Colorado Office of Administrative Courts
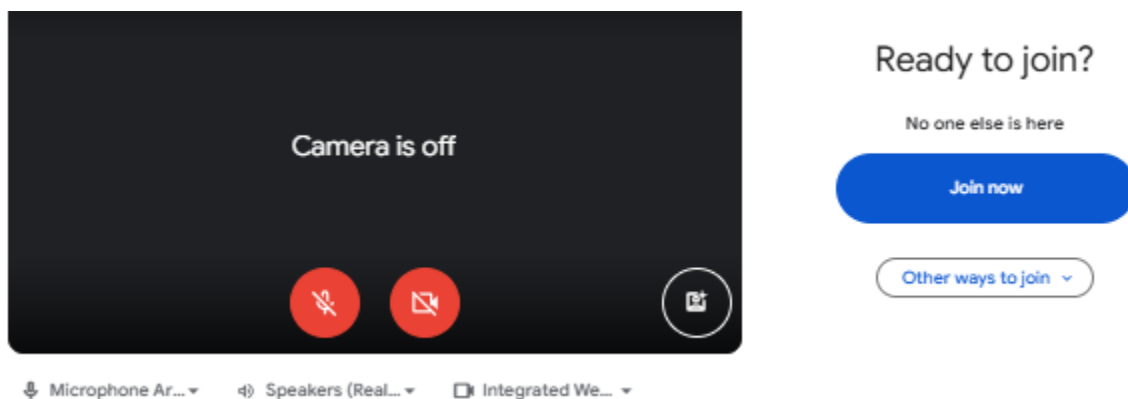# Technical Guidance for Accessing Hearings by Google Meet

Access through a smartphone or computer web browser
- To access your hearing through Google Meet, you can download the Google Meet app on your smartphone or access the meeting on your computer web browser.
- Although not required, Google Chrome web browser offers the best access to Google Meet.

Joining a Google Meet
- **Receive the Invite:** You will receive a Google Meet invitation via email or a calendar event.
- **Click the Link:** In the invitation, click on the provided Google Meet link.
- **Join the Meeting:** Join the meeting five minutes prior to your start time. Your browser will open, and you'll see a preview of your camera and microphone. Click "Join now" to enter the meeting.
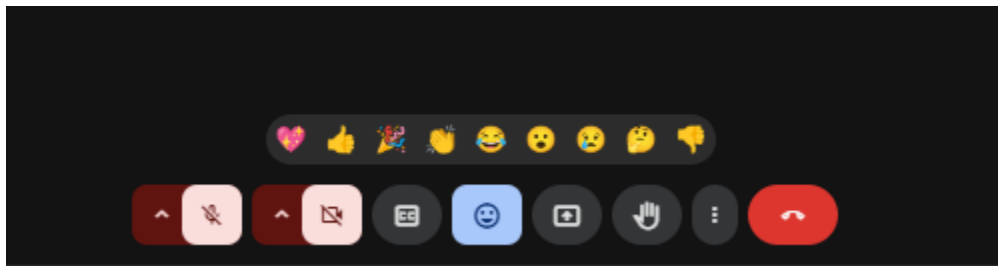
Best Practices for Virtual Hearing Preparation

- **Test in Advance:** Ensure you can access Google Meet on your phone or computer before the time of your hearing. If you are an attorney, or party to a case, please ensure your video works unless otherwise permitted by an ALJ to appear by telephone.
- **Headphones:** Use headphones with a microphone because your computer microphone picks up ambient noises.
- **Computer Settings:** If you are using a computer, allow your computer or Google Meet to use the microphone and camera.

How to Mute and Unmute Yourself

- **Locate the Microphone Icon:** Once you're in the Google Meet, look for the microphone icon at the bottom of the screen.
- **Click to Mute:** Click on the microphone icon to mute yourself. A red line will appear through the icon when you are muted.
- **Click to Unmute:** Click the microphone icon again to unmute yourself.

Sharing Your Screen

- **Locate the Present Now Button:** Find the "Present now" button at the bottom of the screen.
- **Select What to Share:** Click "Present now" and choose to share your entire screen, a window, or a tab.
- **Confirm Sharing:** Select what you want to share and click "Share."
- **Stop Sharing:** To stop sharing, click "Stop sharing" at the bottom of the screen.

Joining Google Meet by Telephone

If you need or prefer to join Google Meet by telephone, below are the steps for joining by telephone.

- **Locate the Dial-in Information:** In the Google Meet invitation or on the Notice of Hearing, look for a phone number and a PIN. This information is usually found below the main meeting link. See example:

    Join by phone
    (US) +1 323-909-9257
    PIN: 553906536

- **Dial the Number:** Using your phone, dial the provided phone number.
- **Enter the PIN:** When prompted, enter the PIN followed by the '#' key.
- **Join the Meeting:** You will now be connected to the audio of the Google Meet.

Muting/Unmuting by Telephone

- **Press *6 to Mute/Unmute:** While connected to the Google Meet by telephone, you can press *6 on your phone's keypad to toggle between mute and unmute.