# How to Prepare for and Join a procedural hearing in the Court of Session using WebEx Meetings

You will be sent a joining link by the clerk of court which will look like this:

https://scotcourts.webex.com/meet/CLERKSNAME

Participants should join 5 minutes prior to the start of the hearing. To join, click the link or copy and paste it into your browser. After opening the link you should see your webcam view. Set your microphone and camera settings before you join. Non-active participants should ensure that they are muted and that their camera is turned off. Once you are ready, simply click **Join Meeting.**
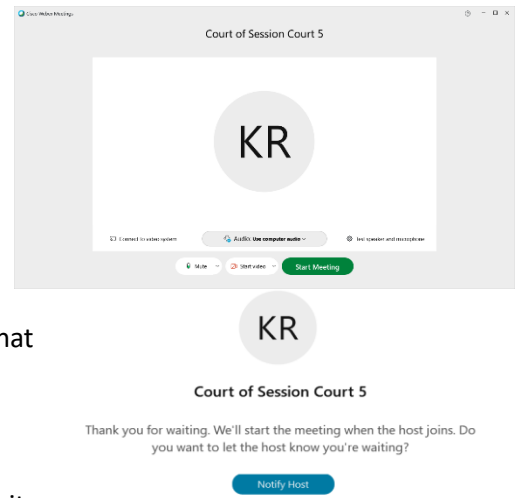
You will be placed in a virtual lobby. If you see a *Notify Host* button, click it to let the clerk know that you are waiting. If you don't see a *Notify Host* button, don't worry the clerk knows you are waiting. The clerk will admit you when the court is ready.

Where it is not possible to start your hearing at the allocated time the clerk will contact you using the contact details on file. Your patience is appreciated in this event.

At the end of the hearing you should click the red button 🔴 to leave the courtoom. You will see a prompt and must click "Leave Meeting" to end the session.
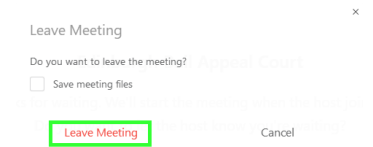
The virtual courtroom can also be joined audio-only via phone. In addition to the link described above you will be provided with a phone number and Access code. In the event that you are unable to join by video, dial the number then follow the instructions provided. If joining by audio only you will be asked to identify yourself before the hearing begins.

Before joining a hearing, you should perform a Cisco Webex Meeting test to verify that both the computer and browser you will use for live sessions are compatible. You may also have to check and verify your broadband speed.

Cisco Webex online Test Meeting

Cisco provides an online Webex test meeting where you can quickly establish if your computer's operating system and browser works with Cisco Webex. Open the link below to launch a test meeting.

https://www.webex.com/test-meeting.html

1. Open the test meeting link, enter a name and email address, then click **Join**. Initially, there will be a notification: "***Starting Cisco Webex Meetings***…"
2. Next, if you have a microphone and webcam connected, you will see your camera view.
3. Clicking on the green "**Join Meeting**" button will take you into the test meeting.
4. If the test is successful you should be presented with a "**Welcome to your test meeting**" slide, with your webcam view showing as a thumbnail in the corner.
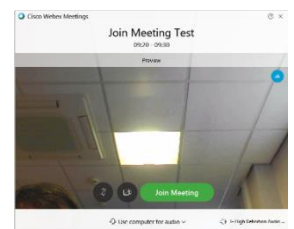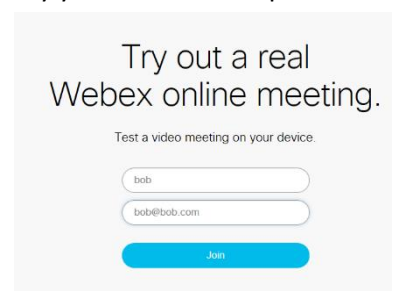
This test confirms that the computer and browser you selected is compatible with Cisco Webex Events. Consequently, the same combination of hardware and browser should grant access to a live virtual procedural court session via Cisco Webex.
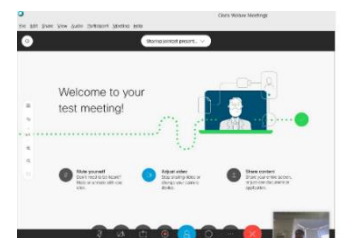
Cisco Supported Systems

Cisco support Windows 10, Windows 7 and Apple Mac operating systems. Microsoft Edge, Microsoft Internet Explorer 11, Google Chrome and Apple Safari browsers have been used successfully with Cisco Webex Events.

https://help.webex.com/en-us/9ehuwu/Web-App-Supported-Operating-Systems-and-Browsers

Some iPads and tablets may not work depending upon their operating system release or the hardware themselves being unsupported. It is recommended that a *Cisco Meetings Test* is performed well in advance of your first virtual court session to provide ample time to find a working combination for your devices and location.

Home Broadband & Webex Connectivity Testing

Webex requires an internet connection capable of sustaining 2Mb/s upload and 2Mb/s download. If speeds are below this level, video will be sacrificed to ensure that the audio and screen sharing quality remains optimal. **Please complete the below tests on the device intended for use in virtual hearings.**

Speed Test:

- Whilst connected to your home Wi-Fi on the device you plan to use for an SCTS virtual court hearing, open an internet browser and visit https://speedtest.net.
- Click "**Go**" to run test.
- Take note of the figures the test generates. Essentially, larger numbers returned for *Download* and *Upload* measurements, are better indicators for a fast connection.
The measurements shown (**Mbps**) are Megabits per second.
If your measurement results returned **Kbps** (Kilobits per second) instead this would reflect a very poor connection speed.
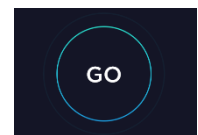
Webex Network Test (Wired or Wireless)

Open a Google Chrome internet browser and visit https://mediatest.webex.com/#/main

1. **Wi-Fi Test:** Select "**Without a cable**" and "**Start Testing**".   The "*Testing Connection*" window will be shown while results are gathered.

2. Once again, the larger the number returned for the TCP Download/Upload speed, the better the chances of a smooth Cisco Webex experience, e.g.:
   TCP Download Speed: 42.86 Mbits/s   TCP Upload Speed: 5.56 Mbits/s

3. **Wired Test:** If the Wireless test is poor, connect an Ethernet cable from your router to your device and repeat the test, selecting instead "With a cable". This may return a better result.

As with the Speed Test check, a result measured in Kbit/s instead of Mbits/s would indicate a poor connection speed.

Recommendations

The below steps should be carried out, where possible, to optimise network connectivity during virtual hearings.

- Use an Ethernet cable to hardwire the connection between home ADSL router and your computer
- If using Wi-Fi, minimise the distance between your ADSL router and your computer
- Limit any activities in the household or office which may impact network bandwidth (e.g. streaming sites, video calls, multiple users sharing the same connection, etc.)