Recommended: Join using the meeting link.

- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.

DO NOT click "Join from this browser," as you will not be able to fully participate during the meeting.

Join your Webex meeting						
C Download the Webex app	Join from this browser					
Already have Webex? J	oin from the Webex app					



Enter your name and email address*. Click "Next." Accept any request for permission to use your microphone and/or camera.





*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.



Alternative 2. Connect via Telephone



You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.

Webex Public Access Guide

Using Your Microphone

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Q	Mute	~
~		
Ø	Unmute	\sim

Green microphone = Unmuted: People in the meeting can hear you.

Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone.

Attendees/Members of the Public

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



Joined via Telephone (Call-in User)

- 1. When you are asked to unmute yourself, press *6.
- 2. When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



2 From the drop-down menu, select different:

- Speaker options if you can't hear _____ participants.
- Microphone options if participants can't hear you.

4))	Speaker
~	Use system setting (Realtek(R) Audio) Speakers/Headphones (Realtek(R) Audio)
Q	Microphone
~	Use system setting (Realtek(R) Audio) Microphone Array (Realtek(R) Audio)
٩	Settings

Continue to Experience Issues?

If you are connected by computer or tablet and you have audio issues, you can link your phone to your Webex session. Your phone will then become your microphone and speaker source.

- Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
 - Hover your mouse over the "Call In" option and click "View" to show the phone number to call and the meeting login information. You can still un-mute from your computer window.



Hand Raise Feature

Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



Joined via Telephone (Call-in User)

Press *3 to raise or lower your hand.

Unmuting

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



Joined via Telephone (Call-in User/Audio Only)

- 1. When you are asked to unmute yourself, press *6.
- 2. When you are finished speaking, press *6 to mute yourself again.

Webex Public Access Guide

Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.

Jone Web	es, Shelly@DCA: Public comments today. We will be utilizing th bex	he hand raise feature of	× ×	
	Back to default position and size Use dark background Font size View captions and highlights	< A	Font size	A