

Hosting a Hearing via Technology

1. To set up a secure meeting that will allow parties to participate from separate rooms, use the instructions in the following video: <https://www.youtube.com/watch?v=Qpg7-iAIAKw>
2. Send participants the password they will need to access the secure virtual meeting room.
3. To familiarize yourself with the different features available to you as the host of the online meeting, watch this video <https://www.youtube.com/watch?v=OtgL1lIP2AY>
4. Ensure that the chat function is disabled.
5. Once all participants are in the room, inform them that you will be recording the meeting, and begin recording the meeting.