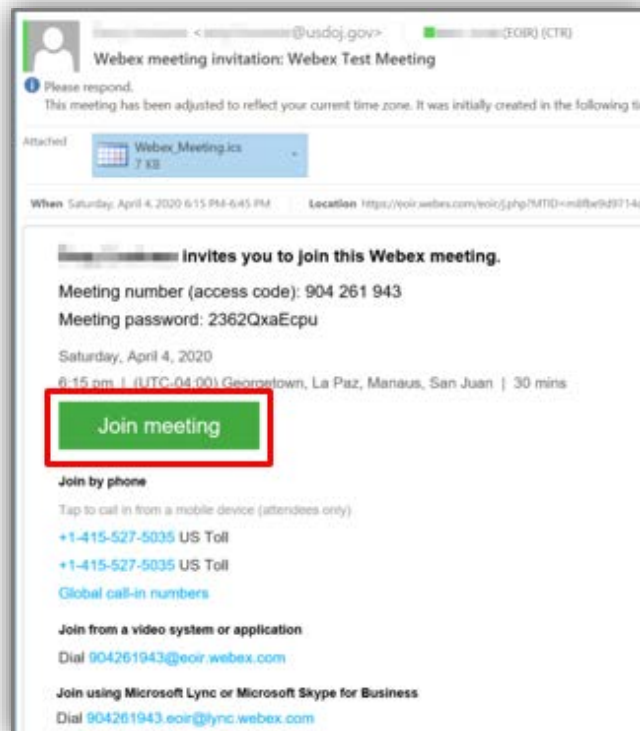# Webex Instructions for Immigration Court Hearings

Webex is a secure video conferencing system and provides options to join the hearing from your own desktop, laptop, tablet, or smartphone with an Internet connection. If you have any questions about your hearing, please contact the Court.

Once your motion for a Video Teleconference hearing has been granted and processed, the immigration court will issue you an invitation via an automated Webex process. The invitation will include a unique meeting number (access code) and meeting password for the date and time of the meeting/hearing. The meeting number and password should not be shared with anyone not a party or witness to the hearing.

To join from your device, open the email and click the "Join Meeting" button. The Webex Meetings window will open.
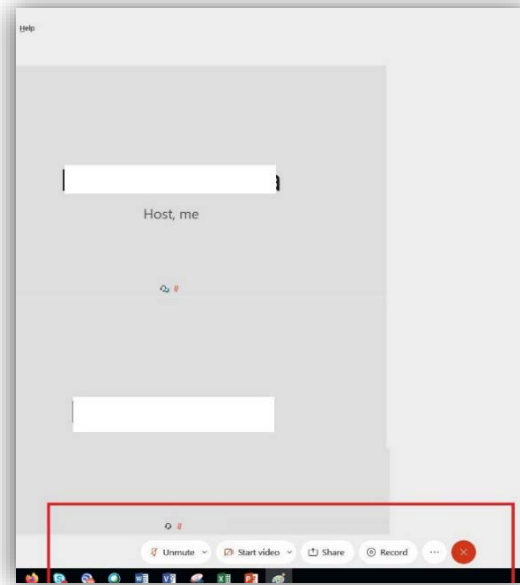
"Join meeting" button
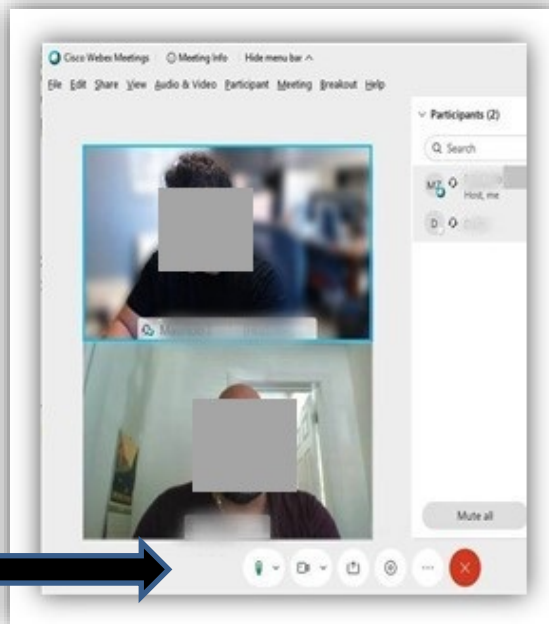
By default, your computer's audio (microphone) and video (camera) are enabled. When they are enabled, they are green. When audio & video are muted (disabled), they are red with a diagonal line through the respective icon. If either icon displays in red, click the respective button to enable the device.
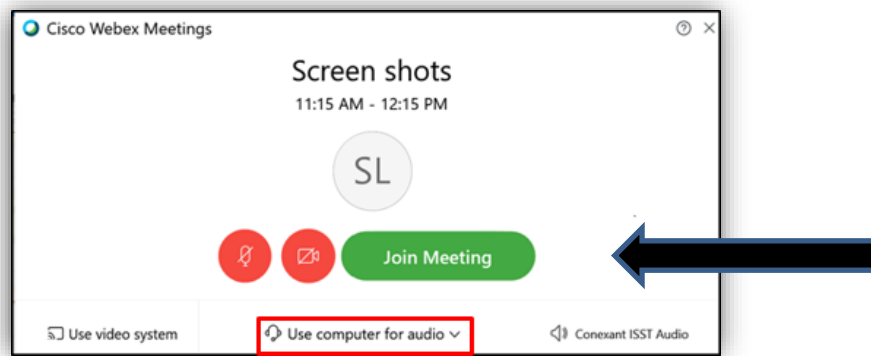
Audio Options

Disabled audio and video
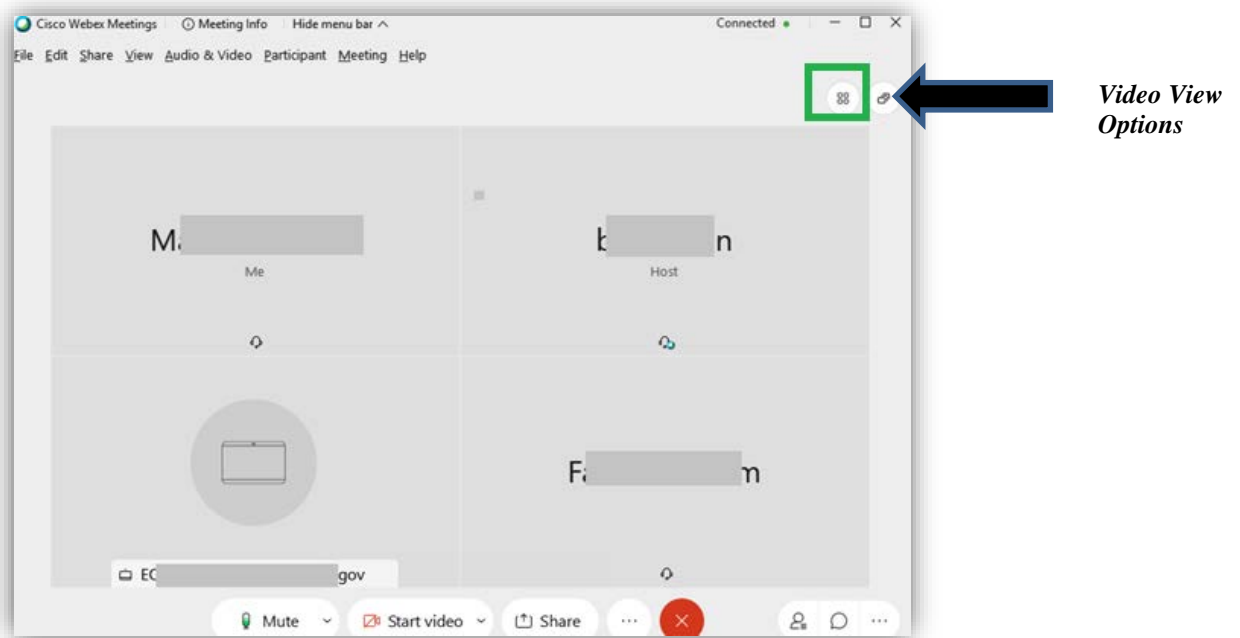

Enabled audio and video

There are options for the audio portion of the meeting. Click the drop-down menu displaying, "Use computer for audio" if you would like to select a different audio device. After selection an audio option, click the green "Join Meeting" button.
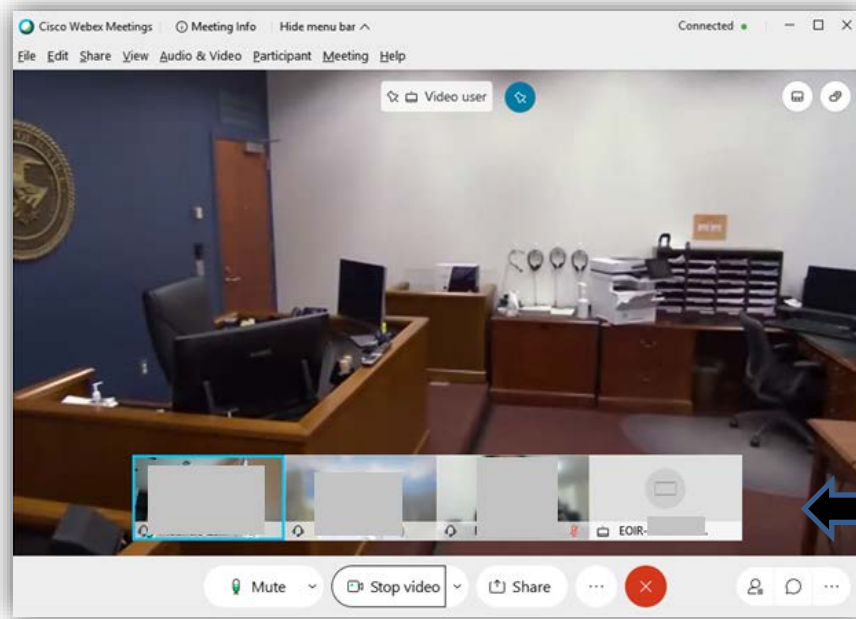

Video Options

Click the "Video View" options icon to view the meeting in one of three views: Grid View; Active Speaker View with thumbnails; and Active Speaker View with self-view thumbnail. Courtroom video will be displayed in any of the "Active Speaker" views. The "Video View" options can be found on the top right corner of the video screen.

Grid View

Video View Options

Active Speaker View - with thumbnail views

Active Speaker View – with self-view thumbnail