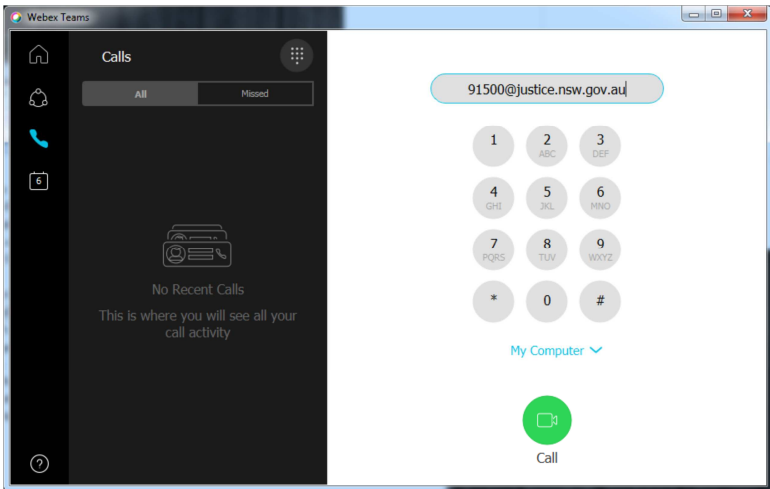
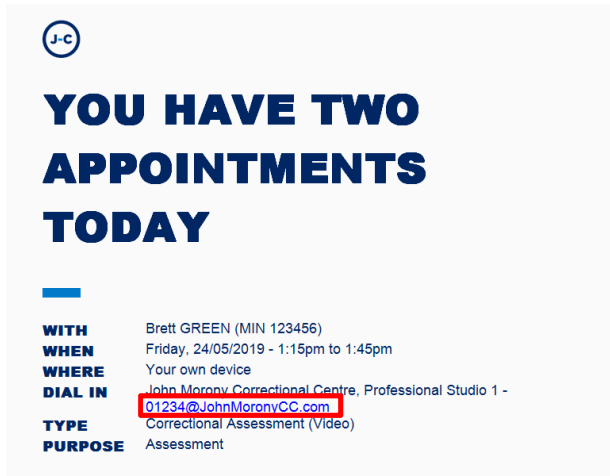


JUST Connect and Video Conferencing

Download and use of Webex Teams to conduct JUST Connect video appointments – Private Professional

Step	Action – Conducting an appointment using Webex Teams
	Please be advised: The use of webex teams to conduct video conference appointments is restricted to users with a full JUST Connect account. Professionals seeking to conduct a video appointment without full access to JUST Connect will be required to attend the Henry Deane building to facilitate the appointment.
1	Download and install Webex http://www.webex.com/downloads/ or by Downloading Cisco Webex Teams from either Apple or Google Store. Follow all prompts to install. The Webex site should detect the operating system you are using and provide an appropriate download link.
2	Open Webex Teams and follow the prompts as required to create your Webex Teams account. Your Webex Teams account is <u>not</u> linked to your JUST Connect account.
3	After installing Webex Teams test your connection. To do this call 91500@justice.nsw.gov.au as per the screen below. 

Step	Action – Conducting an appointment using Webex Teams
4	If you encounter difficulties please contact the Cisco help desk either through the following link: https://help.webex.com/?language=en-us or calling 1800129278
1	Your will receive an email on the morning of your appointment booked through JUST Connect. 
2a	To dial into the correctional centre type in the 5 digit number followed by "@justice.nsw.gov.au"
2b	If attending a Mandatory Case Conference with the ODPP, they will supply the 5-digit dial in number followed by a suffix "@ODPP.nsw.gov.au" to enter the conference.
2c	For a peer appointment type the Webex registered email address that the peer user has registered to their individual Webex Teams account.