

# Quick Reference Card

## Participants (Crown, Counsel, Parties, Institution) – Connecting to Virtual Courtroom

This Quick Reference Card (QRC) provides instructions for **Participants** (Crown, Counsel, Parties, Institution) to connect to a Virtual Courtroom.

Court proceedings will take place within a Virtual Courtroom. The Cisco Webex application will be used to create the Virtual Courtroom.

All participants will connect by video using the web address link or via the telephone number for the assigned Virtual Courtroom provided by the Court of Appeal Registry.

If attending by way of video, you must have the Webex Application installed on your desktop or laptop:

- if you do not have the Webex application installed on your computer, proceed to step 1. Below, or
- If you have the Webex application installed on your computer, proceed to step 2. below.

### Step 1. Installing the Webex application onto your computer

- To install the the Cisco Webex application, go to the Webex [website](#) and under Webex meetings select the blue Download button.
- A download window will appear at the bottom left side of the screen. Click on it
- The Welcome to the Install Sheild Wizard for Cisco Webex Meeting window will appear. Select Next.
- The License Agreement window will appear. Select the I Accept the Terms in the License Agreement radio button and then select Next.
- The install window will appear and will download (this may take a few minutes). When completed, the Install Wizard complete window will appear. Select Finish. Close the window that appears next.
- On the top toolbar of the web window, select the Sign In link
- Select Webex meetings

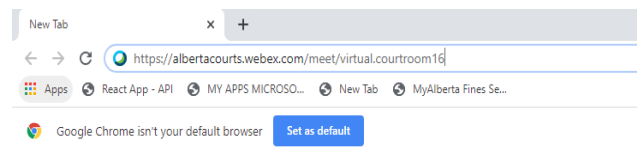
- In the Sign In window, select the Sign up link beside “Don’t have a Webex Meetings account?”.
- Enter in your email address in the sign up field.
- Complete the fields on the next page and select continue. An email will be sent to you to finalize the set up of your account.

**Note:** Enter your proper first and last name. The clerk will require it to identify you in their log notes. All other participants will also see your name.

- Proceed to Step 2.

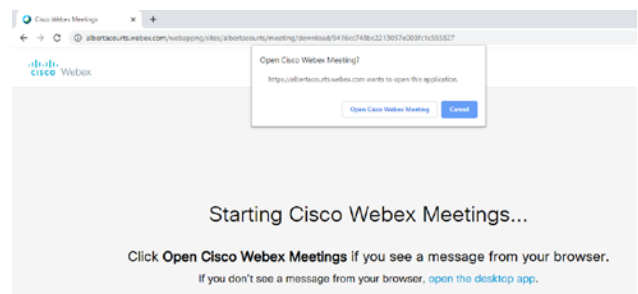
### Step 2. Sign-in Process

- Open up the Cisco Webex Meeting icon located on your desktop



- Copy and paste either the Meeting Room Code (9 digits) or the link provided in the Scheduling letter from the Registry into the Join a Meeting field and select Join button.

- If the following window appears, click on the **Open Cisco Webex Meeting**.



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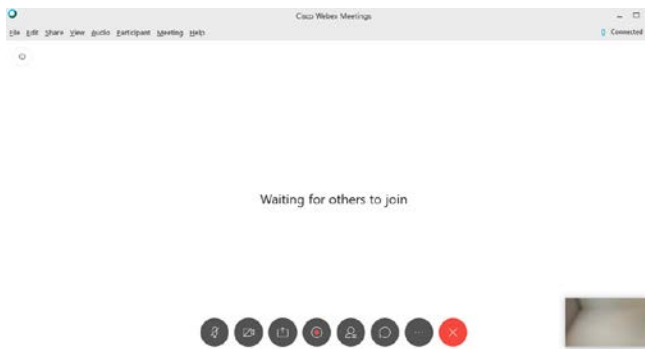
- The preview screen will appear. Click on **Join Meeting**.



- If the WebEx Host has not started the meeting the the following screen will appear:



- Once in the meeting, hover your arrow towards the bottom of the viewing screen to see the Control buttons (Mic, Video, Share content, Participants, Chat, More options, End or Leave Meeting).



- **Mic button** – Click to mute or unmute. **Keep your microphone muted unless you are speaking.**

- **Video button** – Click on button to display or hide video

- Click on the **Participants** button to view a list of the participants that are connected.

### Note:

- **Be on time and ready to proceed.**
- **Each speaker should identify themselves, each time they speak, to ensure FTR recorder clearly captures discussions in the virtual courtroom.**
- **All participants should keep their microphone muted unless they are speaking.**
- **Minimize background noise.**
- **If bandwidth issues occur it may be necessary for some of the participants to turn off their video.**
- **Clients can participate by viewing the electronic hearing at their lawyer's office or by listening to the audio as arranged by their lawyer. Clients must not call directly into the electronic hearing. If clients wish to attend the proceedings, lawyers must arranged for their client to sign the Undertaking and Agreement of Non-Lawyer provided by the Registry in the Scheduling letter in advance of the hearing. The executed Undertaking must be retained on the lawyer's file.**
- **Self-represented litigants must provide a signed Undertaking and Agreement Non-Lawyer to the Registry in advance of the hearing date.**
- **Refer to the Reference and Etiquette Guide for Electronic Hearings (Lawyers and Litigants) for further information and tips.**