



DIA VirtualQ

Getting Ready for your virtual meeting:

Injured Worker/Claimant:

If you are representing yourself –

Conciliation – contact the conciliator assigned to the case as noted on the notice you received.

Conference – contact the Administrative Judge’s office

Injured Worker/Claimant represented by an attorney – your attorney will let you know if you need to join the meeting.

if you need to join the meeting – please follow the below

When	What
Now – or the Day Before the meeting	<ol style="list-style-type: none">1. Make sure you have the recommended browsers and their latest version as noted in appendix A2. Make sure you have WebEx installed as noted in appendix A
Evening before the meeting OR the day of the meeting (at least 15 minutes before)	<ol style="list-style-type: none">1. Contact your attorney to obtain the meeting link.
15 minutes before the meeting time	<ol style="list-style-type: none">1. Open the supported browser2. Copy and paste the link provided3. Follow the Claimant instruction to check-in



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Appendix A

<p><u>BROWSER</u></p>	<p>If you are using a Desktop Computer: The VirtualQ will only work with the latest versions of Google Chrome, Firefox, Microsoft Edge and for MAC – the MAC OS versions of Google Chrome, Firefox, Edge and Safari:</p> <p>OK – LATEST VERSION</p> <p>   - for MAC in addition can use </p> <p>NOT OK - It will not work with</p> <p> </p> <p>Mobile Devices – Please make sure you have the latest versions of: Google Chrome, Microsoft Edge (Chromium), Firefox Apps or Safari - already installed on your device. Please check for updates and update the apps if they are already installed.</p> <p>Native browsers on mobile devices will not work.</p>
<p><u>WebEx Meetings</u></p>	<p>MUST download before</p> <p></p> <p>PC - https://www.webex.com/downloads.html and choose WebEx Meetings</p> <p>Mobile Devices -  </p>