

# Guide for Using Webex Teams to Video Conference to a Courtroom or Hearing Room



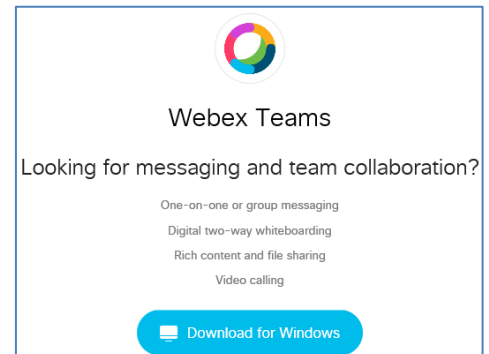
Department of Justice

## Video Conferencing using Cisco Webex Teams

Video Conference systems in Courts can directly video link with PC/laptops or mobile devices that have signed up and installed Cisco's Webex Teams software. Webex Teams allows access to a free service that external users to the Department can utilize.

### How to Install Webex Teams

1. Install Webex Teams by navigating to this web page - <https://www.webex.com/downloads.html>
2. Under the Webex Teams section select the button to Download for the device you are using (i.e. Windows, App Store or Google Play). Install the program when it finishes downloading.

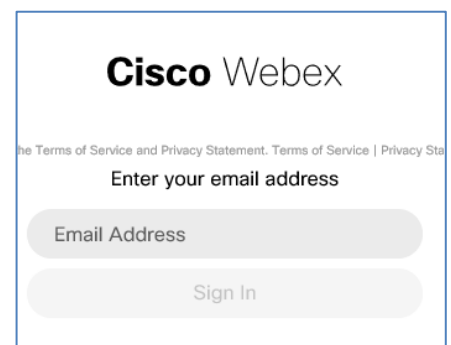


### How to Create an Account with Webex Teams

Once installed, open Webex Teams. It will ask for an email address and password to create an account. Enter in a valid email address and follow the instructions for creating the account.

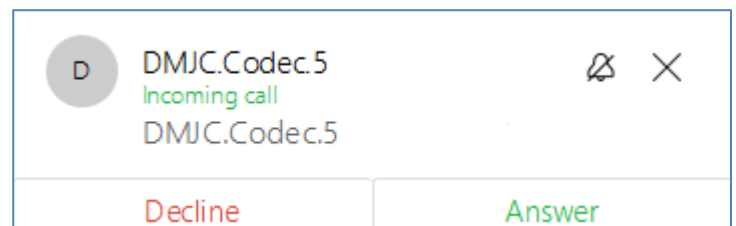
Once the account has been created navigate to this web page – <https://settings.webex.com/>. Sign in with your email address/password and the Webex SIP Address will be displayed. It will look something like **JohnSmith974510@free.calls.webex.com**

This SIP address can then be provided to the Court to allow courtroom video calls to be made to you.



### How to Receive a Call

Open Webex Teams and log in with your email address. Once you are logged in, no further action is required. When the Court calls you a popup will appear. Select to Answer the incoming call.



The call will now connect and you should see the courtroom displayed as well as the image you are sending as a smaller image.

You have the following options from left to right

- Mute/unmute microphone
- Turn off/on camera
- Share your screen over the video link
- More options
- End the call

