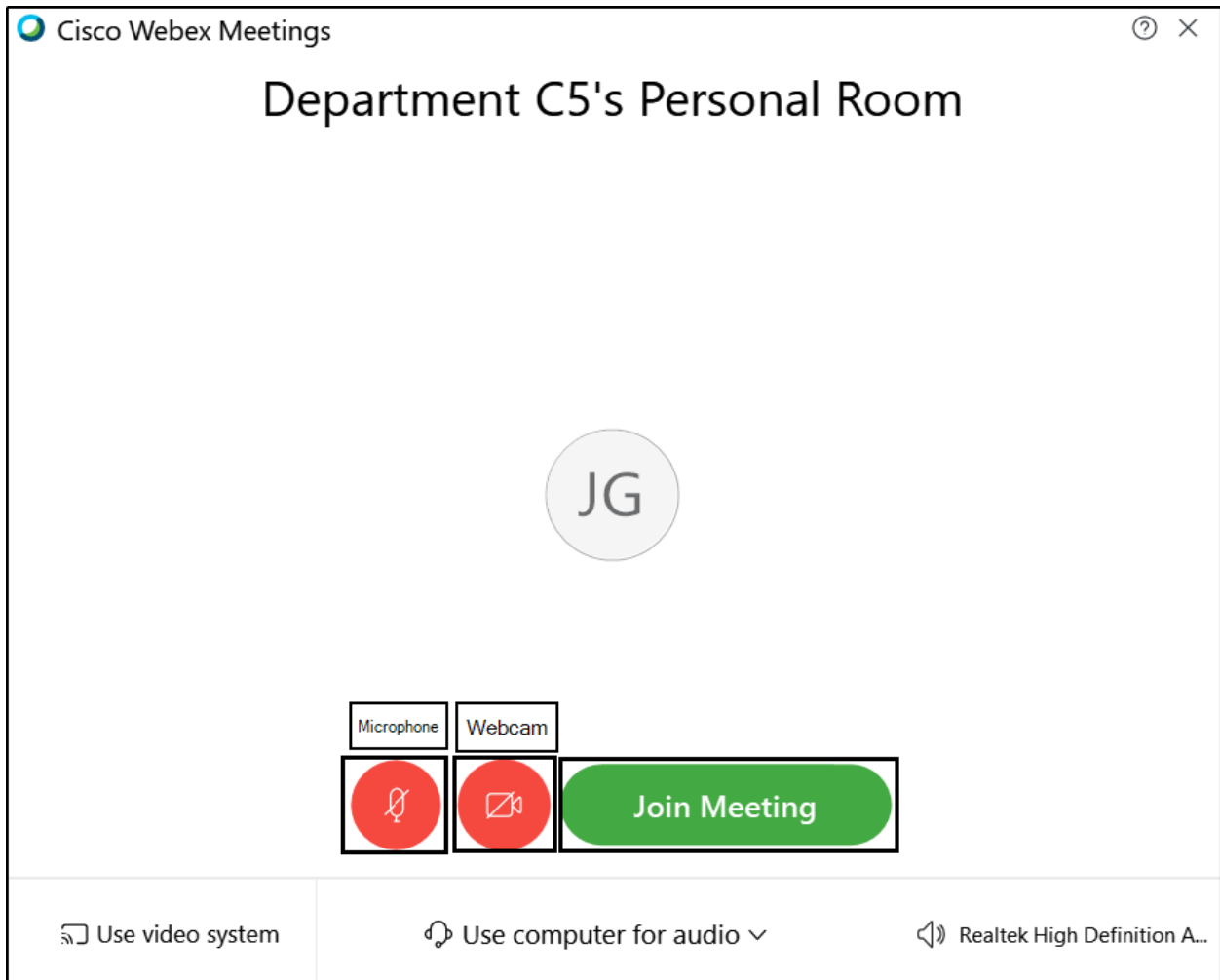


## Joining via WebEx Meeting Desktop Application

If you already have the Cisco WebEx application installed, select “Open Cisco WebEx Meeting”



The following screen will pop up, click “Join Meeting” when ready to join the call. The microphone and webcam icons can be used to control your audio/video in the meeting. Then click join meeting when ready to join the call



## Joining via Web Browser

If you do not already have the Cisco WebEx application installed, you can “Join from your browser” or download the application by selecting “Download it now”

Having trouble opening the desktop app? [Join from your browser.](#)  
Don't have the desktop app? [Download it now.](#)

If connecting from your browser, you will be prompted with the screen below. Enter your name and click “Next”

# Department C5's Personal Room

Enter your information

(Optional)

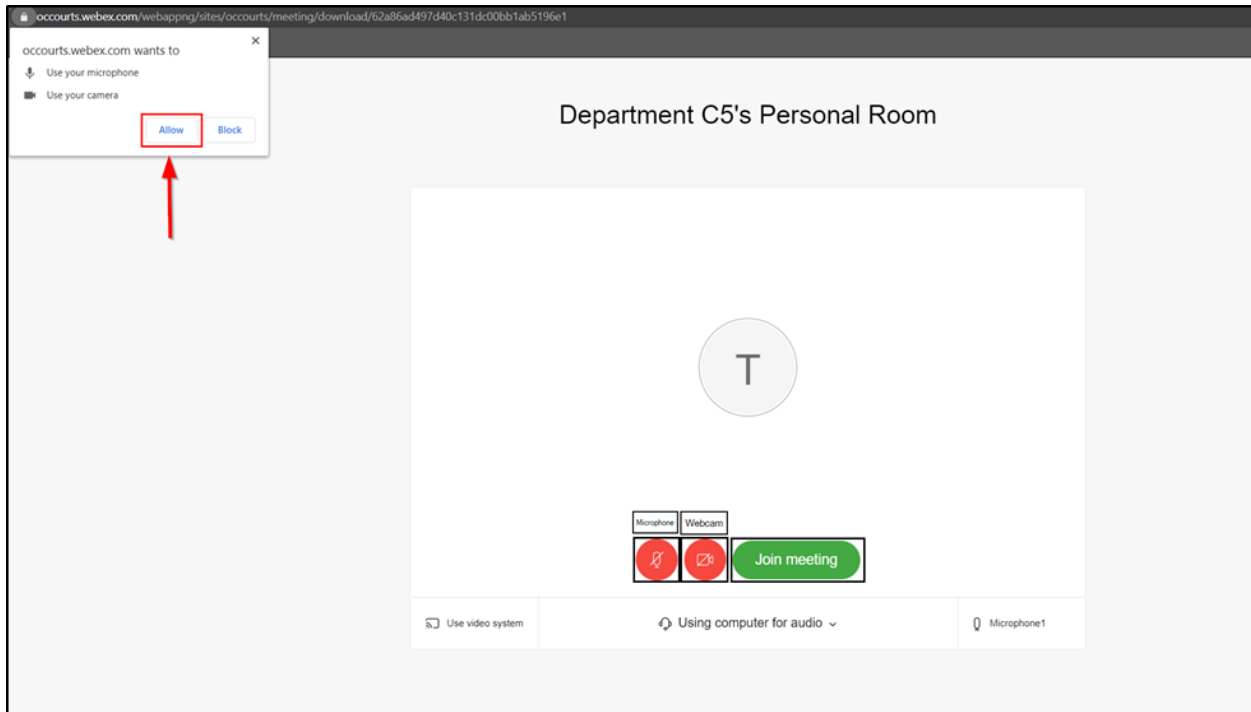
Next

Already have an account? [Sign in](#)

More ways to sign in



In your Web browser, click “Allow” to give your web browser permission to use your webcam and microphone. The microphone and webcam icons can be used to control your audio/video in the meeting. Then click “Join meeting” when ready to join the call



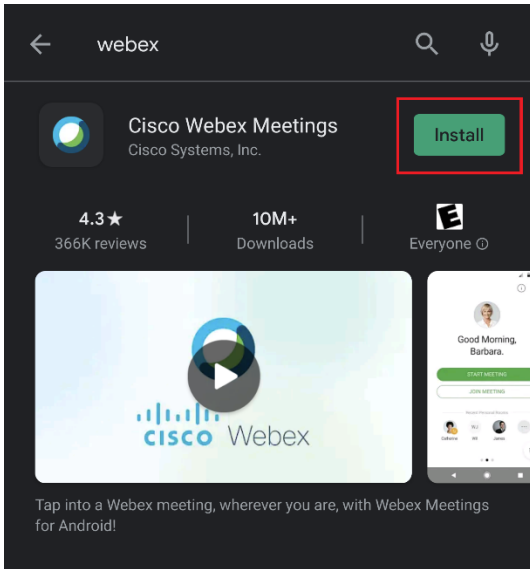
## Cisco Webex Meetings Mobile Instructions

1) Install the mobile app

a) **On Android:**

Browse to the Google Play Store  and search for “Webex”

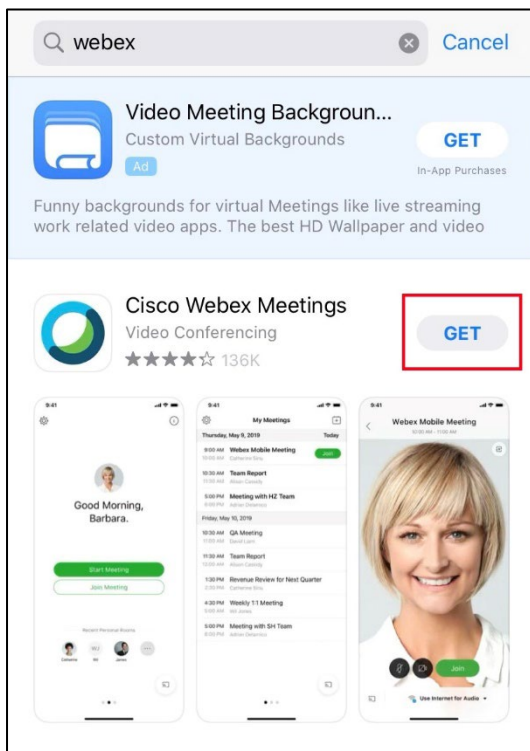
Click “Install”



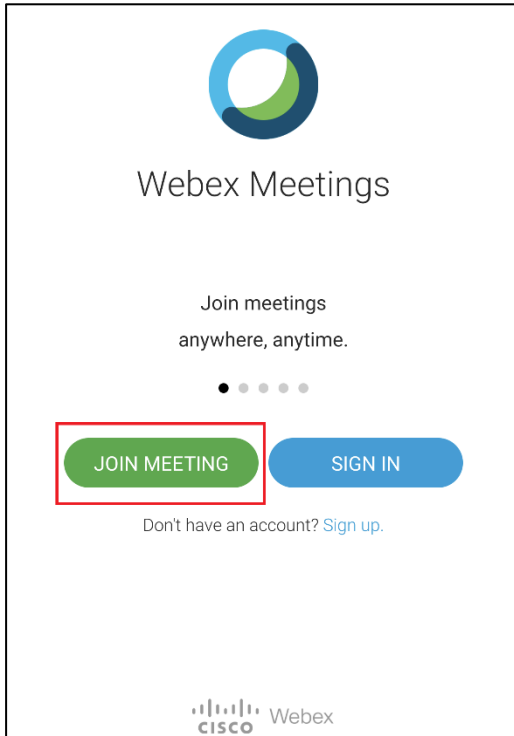
b) **On iPhone:**

Browse to the Apple App Store  and search for “Webex”

Click “Get”



- 2) Open the Cisco Webex Meetings app, Review & Accept Terms of Service, and approve all application permissions for Webex.
- 3) Join a meeting directly from the Cisco Webex Meetings app
  - a) Open the Cisco Webex Meetings app and click the Join Meeting icon.



- b) Input the meeting number (access code), your name, and your email address. Click Join. If applicable, input your meeting password on the next screen.

< Join Meeting JOIN

Meeting number or URL

If you are invited to a Personal Room, you can enter the URL.  
company.webex.com/meet/username

Your name

Email address

< Join Meeting JOIN

123 456 789

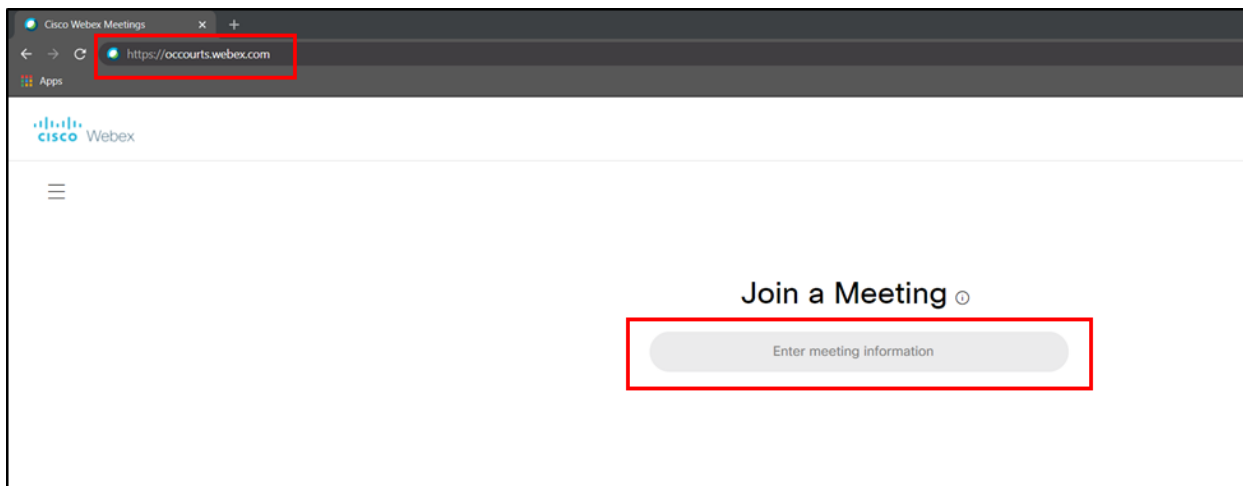
If you are invited to a Personal Room, you can enter the URL.  
company.webex.com/meet/username

Test User

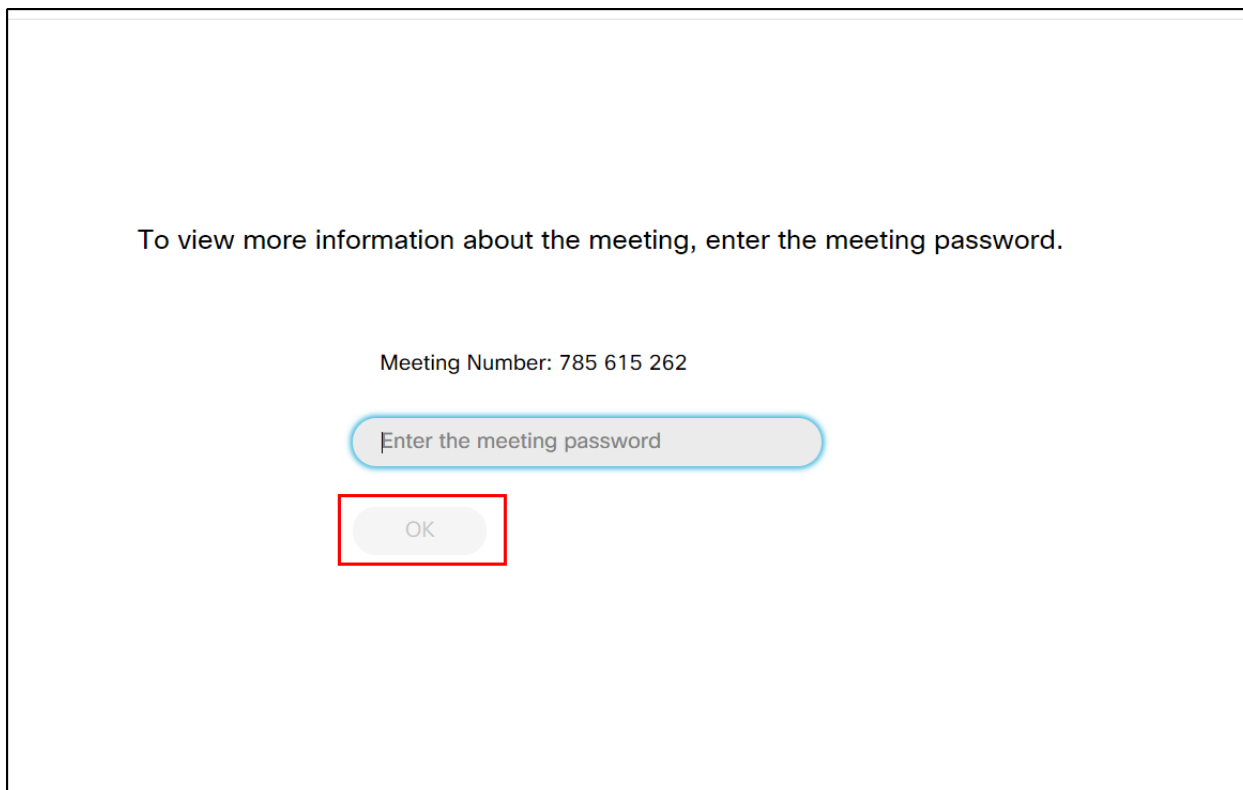
██████████@occourts.org x

## WebEx – Connecting to meeting via Meeting Number

Navigate to <https://occourts.webex.com> and enter the (9 digit) meeting number for the courtroom you want to connect to video in the text box under “Join a Meeting”

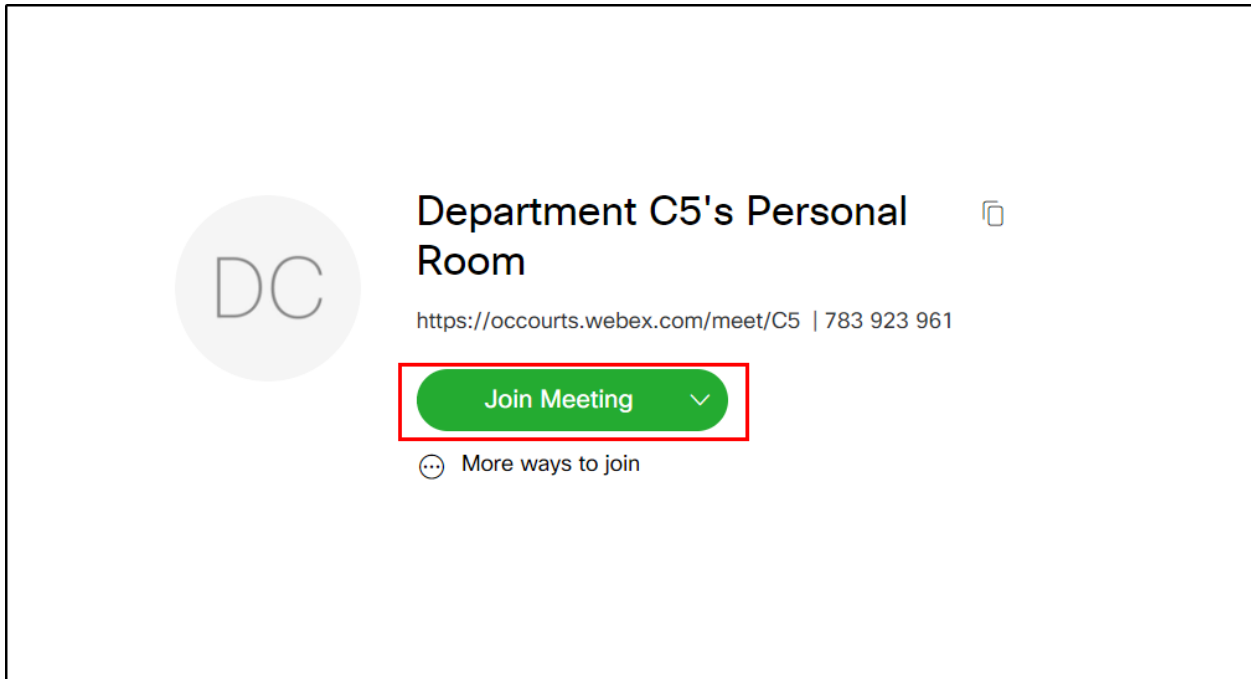


If prompted for a password, enter the meeting password and click “OK”

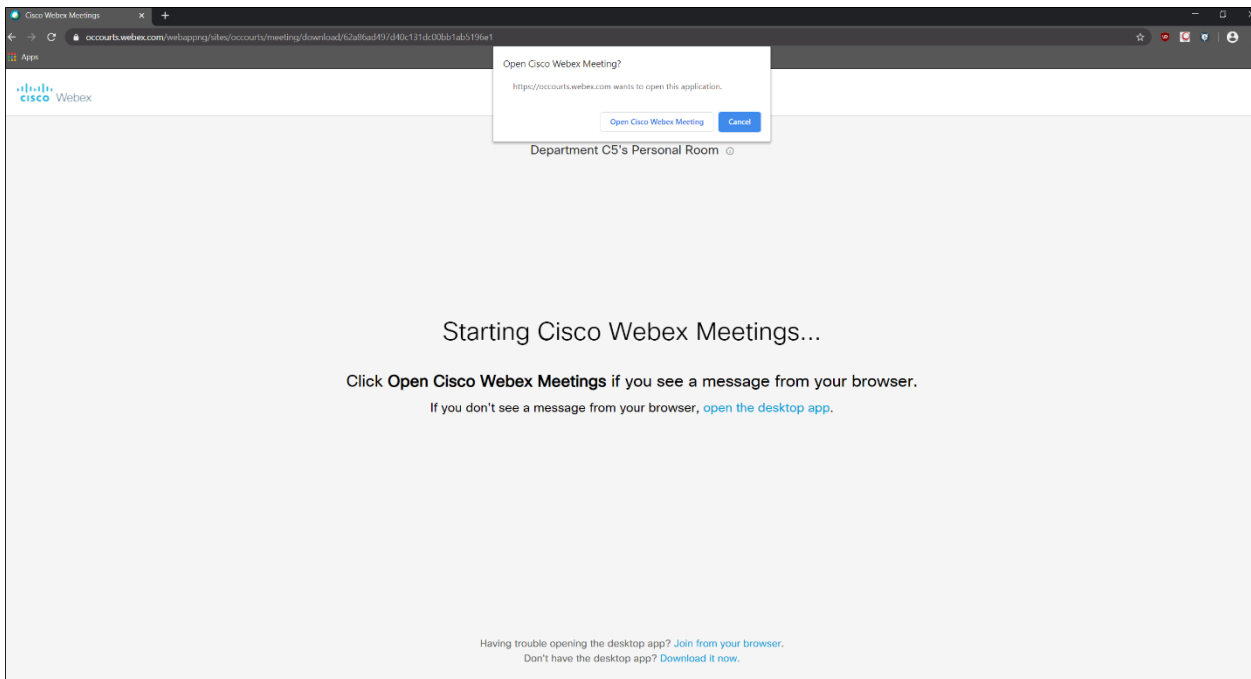




Click “join meeting”

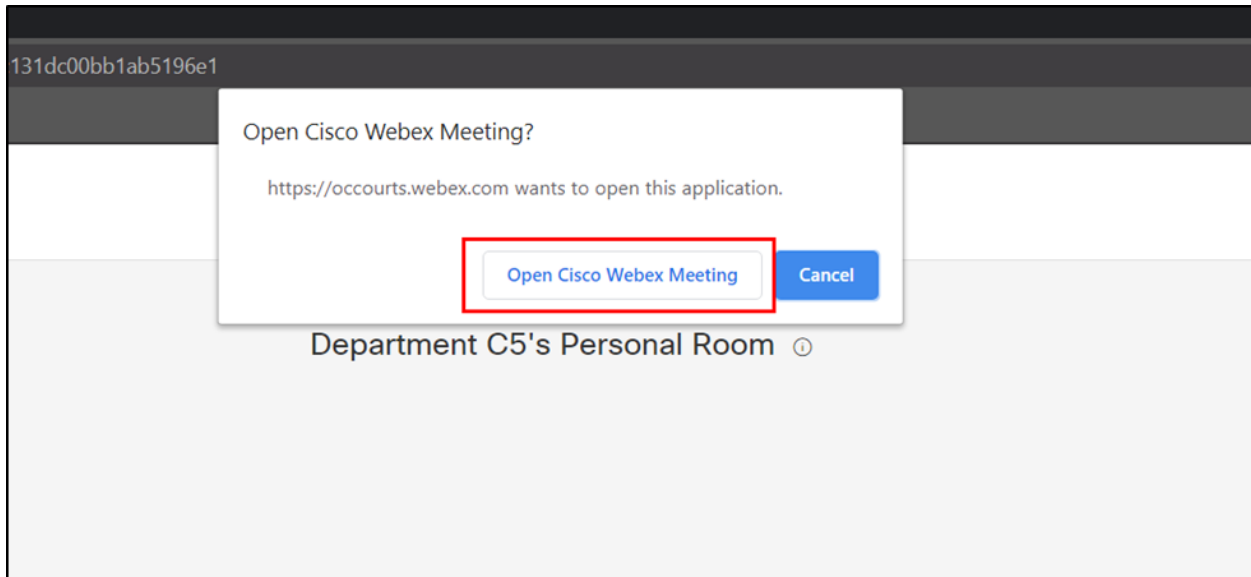


After clicking “join meeting” the video conference will open

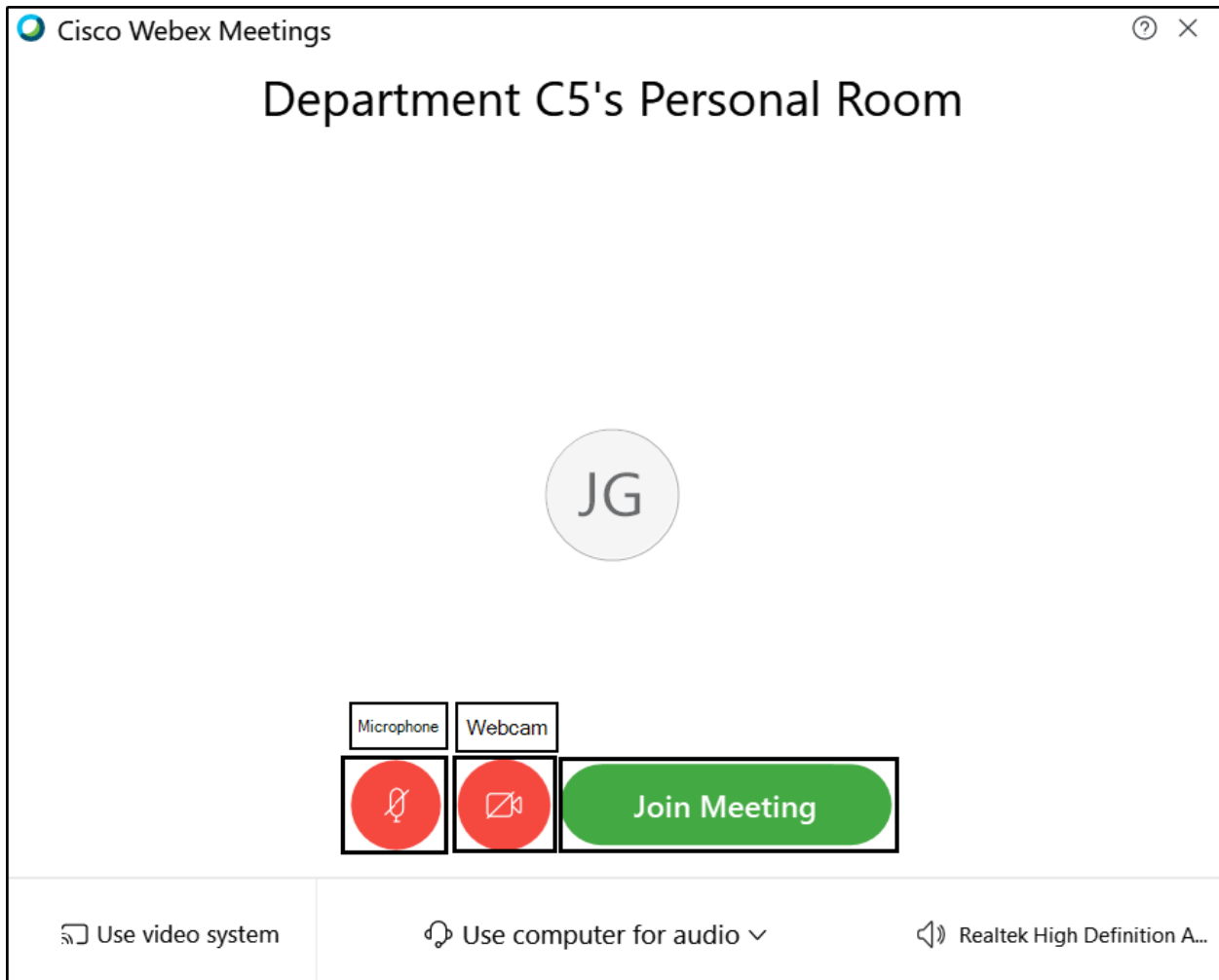


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