

Participating in a Webex hearing

US Bankruptcy Court for the Eastern District of Michigan

June 2020

How Do I Participate Effectively in a Webex Meeting? How Do I Get Ready?

Here are the recommended systems requirements:

- A hands-free telephone, headset or earbuds, with mute capability.
- An internet-enabled laptop or desktop with most recent version of Google Chrome
- For video participation, the laptop or desktop must have a built-in or external webcam.

Test your computer system compatibility prior to the meeting by pasting the following link into a new Google Chrome browser, <http://www.Webex.com/test-meeting.html>. The link will direct you to join a test meeting to ensure your camera is working properly and the Cisco Webex Meeting application is installed properly. We strongly encourage you do test prior to the meeting.

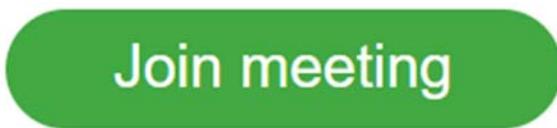
To minimize noise level, please choose a quiet location that is free from distractions and potential interruptions. Connect to the AT&T Conference line with a telephone with hands-free capability (earbuds/headset), to be sure you have access to your keyboard if necessary.

Join a Cisco Webex Meeting

Purpose: This instruction is for meeting attendees to join an Evidentiary Hearing via Webex from their laptop or desktop.

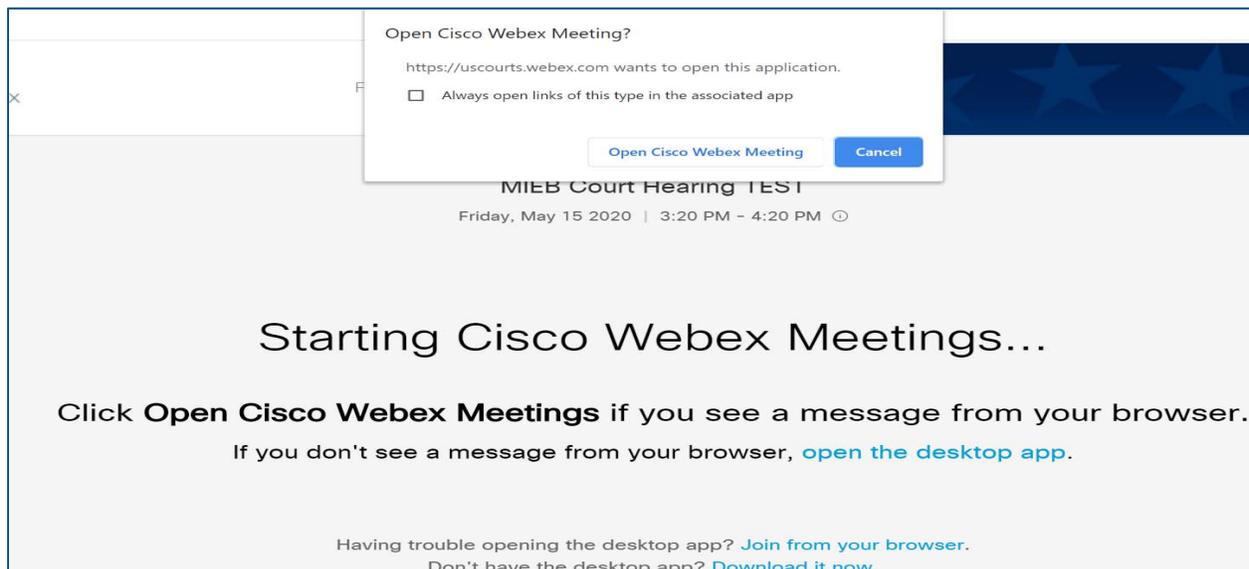
Steps to Join

1. Call the AT&T conference line designated for your meeting. Enter the meeting code provided by your host. Mute your phone to keep the noise level to minimum and only unmute your phone when you need to speak.
2. Click **Join meeting** from the meeting invitation to join the meeting.



3. Follow the instructions on the screen to join the meeting via **Cisco Webex Meeting application** or via **your web browser**.

Notes: You will have more options to control and navigate your Webex meeting space as a participant if you join via Cisco Webex meeting desktop application.

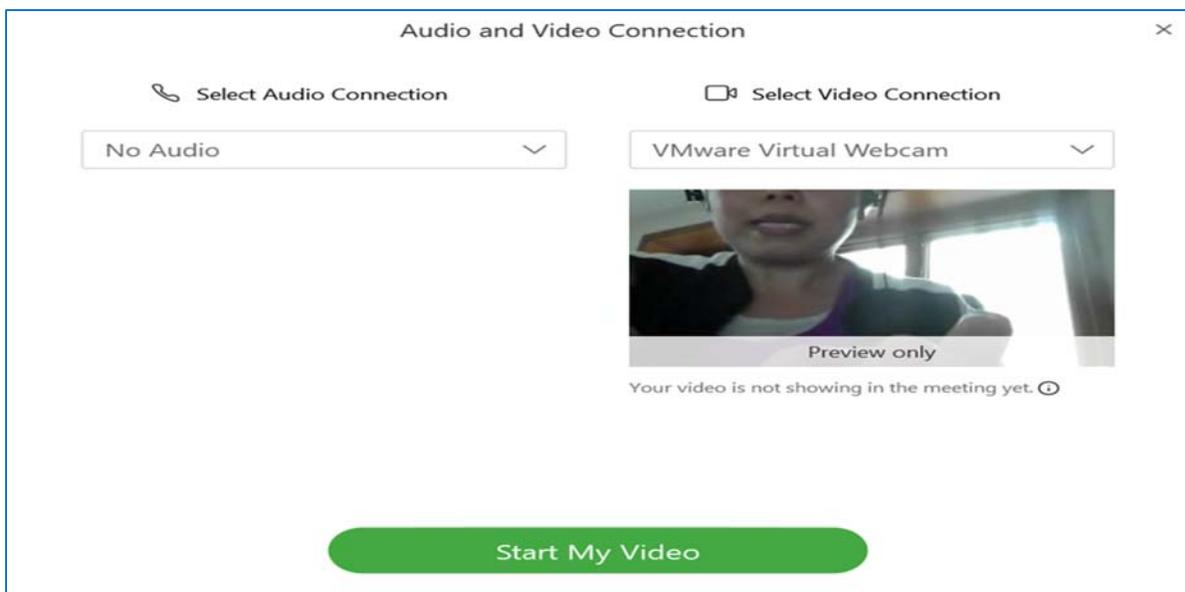


4. Enter your **full name** and **email address** and click **Join Meeting** when prompted:



5. You will be prompted for Audio and Video Connection. There is NO need to select audio connection because you already called into the AT&T conference line. If you selected video connection, you will be able to preview you on video. Click **Start My Video**.

Note: Witnesses must appear on video when testifying. Attorneys must appear on video except when excused by the Judge.



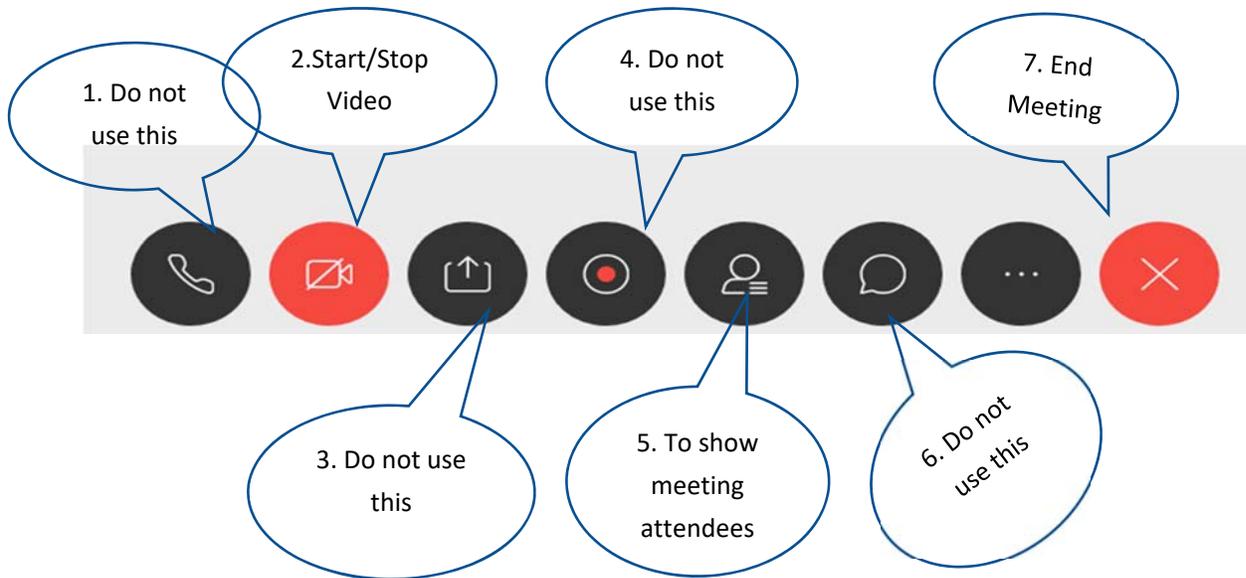
6. You are now in the meeting space with other attendees. You will be able to see others appearing on video by clicking **Participants** icon as well as the document shared by others.

Note: Please see the next page on navigating the meeting space.

Navigate the Meeting Space

➤ Icons at the bottoms of the screen

You will see a group of icons at the bottom of the screen when you join the Webex. Each of them provides you with different functionalities.



Some of the icons above will be used during the Webex hearing while others will not be used. Below you will find descriptions of each icon with the numbers below matched with the numbers and icon above. The icons to be used are highlighted below.

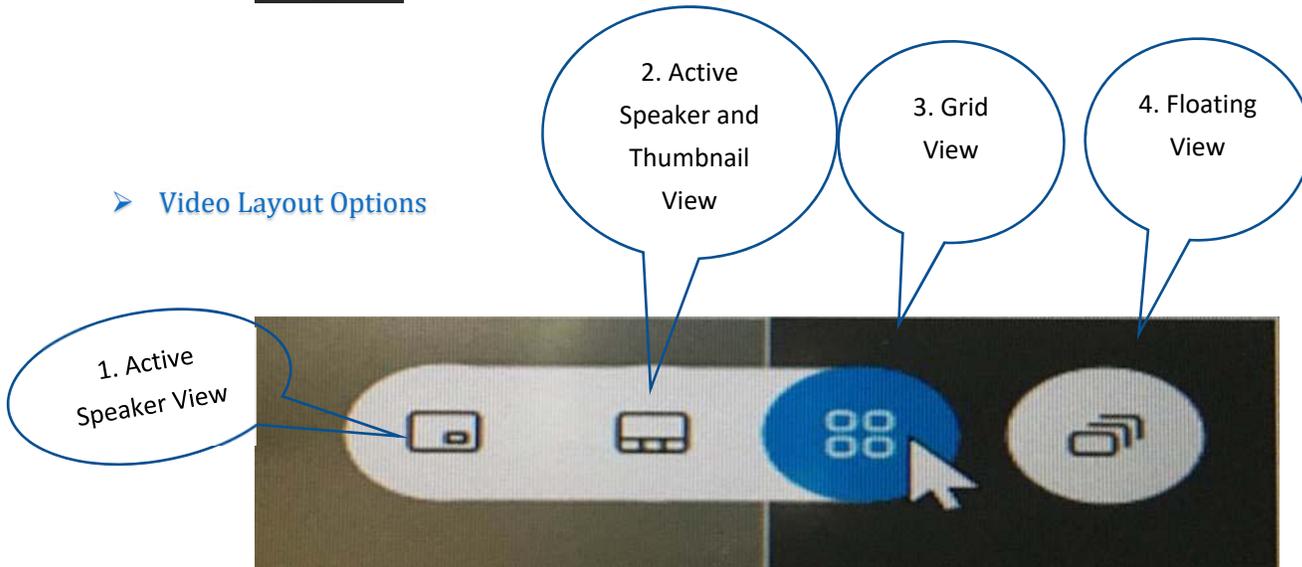
1. The “Call” icon is **not** needed because all participants will join in the meeting using AT&T conference call line.
2. The “Video” icon is needed and allows you to start and stop your video.
3. The “Share Content” icon is **not** needed.
4. The “Recording” icon is **not** needed.
5. The “Participants” icon allows you to see all attendees currently joining the meeting.
6. The “Chat” icon is **not** needed.
7. The “End Meeting” icon is needed because it allows you to end the current meeting in session at the conclusion of the hearing.

➤ Zoom in and Zoom Out

The zoom in and zoom out icons allow you to adjust the display view of the document shared on the screen. These options will appear when a document is being shared.



➤ Video Layout Options



The icons above can be found on the upper right-hand corner. There are several video layout options to choose from. The default video layout is *Active Speaker and Thumbnail View*. Below you will find descriptions of each icon with the numbers below matched with the numbers and icon above.

1. **Active Speaker:** Only the active speaker is shown in one window.
2. **Active Speaker and Thumbnail View:** The active speaker is shown in one window, with up to 9 participants in thumbnails overlaid on the active speaker window.
3. **Grid View:** Up to 25 video attendees are shown in equally sized windows.
4. **Floating view:** gives you control of where to position your other panels—like participants or chat—in relation to the video panel. You can even move them to a second monitor or resize them.

➤ **Lock/Unlock Focus on a Specific Participant**

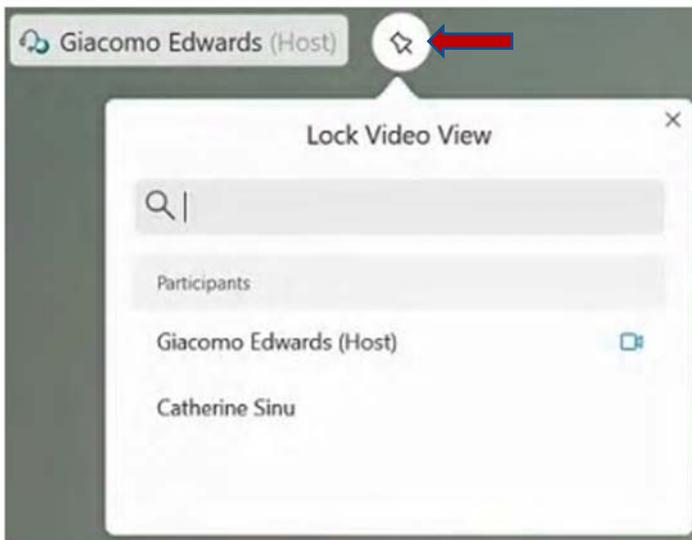
If you would like to lock focus on a specific participant in the main video window, follow the steps below.

1. Move your mouse to the upper right-hand corner of the meeting window, hover over the **Grid View** the icon



2. Click the **Active Speaker and Thumbnail View** .

3. Click the pin  (see screen shot below) will display a list of participants. Select the participant on whom you want to lock the video. By lock the view for the selected participant, this will not change the view for other participants. Only the host of the meeting will be able to lock focus on a specific participant for everyone.



4. To unlock the video on the participant, hover over the pin  to the right of the participant's name, the pin will turn to , then click  to unlock.

