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# CONDUCTING BUSINESS REMOTELY

# USE OF EMAIL

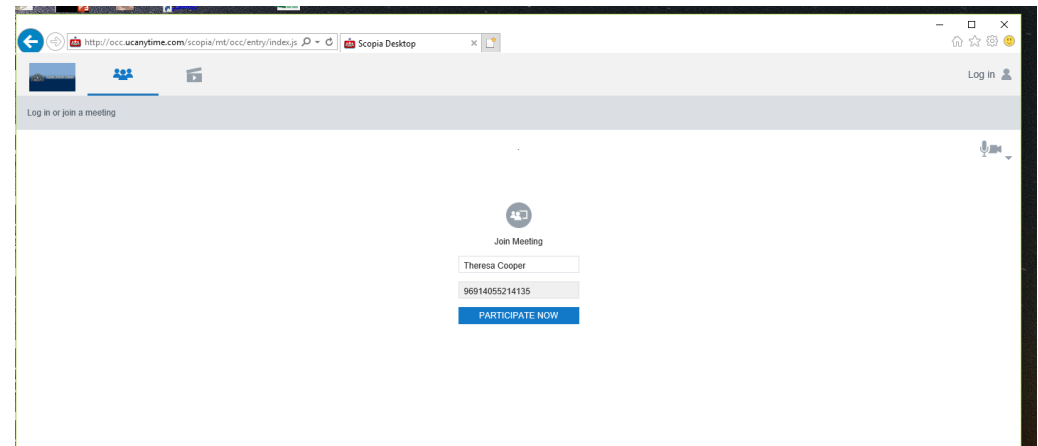
- Any documents/exhibits that are to be presented to the Administrative Law Judge should be emailed two (2) business days prior to the scheduled hearing.

# DOWNLOAD APPROPRIATE SOFTWARE

- You will receive an email invitation to join a virtual meeting and there will be instructions for how to download the appropriate software, however, you can also download it prior to receiving the invitation by following the instructions below:
- For PC Desktop:
  - <http://downloads.ucanytime.com/latest/ClientInst.exe> (Desktop Client) **and**
  - [http://downloads.ucanytime.com/latest/avaya\\_web\\_collaboration.msi](http://downloads.ucanytime.com/latest/avaya_web_collaboration.msi) (Web Collaboration)
- For MAC
  - <http://downloads.ucanytime.com/latest/ClientComponents.dmg> (Desktop Client) **and**
  - [http://downloads.ucanytime.com/latest/WC\\_Plubin.dmg](http://downloads.ucanytime.com/latest/WC_Plubin.dmg) (Web Collaboration)
- Smartphones or Tablets
  - Visit Apple App store or Google Play store and search for “Avaya Scopia Mobile”
- **NOTE: During or immediately after the download takes place, there may be a message that appears at the bottom of the page that will require you to hit the “continue” button in order to completely finish the process.**

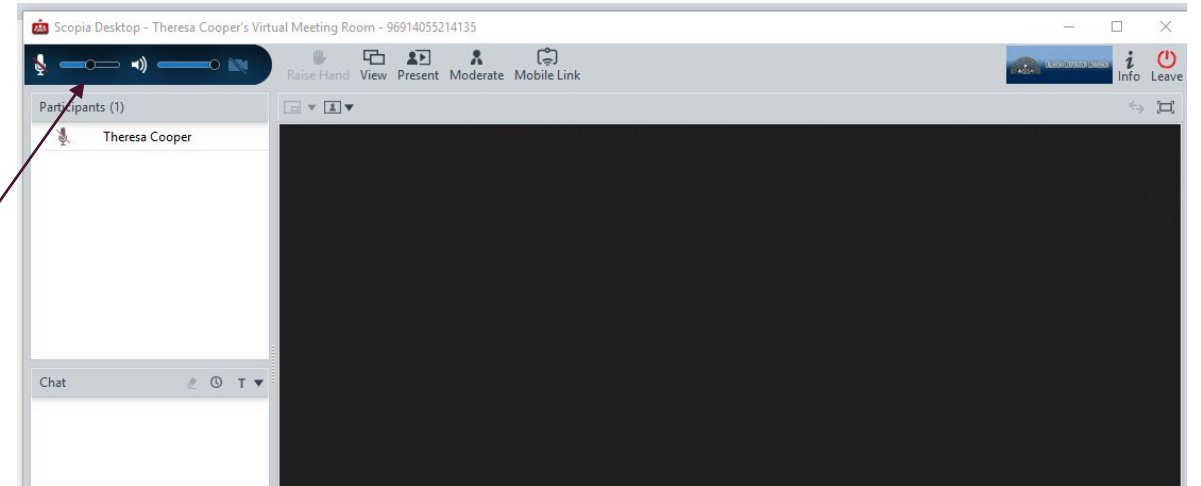
# PARTICIPATE IN MEETING

- Once you download the software, you can go to your email invitation and click on the link provided which will take you to a page similar to this:
- **Use Internet Explorer or Microsoft Edge when connecting to a meeting**
- Click “Participate Now” and you will be connected to the virtual room. If for some reason the meeting id does not show up, it will be listed in the email invitation and will start with a “969” number.



# PARTICIPATE IN MEETING

- After you click “Participate Now” you will see a screen similar to this. You will see yourself and anyone else that is participating if your camera is functioning properly.
- Please first mute your microphone when entering a meeting and then you can unmute when necessary.



# TEST CONNECTION

- Please download the necessary software and test the connection **a day or two prior to an actual hearing.**
- Amy Griffith and Kyndel Leatherock are available to help with testing:
- Contact Amy: (405) 521-3848
- Contact Kyndel: (405) 521-2211
- Email us: [OccRemoteHearingSupport@occ.ok.gov](mailto:OccRemoteHearingSupport@occ.ok.gov)