

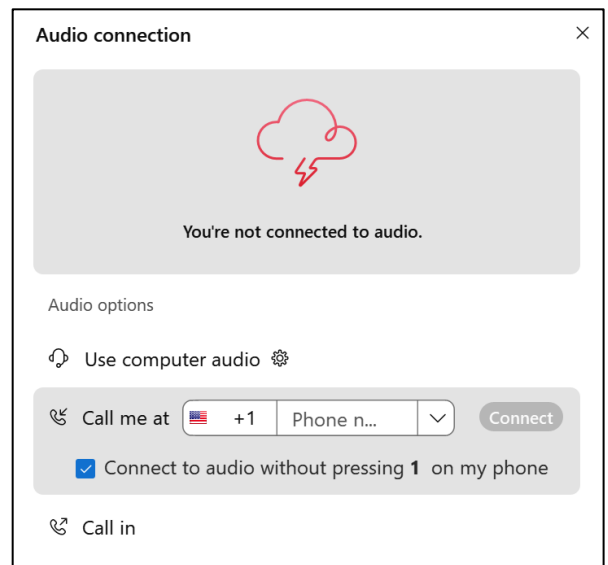
How to Join a Virtual Public Meeting Using Webex

To Join a Webex Meeting on a Computer (for the best experience)

Testing your device and internet connection before attending a virtual meeting is advised.

To test your device, visit the [Webex website](#).

- To join the meeting, click on the Webex link that was provided (either through email or the DEC public website). You may be asked to enter your name and email address to join the meeting, or you may need to enter the access code and/or meeting password to join. These should have been provided to you along with the Webex meeting link.
- Your web browser may ask you to download a plug-in or temporary application to run Webex.
- **AUDIO:** select one of the 3 options:
 1. Preferred method: Have Webex call you at a phone number you provide. Note that Webex cannot dial phone number extensions.
 2. Call in using the Webex phone number, access code and attendee ID provided through the Webex screen.
 3. Use your computer's speakers for sound if equipped with them.
- **VIDEO:** Allowing video of yourself isn't necessary to join a meeting and this option won't be available for most meetings. If this option is available, you can use your computer's built-in camera or a webcam.
- If not already muted upon entry by the host, make sure you mute your phone or speaker to eliminate feedback during the meeting.
- The buttons at the bottom of the screen allow you to view meeting options (note that not all these options will be available for every meeting):



To Join a Webex Meeting Using the Phone App

You will need to download the Cisco Webex app to your phone prior to the start of the meeting.

- To join the meeting, click on the Webex link that was provided (either through email or the DEC public website) using your phone. This should open the Webex app on your phone. You may be asked to enter your name and email address to join the meeting, or you may need to enter the access code and/or meeting password to join. These should have been provided to you along with the Webex meeting link.
- **AUDIO:** You will receive an automated call from Webex to join in using your phone's audio. You can decline this call if you'd like to connect your audio another way. Use the icons at the bottom of the app to see the options for connecting your audio for the meeting. There are 3 options:
 1. Call in using the Webex phone number, access code and attendee ID provided.
 2. Have Webex call you at the phone number you're currently using. Note that Webex cannot dial phone number extensions.
 3. Use your phone's internet connection through the app for sound.
- **VIDEO:** Allowing video of yourself isn't necessary to join the meeting and this option won't be available for most meetings. If this option is available, you can use your phone's camera.
- If not already muted upon entry by the host, make sure you mute your phone to eliminate feedback during the meeting.

To Join a Webex Meeting by Phone Only

With this option, you will only be able to hear whoever is speaking in the meeting. You won't be able to see anything that is shared on-screen (such as PowerPoints, videos, etc.).

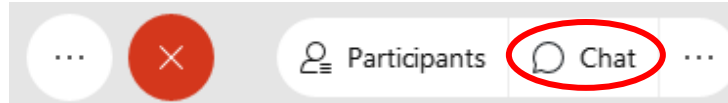
- Call the Webex phone number provided with the meeting access information.
- Enter the meeting access code when requested, followed by the # sign.
- Enter the attendee ID number (if available), followed by the # sign. If you don't have an attendee ID number, you can just hit the # sign to join without it.

You should now start hearing the audio of the meeting. You will mostly likely be muted on entry to the meeting by the host, but if not please mute your phone line.

How To Make a Comment During a Meeting (If Applicable)

Most meetings have a predetermined method to collect comments or questions. There are several ways this may be done. Options may include:

1. Typing in a question or comment using the Chat or Q&A features (as determined by your host for the meeting). These options can be found at the bottom of the screen if joining from a computer or the phone app.



2. In some meetings you'll have the option to virtually raise your hand to make a verbal statement. Look for the Raise Hand button at the bottom of your screen to raise your hand when asked to do so.



3. If you called in only and are not signed in online, some meetings will have the option to virtually raise your hand by hitting *3 on your phone's keypad. The host will call on you and unmute your line at the appropriate time. Make sure to hit *3 again after making your comment to lower your hand.

Note that not all meetings will have the option for making verbal comments.