



## How to Join an OATH Remote Hearing Using WebEx Video Conference

At this time, OATH proceedings are being conducted by video conference. Once an OATH conference or trial is scheduled, the parties will be invited to the remote hearing by email or, in some cases, by written notice. OATH staff will send the “WebEx Meeting Invitation” in advance of the conference or trial for the scheduled date and time. The invitation will look like this:

**Jessica Haley invites you to join this Webex meeting.**

Meeting number (access code): 713 987 045  
Meeting password: jjQiqqmG733

Friday, April 10, 2020  
11:00 am | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

**Join by phone**  
Tap to call in from a mobile device (attendees only)  
[+1-408-418-9388 United States Toll](#)  
[+1-645-992-2010 United States Toll \(New York City\)](#)  
[Global call-in numbers](#)

**Join from a video system or application**  
Dial [713987045@nyc-oath.webex.com](mailto:713987045@nyc-oath.webex.com)  
You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**  
Dial [713987045.nyc-oath@lync.webex.com](mailto:713987045.nyc-oath@lync.webex.com)

You can join the proceeding by video from a computer/laptop, a smartphone, or a tablet (with a camera, microphone, and speakers or headphones) using the free WebEx program. If you do not have a device with a video camera, you can join the hearing by telephone. To download the WebEx app manually, test your equipment and connections, see the next page for instructions.

### How to join your OATH Conference or Trial:

- You do not need to create a WebEx account to join the OATH proceeding by WebEx.
- If this is your first time joining a WebEx meeting, open the email invitation, click the green “Join meeting.” WebEx automatically downloads the app.
- If you already have WebEx installed on your device, click the green “Join meeting.”

### How to join a WebEx video meeting without installing the WebEx app:

- If you don't want to install WebEx, you can join a video meeting from the WebEx home page. From your internet browser, enter <https://www.webex.com/>, click "Join" from the WebEx home page's top right corner. Enter both the **Meeting number** (access code) and **Password** from the WebEx Meeting Invitation.

### How to join a WebEx meeting by telephone without video:

- From your telephone, dial either one of the United States Toll numbers provided in the **Join by Phone** option in your meeting invitation (see page 1). Follow the prompts and enter the 9- or 10-digit **meeting number** (access code) and press the number sign.
- An attendee ID number is only available on the web portion of the WebEx. If you do not know your attendee ID number, press the number sign to enter the meeting.

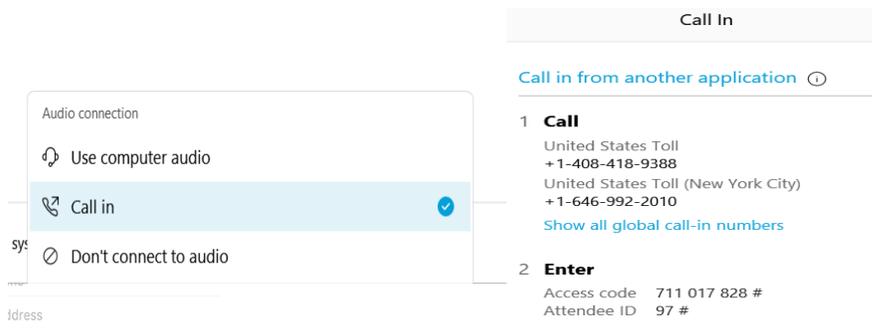
## How to set up WebEx on a computer/laptop, smartphone, or tablet:

If you do not already have WebEx installed on your device, you can manually download the WebEx Meetings app.

- **To Install WebEx on your computer/laptop:** From your internet browser, go to <https://www.webex.com/downloads.html>. Click the blue “Download for Windows” or “Download for OSX” button on the left side of the screen, beneath the “WebEx Meetings” header (not the “WebEx Teams” header on the right side).
- **To Install WebEx on your smartphone or tablet:** Go to your device’s app store (“App Store” on iPhones, “Google Play” on Android phones), search for the free “Cisco Webex Meetings” app, and press the “download” or “get” button.
- Click the installer file, .msi (Windows) or .dmb (Mac), run the installation, and follow the screen's instructions. It may take a few minutes to install, and you may be asked to confirm. After the installation is complete, enter your name, email address, and click Next.

## How to test your connection before the WebEx meeting:

- You should test your equipment and connections before the scheduled hearing. You can check your microphone/video/audio connection in advance as soon as you receive your Notice of Hearing <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>.
- **Select Audio:** For audio connection, select either "Use Computer audio" (default) or "Call-in." You can use a computer headset or speaker/microphone. For "Call in," from your phone, dial either one of the United States Toll numbers, follow the prompts, enter the **meeting access code**, and **attendee ID number**. If you are dialing into the meeting from outside of the United States, select "Show all global call-in numbers," from the dropdown list, and choose your location's call-in number.



## Need help?

- For additional help or questions about Trials Division remote hearings via WebEx, please contact the meeting organizer, email OATH’s Administrative Assistant staff at [ALJAdminassist@oath.nyc.gov](mailto:ALJAdminassist@oath.nyc.gov), or call (347) 909-1118.