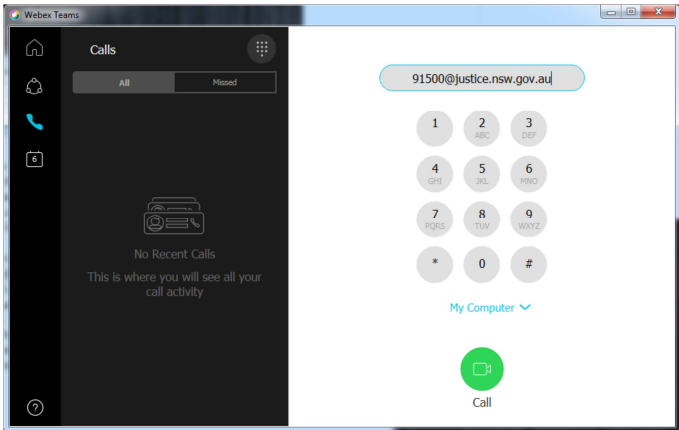


JUST Connect and Video Conferencing

Download and use of Webex Teams to conduct JUST Connect video appointments – Narcotics Anonymous

Step	Action – Conducting an appointment using Webex Teams
	Please be advised: The use of Webex teams to conduct video conference appointments with persons located within a Correctional Centre 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 complete a booking request form and attend a location on that form to conduct their 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 located in the appointment notes followed by "@justice.nsw.gov.au" Please ignore any specific dial-in number attached to the individual attendees 