

CISCO MEETING APP QUICK GUIDE

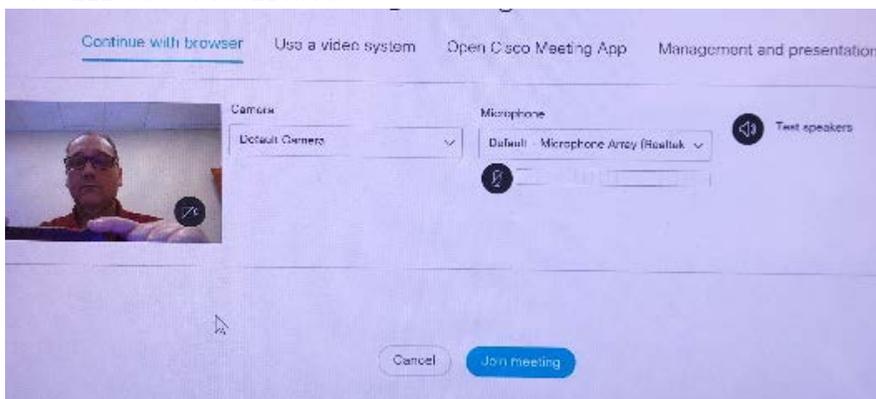
HOW TO CONNECT AND JOIN MEETING: (VPN and/or REMOTE CONNECTIONS CAN NOT BE USED, forward your CMS email link to your personal email and use your device and Google Chrome browser to join meeting).

(LAPTOP, IPAD, SURFACE, ETC.)

1. CLICK ON THE "CLICK TO JOIN LINK" ONLY IF YOU HAVE GOOGLE CHROME AS YOUR DEFAULT BROWSER. IF YOU DO NOT HAVE GOOGLE CHROME AS YOUR DEFAULT BROWSER, SELECT AND COPY "JOIN LINK" FROM YOUR EMAIL AND PASTE TO GOOGLE CHROME BROWSER.
2. TYPE IN YOUR FIRST AND LAST NAME IN THE CMA WINDOW THEN SELECT "JOIN MEETING"



3. VERIFY "CONTINUE WITH BROWSER" IS SELECTED AND YOUR DEVICES ARE ALLOWED AND WORKING PROPERLY. PROCEED TO JOIN MEETING.



4. "MICROPHONE" AND "LEAVE MEETING" BUTTONS WILL ONLY BE USED.



RED COLOR MEANS
YOUR MICROPHONE IS OFF.



CLICK TO LEAVE MEETING

NOTE: Please "Mute" your microphone when joining your video hearing, Court Deputy will address when to "Unmute" to speak.

**** CONTINUE TO NEXT PAGE IF YOU ARE USING A SMARTPHONE TO JOIN THE VIDEO HEARING INSTEAD OF A LAPTOP DEVICE ****

HOW TO CONNECT AND JOIN MEETING: (CONNECT YOUR HEADPHONES OR EARPODS TO YOUR DEVICE BEFORE JOINING MEETING)

(FOR SMARTPHONE DEVICES ONLY)

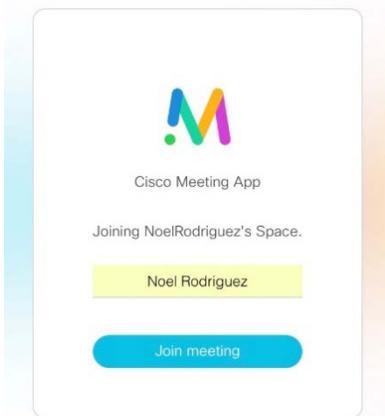
- 1- OPEN YOUR EMAIL AND SELECT THE "JOIN MEETING" LINK

Meeting invitation

You're invited to my online meeting.

Click to join: <https://join.uc.uscourts.gov/invited.sf?secret=yuYYxAyggqICq1mBc8gkxTw&id=934591994>

- 2- TYPE YOUR FIRST AND LAST NAME IN THE CMA WINDOW.



- 3- ALLOW ACCESS TO MIC/CAMERA ON YOUR DEVICE, AFTER ALLOWING JOIN THE MEETING.



- 4- "MICROPHONE" AND "LEAVE MEETING" BUTTONS WILL ONLY BE USED.

RED COLOR MEANS

CLICK TO LEAVE MEETING



YOUR MICROPHONE IS OFF.



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