



8 March 2023

WEBEX USER GUIDE

A guide for Self-Represented Litigants for connecting to WebEx hearings



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Introduction

The WebEx User Guide (“the Guide”) outlines the steps and requirements to successfully join your WebEx hearing arranged by the Supreme Court of Victoria (“SCV”) or the Court of Appeal (“CoA”).

We recommend that you download the WebEx app and familiarise yourself with WebEx prior to the hearing. Below are useful links for your use and reference:

- [download WebEx meetings](#)
- [WebEx video tutorials](#)
- [WebEx Help Centre](#)

Technology Prerequisites

The following outlines the minimum requirements to join a WebEx hearing:

1. Stable internet connection either via ethernet or Wi-Fi connection.
2. A PC, tablet or mobile phone with camera and audio (i.e., speaker and mic), and the capability to download the WebEx app.
3. Headphones or earphones.
4. WebEx app downloaded onto your device.



Joining WebEx hearing via PC (first preference)

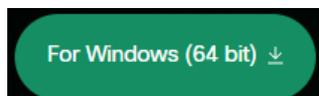
Download Webex on your PC

1. Click on this link which will take you to the download page:

[Download the Webex desktop and mobile apps](#)

If the link does not open, please right click on the link and press **Open Hyperlink**.

2. On the download page, please click **For Windows (64 bit or 32 bit)**.
Webex will then download on the bottom or top of your browser (depending on the program).
Once it is downloaded, click on the program. The Webex app should automatically open.



Joining the Webex Meeting

1. Prior to the hearing you will receive a meeting invitation via e-mail. The meeting invitation will contain the **link** to join the meeting, the **meeting number** and the **password** (if applicable)

NOTE: The WebEx details are different for each hearing.

-- Do not delete or change any of the following text. --

Date : Monday, 6 June 2022

Time : 8:45 AM AUS Eastern Standard Time (GMT +10:00)

Meeting number (access code): 2653 146 4176

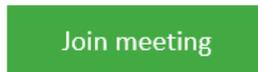
Meeting password: yJPhU69nJ2 (95574869 from phones)

[Join meeting](#)

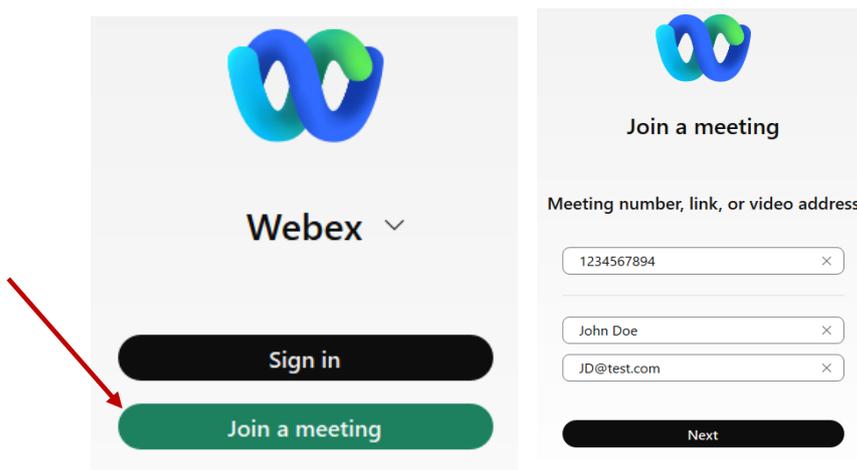
Join from a video system or application
Dial 26531464176@supcourt.webex.com
You can also dial 210.4.202.4 and enter your meeting number.

Join by phone
Dial [1800 497 208](tel:1800497208) (Australia Toll Free)
[Global call-in numbers](#)

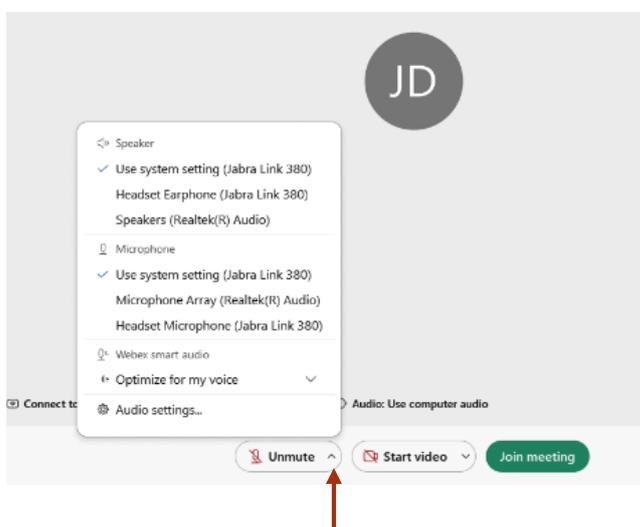
2. Launch WebEx on your PC by either:
 - i. clicking the link on the green **Join Meeting** button at the bottom of the WebEx email and inputting your details as prompted.



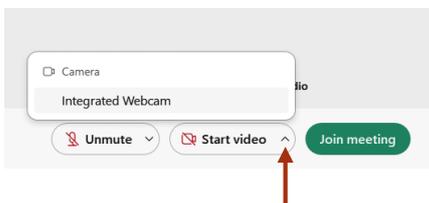
- ii. **OR** opening the WebEx app, clicking **Join a meeting** and inputting the WebEx details from the e-mail (i.e., meeting number and meeting password) and your details as prompted.



3. Set up your Audio by using any of the following:
 - i. Bluetooth earphones or headphones
 - ii. PC in-built speaker and microphone



4. Ensure your camera (either an in-built camera or an external camera) is successfully selected.



5. Press **Join meeting**. You will initially be placed in a virtual lobby. Do not disconnect while you are in there.

NOTE: do not disconnect while you are in virtual lobby.

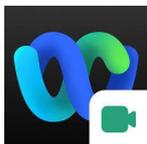
Relevant icons

Join meeting	
Audio – Muted	
Audio – Unmuted	
Camera – Off	
Camera – On	
Content share	
Stop sharing	
Leave meeting	

Joining WebEx hearing via phone App (second preference)

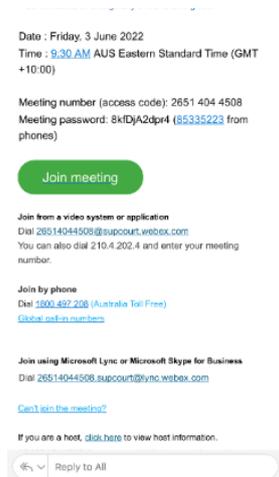
1. Download **WebEx Meetings** on your mobile phone

NOTE: Please ensure you download 'Webex Meet' and not 'Webex'. They are different apps.



2. Open the email from SCV with the WebEx details.

NOTE: The WebEx details are different for each hearing.

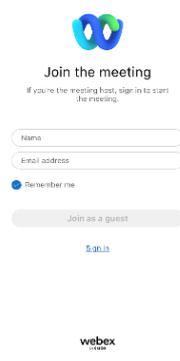


3. Launch WebEx on your mobile phone by either:

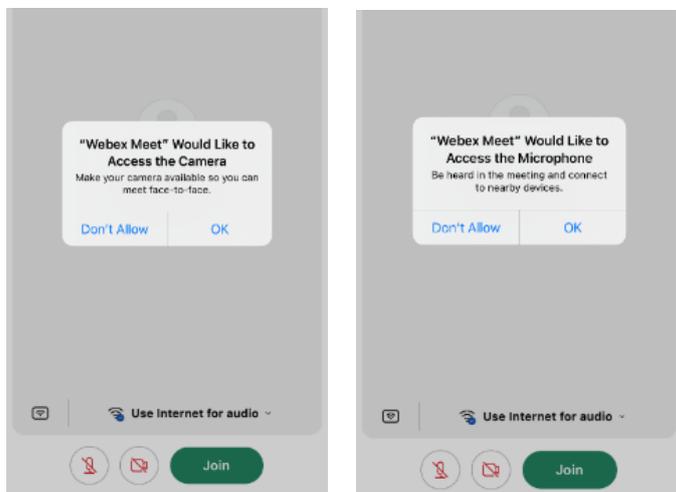
- i. clicking the green **Join Meeting** link on the WebEx email from your phone and inputting your details as prompted



- ii. **OR** opening the WebEx app on your phone, clicking **Join meeting** and inputting the WebEx details (i.e., meeting number and meeting password) and your details as prompted.



- Join the meeting and follow the prompts to set up and select your audio and camera.
NOTE: Please ensure you press **OK** when prompted. Do not press 'Don't Allow'.



- Press **Join meeting**. You will initially be placed in a virtual lobby. Do not disconnect while you are in there.

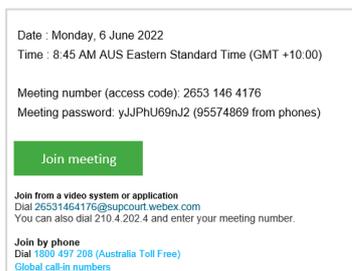
Relevant icons

Join meeting	
Audio – Muted	
Audio – Unmuted	
Camera – Off	
Camera – On	
Leave meeting	

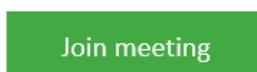
Joining WebEx hearing via web browser (last resort)

1. Open the email from SCV with the WebEx details.

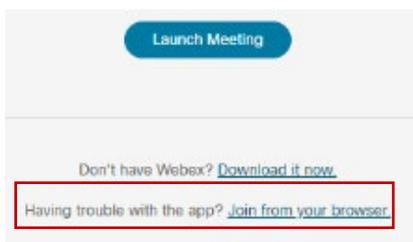
NOTE: The WebEx details are different for each hearing.



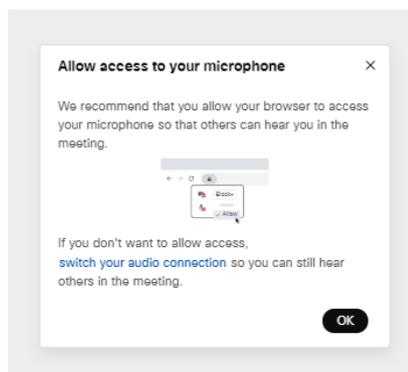
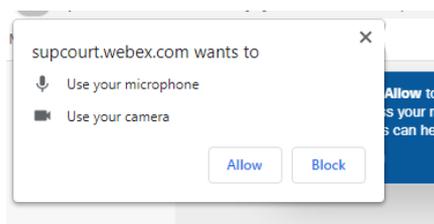
2. Launch WebEx on your device by clicking the green **Join Meeting** link on the WebEx email



Please click **Join from browser** when transferred to an internet browser, and inputting your details as prompted.



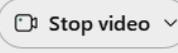
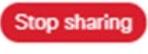
3. Join the meeting and follow the prompts to set up and select your audio and camera. Please ensure the settings are 'allowed'



4. You will initially be placed in a virtual lobby. Please do not disconnect while you are in there.



Relevant icons

Join meeting	
Audio – Muted	
Audio – Unmuted	
Camera – Off	
Camera – On	
Content share	
Stop Sharing	
Leave meeting	



Joining WebEx from a mobile phone – audio connection only (last resort)

Joining from a mobile phone works in a similar way to a phone call

1. Open the email from the Court with the WebEx details.

NOTE: The WebEx details are different for each hearing.

Meeting number (access code): 2652 056 8304

Meeting password: z3P9hWJBMq3 (93794952 from phones)



Join from a video system or application

Dial 26520568304@supcourt.webex.com

You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

Dial [1800 497 208](tel:1800497208) (Australia Toll Free)

[Global call-in numbers](#)

2. Dial the provided number on the WebEx email: **1800 497 208**

Join by phone

Dial [1800 497 208](tel:1800497208) (Australia Toll Free)

3. Follow the prompts by dialling in the following details which can be found on the Webex invite:

- i. meeting number followed by '#'  Meeting number (access code): 2652 056 8304
- ii. password (from phone connection) followed by '#'  Meeting password: z3P9hWJBMq3 (93794952 from phones)

