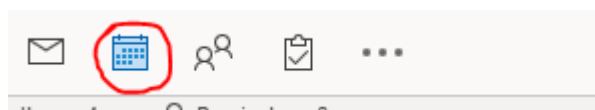


## MAGISTRATES COURT OF THE AUSTRALIAN CAPITAL TERRITORY

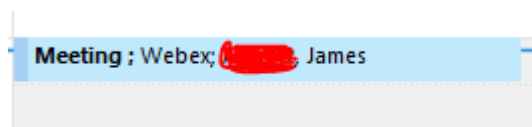
### WebEx Guide for Witnesses

You are receiving this guide because you have elected to give evidence via the audio-visual platform WebEx. Please follow the steps below to ensure that your connection with the Court at the required time is successful.

1. You will receive a WebEx meeting notice to the email address which you provided to the Court through the Prosecutor or your Solicitor.
2. When you have received the invite in your email inbox please select 'accept' by clicking the green tick in the right-hand corner.
3. Once you have agreed to the WebEx meeting time, it will appear in the calendar function of your emails. This is normally located at the bottom left hand corner of your email inbox (see below):



4. Once you have opened the calendar function you will see the meeting request entered on the day of your appearance. It will display as follows:



The Associates name will appear in the meeting title.

5. Double click on the meeting entry depicted above. In the body of the text you will find information similar to the below image:

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

**When it's time, join your Webex meeting here.**

Meeting number (access code): 781 612 406

Meeting password: qJiJZgkS646

**Join meeting**

#### Join by phone

Tap to call in from a mobile device (attendees only)

[+61-2-9338-2221](tel:+61293382221) Australia Toll

[+61-2-9053-7190](tel:+61290537190) Australia Toll 2

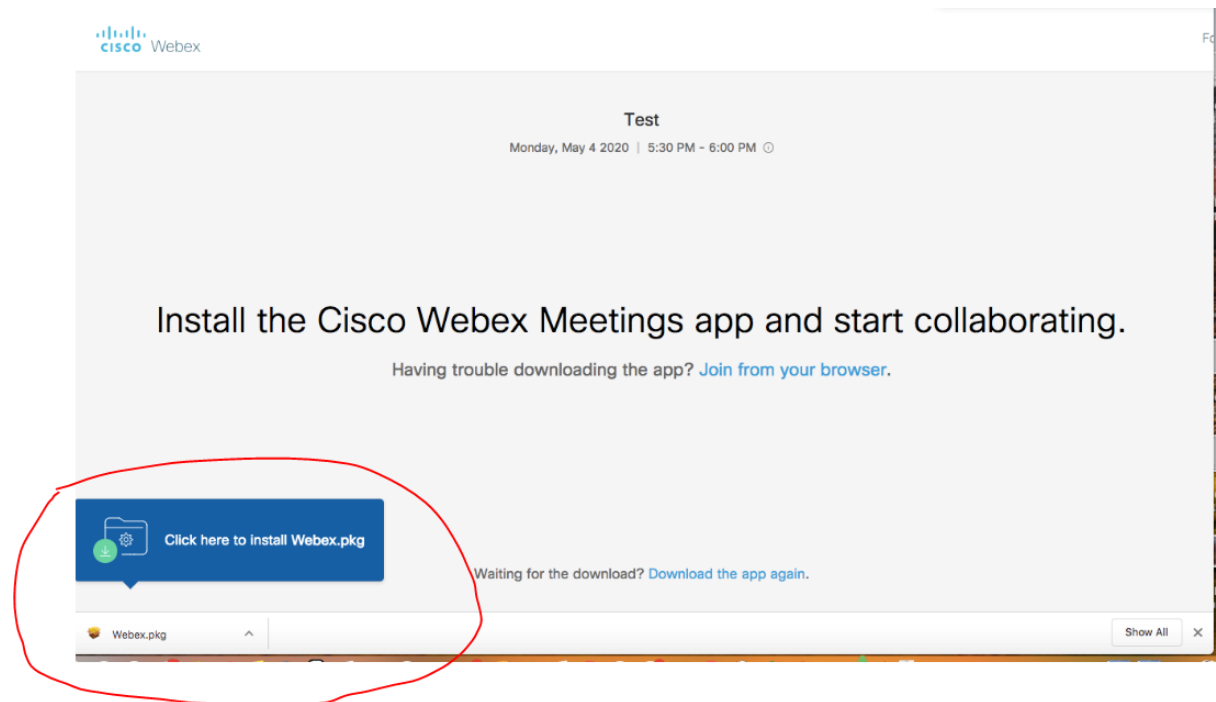
[Global call-in numbers](#)

#### Join from a video system or application

Dial [781612406@actgov.webex.com](mailto:781612406@actgov.webex.com)

You can also dial 210.4.202.4 and enter your meeting number.

6. If you have never used WebEx before and you don't have the app downloaded on your computer/phone, one day prior to your appearance in the Magistrates Court you need to double click on the green 'Join meeting' button depicted above to set up the app.
7. You will then be prompted to install the Cisco WebEx Meetings app. Click and download the WebEx file which appears in the bottom left hand corner of your screen (see below).



8. Follow the prompts which will appear on your screen to download the app. You do not need to join the meeting at this time, only to install the application.
9. On the day of your appearance, please enter your email app and click the meeting which will appear in your calendar as described in step four. Ten minutes prior to your appearance you need to click the green 'Join meeting' button.
10. Once you have clicked this button a screen displaying an image of yourself will appear. At this stage please check that your lighting, camera position and background are appropriate.
11. You then need to click 'Join meeting' on this screen to be displayed to the Court. This must be done no later than 5 minutes before your appearance.

**Useful tips:**

1. Please ensure that you are comfortable with the above process the day before your appearance. If you experience difficulties, please contact the Associate who sent you the meeting request.
2. WebEx works best if you have earphones which have a built-in microphone function, this will reduce feedback noise and ensure that the Court can hear your evidence clearly. Please attempt to obtain earphones of this sort if you wish to appear by WebEx.

3. You do not need to use any of the additional functions available on WebEx. Please make sure you are **not** muted at all times. You can check this by hovering your mouse over the screen which is displaying video. The below two buttons should not appear red:



If they do, you need to click the button which is red for it to return to normal.

4. If you require a break while giving your evidence, please address the Magistrate. If a break is allowed please do not touch your screen, the Associate will place the session on hold for the period of time allowed by the Magistrate. It is important that you return to your computer and are ready to continue giving evidence at the time specified by the Magistrate that Court is to resume.
5. If at any time there is an issue which you encounter please email the Associate who sent the WebEx meeting request to you.