



Department of
**Environment &
Conservation**

WebEx Usage for Public Hearings

To join a WebEx meeting you can:

- Follow the meeting link from the public hearing notice/website.
- Or type the web address into your home bar.

Public Hearing

5:00 PM - 8:00 PM Tuesday, Apr 14 2020 (UTC-05:00) Central Time (US & Canada)

Meeting Information

Meeting link:

 <https://tngov.webex.com/tngov/j.php?MTID=mfbe67bac2068d60d3ed5233c0027119>

Meeting number:

 640 473 425

Join by phone

 +1-415-655-0103 US TOLL

Access code: 640 573 525

Global call-in numbers

- You will be directed to the Public Hearing....

test

Hosted by John Doe

● 12:35 PM - 1:35 PM | Wednesday, Feb 12 2020 |
(UTC-06:00) Central Time (US & Canada)

- Enter your name and email address



Meeting Information

Meeting link:	https://tngov.webex.com/tngov/j.php?MTID=m8c7799253eae35cde9cfe8d64ac3470d
Meeting number:	642 832 161
Password:	Please obtain your meeting password from your host.

< Back to Meeting List

test



Hosted by John Doe

● 12:35 PM - 1:35 PM | Wednesday, Feb 12 2020 |
(UTC-06:00) Central Time (US & Canada)

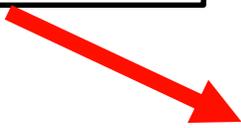
John Doe

John.Doe@email.com

Join Meeting



- Hit the 'Join Meeting' button



Meeting Information

Meeting link:

<https://tngov.webex.com/tngov/j.php?MTID=m8c7799253eae35cde9cfe8d64ac3470d>

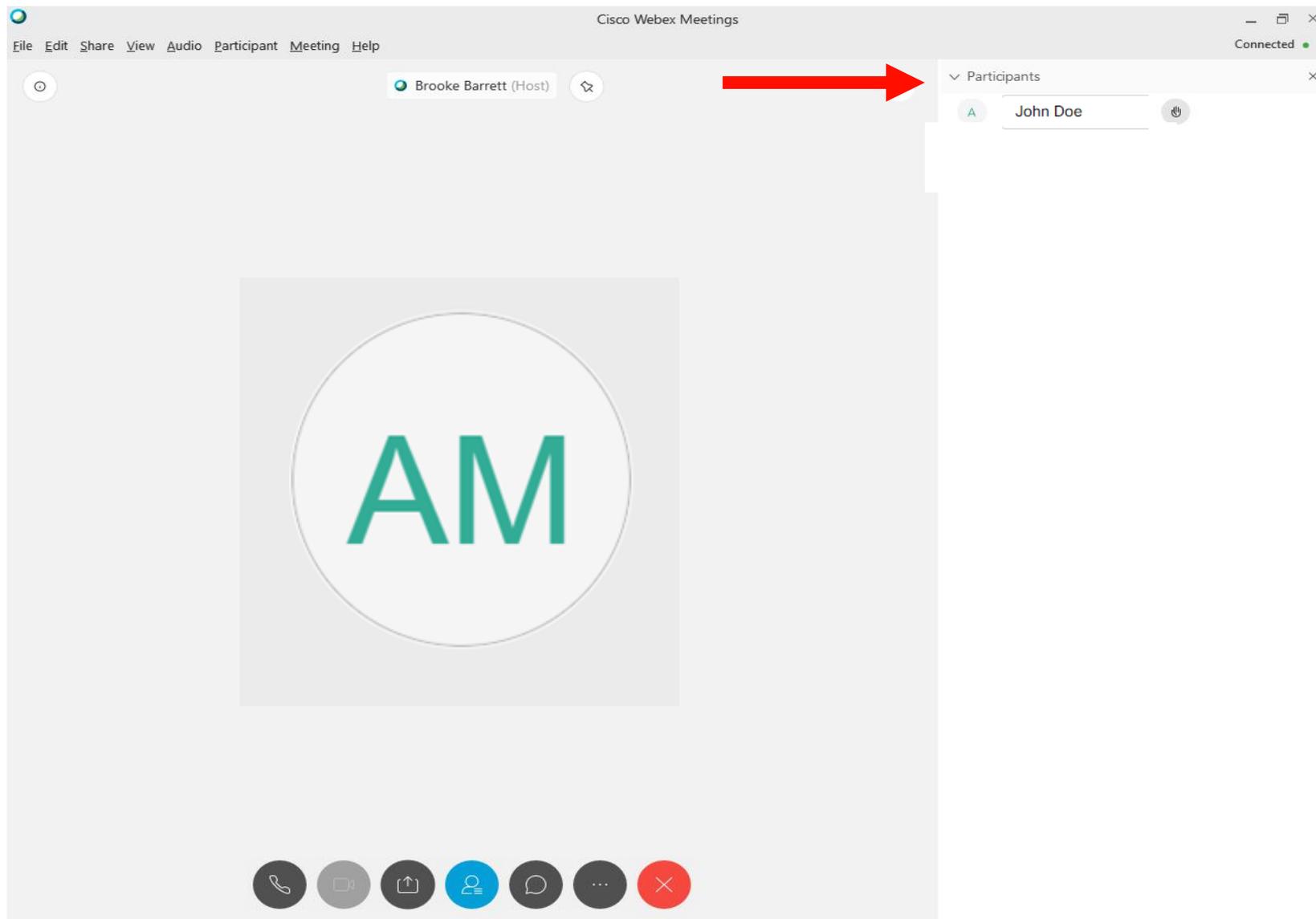
Meeting number:

642 832 161

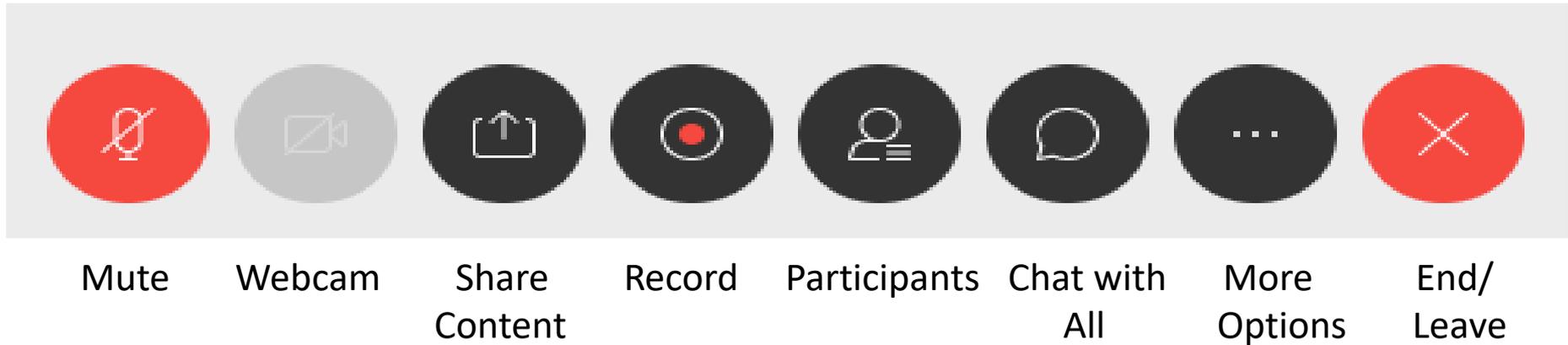
Password:

Please obtain your meeting password from your host.

You will be connected. Note your name in the 'participants' sidebar.



Buttons:



Important Tips:

- If the host has not started the meeting yet, you will not be able to join the meeting. Simply wait for the host to start the meeting, you can refresh the page to check to see when the host has started the meeting.
- If your computer is not set up with a microphone, you will need to call the meeting using the phone number provided in addition to joining on the computer in order to communicate with the group. You will need to dial the number and enter the meeting number followed by the # sign.
- If you join this way be sure to set up with 'no audio' when you are connected to the WebEx or simply mute your computer using the red microphone button on the bottom of your screen.

Etiquette

- At designated times during the Technical Session, participants will be given the opportunity to ask questions and receive feedback and answers from Division staff. During this time you may un-mute your device to speak. Please re-mute yourself after speaking.
 - The host can also mute and un-mute participants.
- If participants are disruptive, you may be re-muted by the host, or removed from the WebEx. You may still provide written comments to TDEC until May 1, 2020.
- **Red microphone button means you are muted.**
- **Black microphone button means everyone can hear you.**

