WEBEX INSTRUCTIONS FOR A COMMUNITY MEETING

Important Notes:

When joining a Webex event, you will be automatically muted upon entering. There is a chat feature which will be used for queuing up speakers for questions and comments. Those joining by phone will only be able to listen and not ask questions/comment.

1. Go to **www.webex.com.**

2. Click **Join** in the upper right corner.

3. In the **Join a Meeting box,** enter the event details provided in the mailed community meeting notifications.

4. You will be taken to the Event Information page. You must register prior to joining the event. Click the blue **Register** link next to the Event status box.

5. After clicking Register, you will be required to fill out the fields marked with an asterisk *. Click **Submit.**

6. After clicking Submit, you will have successfully registered for the meeting. Click **Done.**

7. You will receive an email confirmation with an invitation for the event.

8. From the email, sent from messenger@webex.com, click on the **Join Event** button.

    a. If this is your first time joining a WebEx event, you may be redirected to a new URL to add a Chrome Extension for WebEx.
       i. Click **Add Webex** to Chrome.
       ii. Select **Add Extension**. You will be redirected to the Webex event page.

9. In the **Join Event Now** box, the fields should already contain the information given in your registration form.

10. Click **Join Now.**

11. You will join the event with your microphone muted and video turned off.

To join the WebEx Event by phone (for listening purposes only)

1. Call the phone number **+1- 415-655-0002 US Toll**
2. Enter the **Event Number** provided in the community meeting notice**.**

Tips

- Chrome internet platform is preferred
- If joining by a smart device (smart phone or tablet), the event password may be required. If so, enter the password provided in the community meeting notice.