

Multnomah County District Attorney's Office

Grand Jury Remote Hearing

Download Webex Application/Software, Test Equipment Compatibility, & Join a Meeting

The Multnomah County District Attorney's Office is using Cisco Webex software to host remote hearings. The software is available on most computers and smartphones. Below are instructions on how to install and run the software.

Webex Invitation

- The Webex invitation will be sent to the email address you provided to our office.
- Check your email prior to the scheduled date/time of the grand jury proceeding to confirm receipt.
- If you do not see an email, check your 'junk' mail folder.
- If you are unable to locate the Webex Invitation, contact our office at the number located on your subpoena. Please have the DA case number available for reference.

Downloading Webex Application/Software

Download the needed application/software BEFORE the date/time of your hearing:

- **Select 'Join Meeting' button in the 'Webex Meeting Invitation' email from our office:** Use the device that will be used during the hearing, select the 'Join Meeting' button, you will then be prompted to download the necessary app/software; OR
- **On your mobile device:** visit the App Store and search for 'Cisco Webex Meetings'; OR
- **On your PC/Mac:** visit <https://www.Webex.com/> and click 'Download'

Install the Webex application before your hearing to avoid delays or technical difficulties.

Help available from Cisco Webex at: <https://help.webex.com/en-us/>

Test Equipment Compatibility (Webcam and Audio)

To testify remotely in grand jury, the grand jurors must be able to see and hear you.

Test your connection to Cisco Webex by visiting <https://www.webex.com/test-meeting.html>

Join a Meeting

- 1) When it is time for your hearing, click the 'Join Meeting' button/link in your email; OR go to <https://signin.webex.com/join> and enter the access code and meeting password contained in the original email.
- 2) The first time you use Webex, a 'Cisco Webex' installer will pop up. On mobile devices, you will be prompted to download the app.
- 3) Accept the 'Terms of Service and Privacy Statement' and install the necessary app/software.
- 4) When entering a name, preferred format is: **First Name Last Name**
- 5) Make sure your audio and video (microphone and webcam) are enabled.
- 6) If the sound quality on the video makes it hard for you to hear, mute your computer microphone and speakers, then call the associated conference call number provided in your emailed instructions. (You will be able to participate through the telephone connection for audio and continue to use the Webex application for video.)
- 7) If you find that your device is not compatible at the time of the hearing, notify the grand jury of your situation by calling the number listed in the 'Join by phone (audio only)' section of your Webex Invitation.