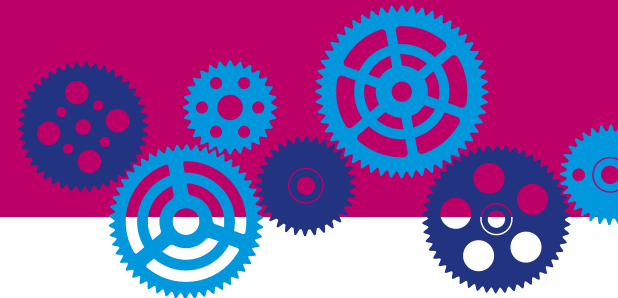![de Rechtspraak logo]

JOIN AN CMS ONLINE SESSION

This flyer shows:
- How to join an online CMS session of the Judiciary.
- Your options during the online session.

You need one of the following internet browsers to take part in an online CMS session:
- Edge Chromium
- Mozilla Firefox
- Google Chrome
- Safari

For more information, visit the website: **www.rechtspraak.nl**

JOIN

You will receive an invitation for an online session of the Judiciary in your e-mail.

1. Open the invitation for the online session.
2. Click on link '*Deelnemen via webbrowser*'. The Cisco Meeting App opens now.
3. Enter your name.
4. Choose *Join Meeting*.
5. You may see a notification to activate your webcam and/ or microphone.
6. Test your speakers and microphone and choose *Join Meeting*.
7. You now enter the session.

If it is not possible to join, you can try to join the session by phone. The log in information can be found in the invitation.

TIPS

- If you join the meeting from home, make sure you are in a quiet room.
- Close windows/doors.
- Only activate your microphone when speaking.

OPTIONS DURING THE ONLINE SESSION

See image below for each number

1. You can turn your camera on/off with this button.
2. You can turn your microphone on/off with this button.
3. Click on this button to share your screen or a program.
4. You can see an overview of all the participants.
5. Change your lay-out.
6. To close the session click on the red button. If you want to join the session again, go to your e-mail and click on the link *Deelnemen via webbrowser* again.