WebEx Usage for Public Hearings

Three Ways to Join a WebEx Meeting

- Using a computer and following the provided link
- Using the WebEx app available to Android and Iphone
- Calling in via phone

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 USTOLL
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 →

Your name

Your email address

Join Meeting ⌄

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 │
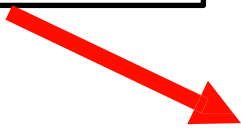(UTC–06:00) Central Time (US & Canada)

John Doe

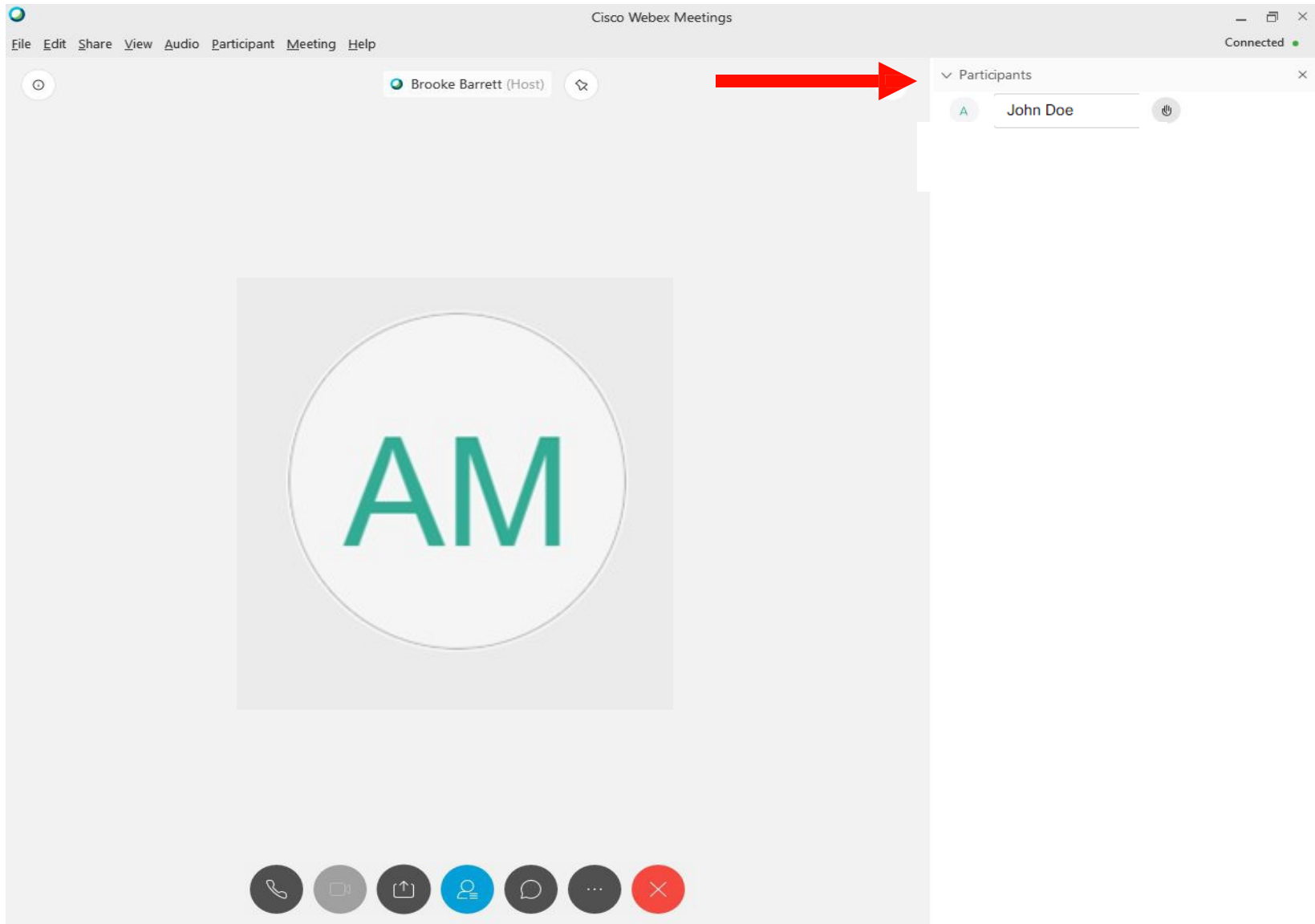John.Doe@email.com

Join Meeting ⌄

- Hit the 'Join Meeting' button

Meeting Information

Meeting link: https://tngov.webex.com/tngov/j.php?
                       MTID=m8c7799253eae35cde9cfe8d64ac3470d
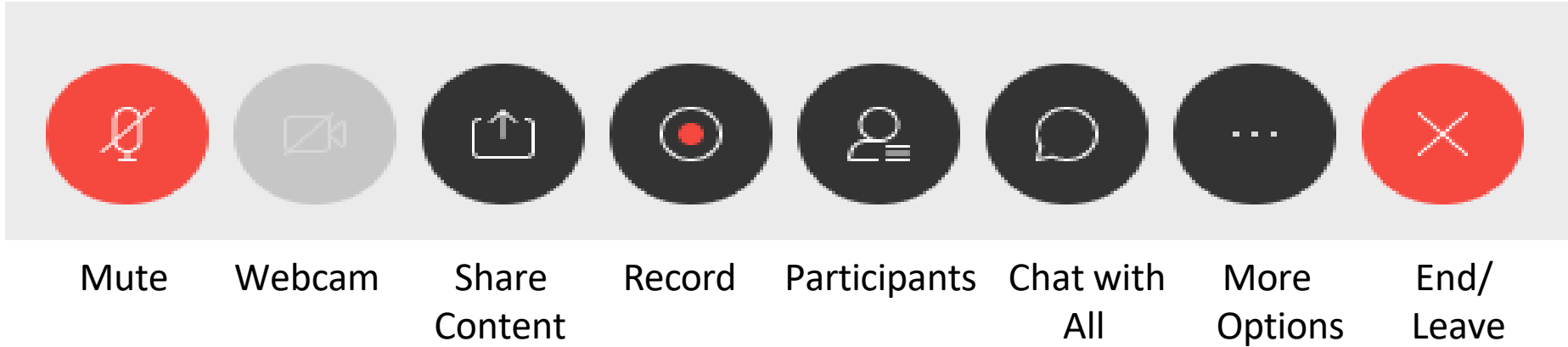
Meeting number: 642 832 161

Password: Please obtain your meeting password from your host.

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

Buttons:

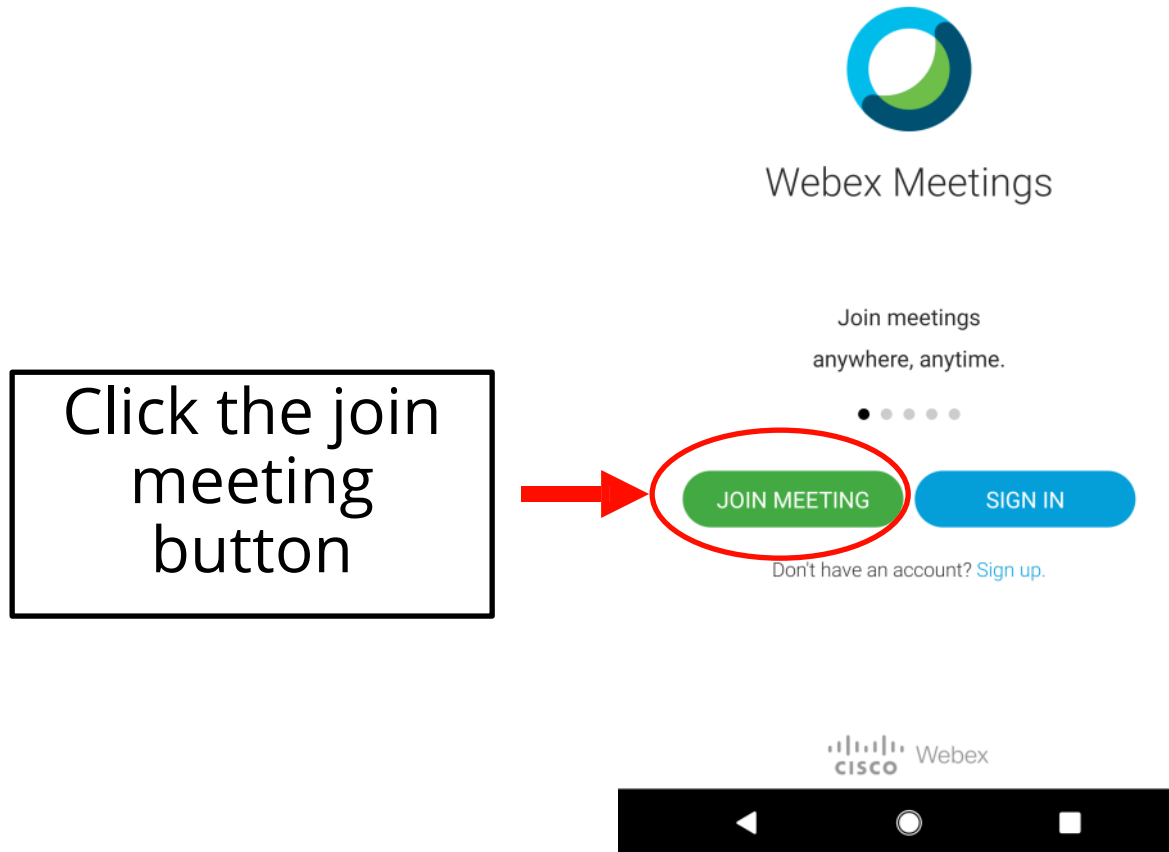| Mute | Webcam | Share Content | Record | Participants | Chat with All | More Options | End/ Leave |

<u>Important Tips:</u>

- 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.

How to Join Using the App

After downloading and opening the app on your device you will see this screen:

Webex Meetings

Join meetings
anywhere, anytime.

Click the join meeting button

JOIN MEETING   SIGN IN

Don't have an account? Sign up.

cisco Webex

To Join Meeting

Join Meeting

JOIN

Enter the Meeting Number: XXX XXX XXX

Meeting number or URL

If you are invited to a Personal Room, you can enter the URL.

company.webex.com/meet/**username**

Enter your full name

Your name
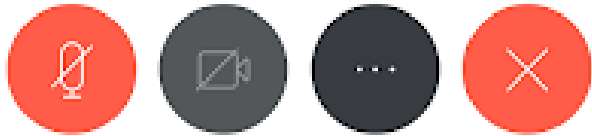
Enter your email address
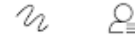
Email address

Enter the Password

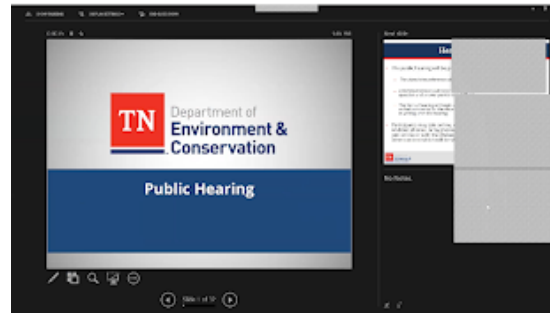Enter the provided meeting password and click "OK"
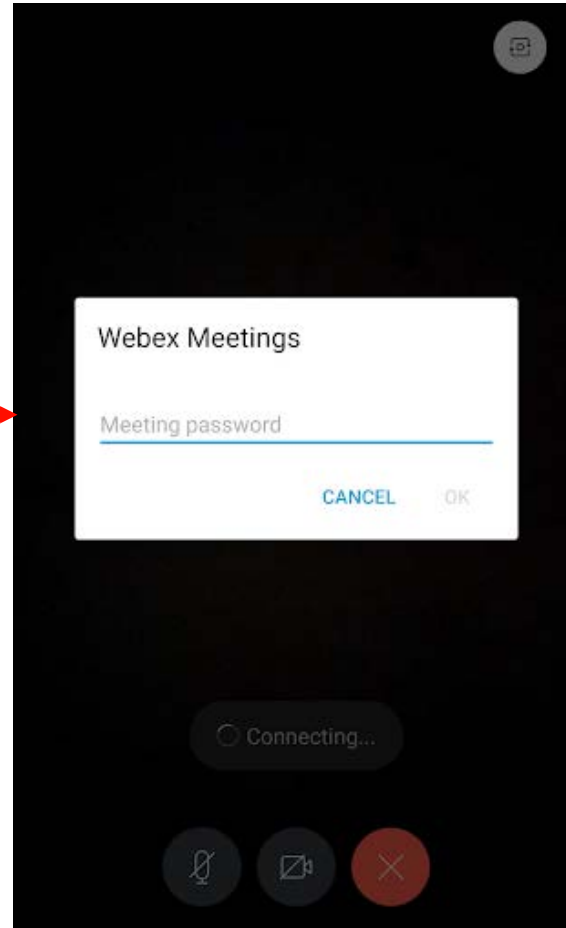
You are Connected

- The WebEx will look similar to this one.

Mute   Your Camera on/off   More Options   Exit

More App Options

- If you select the more options button:

- You can use the "Turn off Speaker" button to switch to talking through your phone like on a phone call. This will allow participants to hear you better than if you were on speaker.