**AURORA MUNICIPAL COURT**

**INSTRUCTIONS FOR ON-LINE “VIRTUAL” (WebEx) COURT SESSION**

If you wish to attend your scheduled court date from home or any other remote location, please contact the Aurora Municipal Court at **virtualcourt@auroragov.org** or by **TEXT** at **720-704-0100**.

An invitation to “Join” a WebEx meeting will be texted or emailed to you. The invitation will have the day and time of your “virtual” court date. In order to participate in the “virtual” court session you MUST have a smartphone with a webcam or a laptop/tablet with a webcam. You will NOT be allowed to participate or appear remotely with a device that does not have a webcam. The Judge must be able to see you during the on-line court session.

**The text or email invitation will include a meeting number and password. Please write down both on a separate piece of paper as they will be needed when registering or “joining” the on-line court session.**

On the day you are scheduled to appear on-line and at least 15 minutes before the scheduled start time, please begin the process of “joining” the meeting. If you cannot join the WebEx meeting or have difficulty logging-in, please call the Aurora Municipal Court at 303-739-6421, press option #1.

**I-PHONE/ MAC USERS:**

1. From the email or text invitation, scroll down to the green “Join Event” button. Click on it. It will ask which browser you want to use. Click Safari. The green button to join the meeting will pop up again. Click on the “Join Event” button again.
2. At the top of the screen, a prompt to “install Cisco Webex Meetings” will appear. Click on “install” (or the blue “Get” button) and you will be redirected to the Apple Store. If you don’t have your Apple ID pre-saved on your phone, you may be required to input your Apple Store ID. After entering your Apple ID, click download (or “Get”) to install Cisco Webex Meetings. Wait for the Webex app. to load. DO NOT LEAVE THIS SCREEN until the next step.
3. After the Webex app is done downloading, click the blue “Open” button. This will take you into the Cisco Webex Meetings app. Click the button that says “accept.”
4. A prompt will appear for you to input your name and email. After entering your name and email, click the “Join” button.
5. From the invitation, type in the password (do NOT click and paste, you must type in the password). Click “OK”.
6. Click “OK” again to allow the Webex app to access your phone’s microphone and video.
7. Click the green “Join” button at the bottom. You will join the meeting with your microphone muted and your video off. You will only see the Judge or the Courtroom and no other participants. The Judge or Court Clerk will acknowledge that you are in the meeting/court session and tell you to turn on your video by clicking on the camera icon.
8. 
9. Please keep your microphone muted and wait for the Judge to call you into “virtual” courtroom.
10. Please be patient.

**ANDROID PHONE USERS:**

1. After receiving the “virtual” court invitation, click on the green “Join Event” button.
2. Download the Cisco Webex Meetings app by clicking on the provided shortcut link. If you do not receive a shortcut link, you’ll need to go directly to your App Store (Google Play, etc.) and download the Cisco Webex Meeting app.
3. After downloading the Cisco Webex App, enter your name and email in the boxes required.
4. A pop-up will appear asking to allow the camera, microphone. Click “allow” (or yes). Enable audio and video by clicking on both orange buttons.
5. Next click on the “Join” button.
6. Enter the password (if prompted or asked).
7. You will join the meeting with your microphone muted and your video off. You will only see the Judge and/or the Courtroom and no other participants. The Judge or Court Clerk will acknowledge that you are in the meeting and tell you to turn on your video by clicking on the camera icon.
8. 
9. Please keep your microphone muted and wait for the Judge to call you into “virtual” courtroom.
10. Please be patient.

**PC/LAPTOP:**

1. ONLY use Google Chrome to access Cisco Webex.
2. From the invitation sent by email or text, click on the green “Join Event” button.
3. Following the instructions on the screen.
4. Enter your first and last name into the correct boxes and then click on the blue “Join New” button.
5. Click the green “Add Webex to Chrome” button on the right. Then click the “add extension” button when prompted.
6. Let the Cisco Webex Meeting app load.
7. When prompted, click on the “Join Event” button.
8. You will join the meeting with your microphone muted and your video off. You will only see the Judge and/or the Courtroom and no other participants. The Judge or Court Clerk will acknowledge that you are in the meeting and tell you to turn on your video by clicking on the camera icon.
9. 
10. Please keep your microphone muted and wait for the Judge to call you into “virtual” courtroom.
11. Please be patient.