Attending a Hearing

The following documentation and training material have been designed specifically for the Office of Administrative Hearings when attending a WebEx meeting. Those attending a WebEx meeting do NOT need a WebEx's hosting account; only the ALJ hosting the meeting needs to have an account.

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 will 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 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 the correct privileges to download and install the Meeting Center plug-in, you should see a link on the WebEx set-up screen that says "**Join from your browser**" to join the meeting immediately.

If you need to participate in a WebEx conference from a mobile device (iPad, tablet, smartphone, etc.) download WebEx's mobile app.

Getting Ready - Preparing for the meeting

Receiving meeting information

Prior to the meeting, attendees should receive a hearing notice by mail containing the meeting information. It will include the date/time of the meeting, a link to the meeting and the meeting number.

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 actual meeting will you be given the opportunity to test your computer's audio setup.

NOTE: Alternatively, you can use the call-in toll-free number provided in the meeting information.
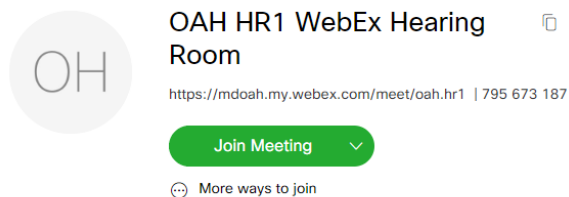
Joining the Meeting

Locate the meeting information located on your hearing notice.

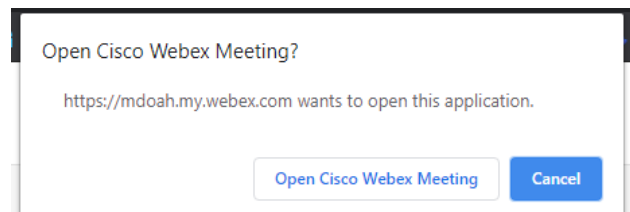1. Go to https://oah.webex.com and enter the **Meeting ID** listed on your hearing notice then press Enter.

Join a Meeting ⓘ

Enter meeting information

2. Click on Join Meeting.

OH

OAH HR1 WebEx Hearing Room

https://mdoah.my.webex.com/meet/oah.hr1 | 795 673 187

Join Meeting ⌄

⋯ More ways to join

3. If you have the Cisco WebEx Application installed on your computer you will receive a prompt similar to the screenshot below asking you to open the application.

Open Cisco Webex Meeting?

https://mdoah.my.webex.com wants to open this application.

Open Cisco Webex Meeting   Cancel

4. Alternatively you may join the meeting by selecting, "**Join from your browser**" on the bottom of the page as seen below.

Having trouble opening the desktop app? Join from your browser.
Don't have the desktop app? Download it now.

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.
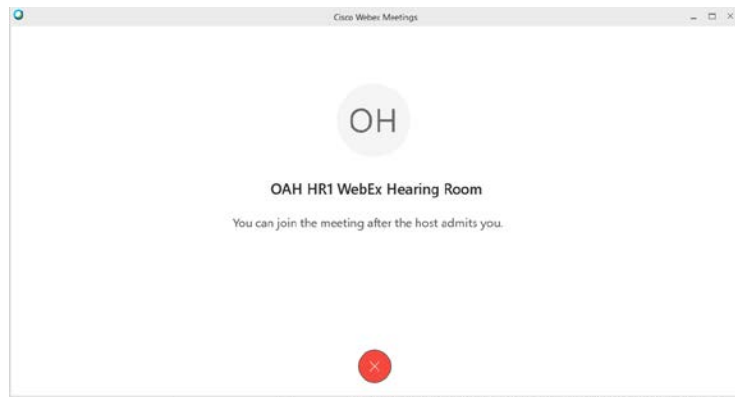
5. Enter your Full Name and Email Address as seen below then click Next.

6. Verify that your microphone and video are functioning properly then select Join Meeting.

7. The ALJ will receive a notice that you have joined the hearing and will admit you when the hearing is ready to begin.

8. Once you are granted access to the hearing by the ALJ you will be prompted to make your selection about how you will participate in the audio portion of the meeting. You can choose to call into the meeting using your telephone or you can select Use computer for audio.