



# Joining a Video Hearing Using Webex

**Step 1.** Open your email invite, and click **Join**.

If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.

You can also [download the Webex Meetings app](#) manually.

**Step 2.** Enter your name and email address, and click **Next**.

If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click **Next**.

**Step 3.** Next, you choose how you want to hear.

- **Use computer for audio** (default)—Use your computer with a headset or speakers.
- **Call in**—if you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

**Step 4.** By default, your microphone and camera are turned off. The video and microphone buttons are both red.

- To join with your video on, click **Start video**



\* Please note that video hearings or proceedings are conducted through third party platforms such as Zoom and Webex are subject to the platform's terms and policies, for example: <https://zoom.us/privacy-and-legal> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>. The AAA-ICDR arranges proceedings through these third party platforms for the arbitrators' and parties' convenience. The AAA-ICDR does not endorse any one platform over another nor does the AAA-ICDR guarantee the suitability or availability of any platform.



AMERICAN ARBITRATION ASSOCIATION®

- To join with your microphone on, click **Unmute** 
- To connect to a compatible video device, click [Use video system](#).

**Step 5. Click Join Meeting.**

For more information on how to join a Webex meeting, please select the following link that will take you to the website- [https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id\\_134856](https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_134856)

\* Please note that video hearings or proceedings are conducted through third party platforms such as Zoom and Webex are subject to the platform's terms and policies, for example: <https://zoom.us/privacy-and-legal> and <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>. The AAA-ICDR arranges proceedings through these third party platforms for the arbitrators' and parties' convenience. The AAA-ICDR does not endorse any one platform over another nor does the AAA-ICDR guarantee the suitability or availability of any platform.