

**COLORADO OFFICE OF ADMINISTRATIVE COURTS
TECHNICAL GUIDANCE FOR ACCESSING HEARINGS VIA GOOGLE MEET**

ACCESS THROUGH COMPUTER OR SMARTPHONE

- 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.
- **Please test your ability to use 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.**
- Approximately 5 minutes before your hearing time, click the Join with Google Meet link; or the Meeting link or the Meeting Link (instructions for accessing the meeting by telephone are below).

Join with Google Meet

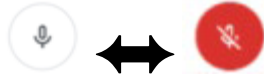
Meeting link

meet.google.com/qfv-vqin-ykq

- It is recommended that you use headphones with a microphone because your computer microphone picks up ambient noises.
- If you are using a computer, allow your computer or Google Meet to use the microphone and camera.
- Please mute your microphone while you wait for your hearing to start.
- To mute your microphone, hover over the image on the screen at the bottom of the screen - this menu will pop up at the bottom:



- Click the microphone to mute, the microphone will turn red with a line crossing through the microphone when you are muted.



- When the judge asks, please unmute your microphone by clicking on the red microphone icon



- To hang up the call, use the same menu at the bottom of the screen and click the red phone icon.

TELEPHONE ACCESS

- **If you do not have access to a computer or the OAC specifically invited you to call into the Google Meet hearing**, please dial the number provided to you on the invitation and enter the meeting ID and passcode. See example below:

Join by phone

(US) [+1 323-909-9257](tel:+13239099257)

PIN: 553906536

- To mute and unmute your telephone, please dial *6