## 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.

2   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.
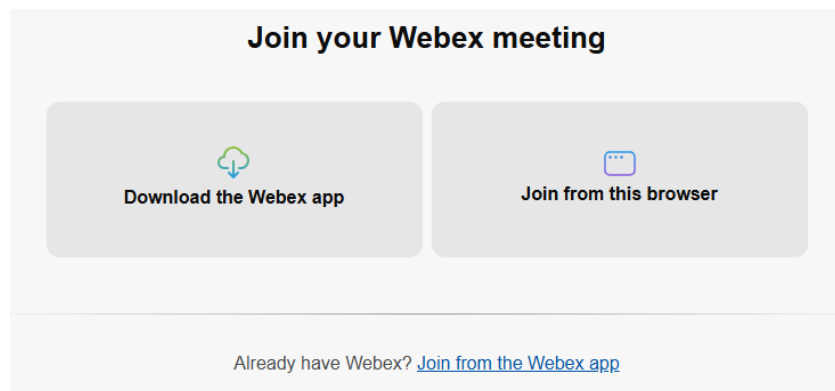
3   Enter your name and email address*. Click "Next**.**"
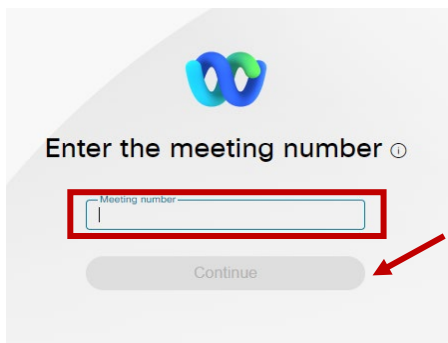Accept any request for permission to use your microphone and/or camera.
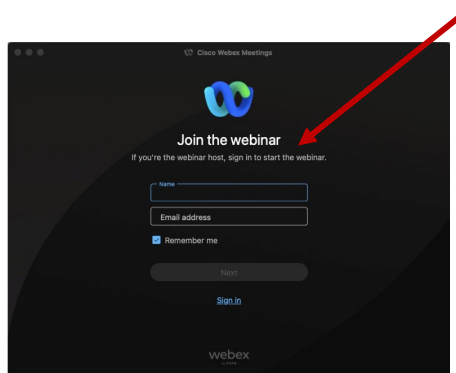
*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.
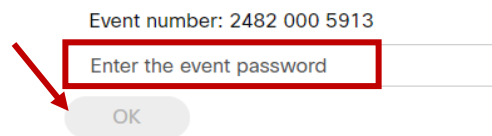
Alternative 1. Join from Webex.com

1 Click on "Join a Meeting" at the top of the Webex window.

2 Enter the meeting/event number and click "Continue**.**" Enter the event password and click "OK**.**" This can be found in the meeting notice you received or on the meeting agenda.

3 The meeting information will be displayed. Click "Join Event**.**"
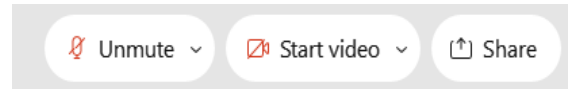

─────────────── OR ───────────────

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.

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

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. Only panelists will be offered starting their video camera.

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.
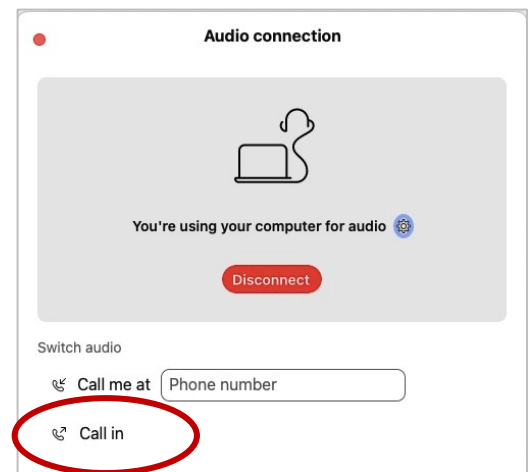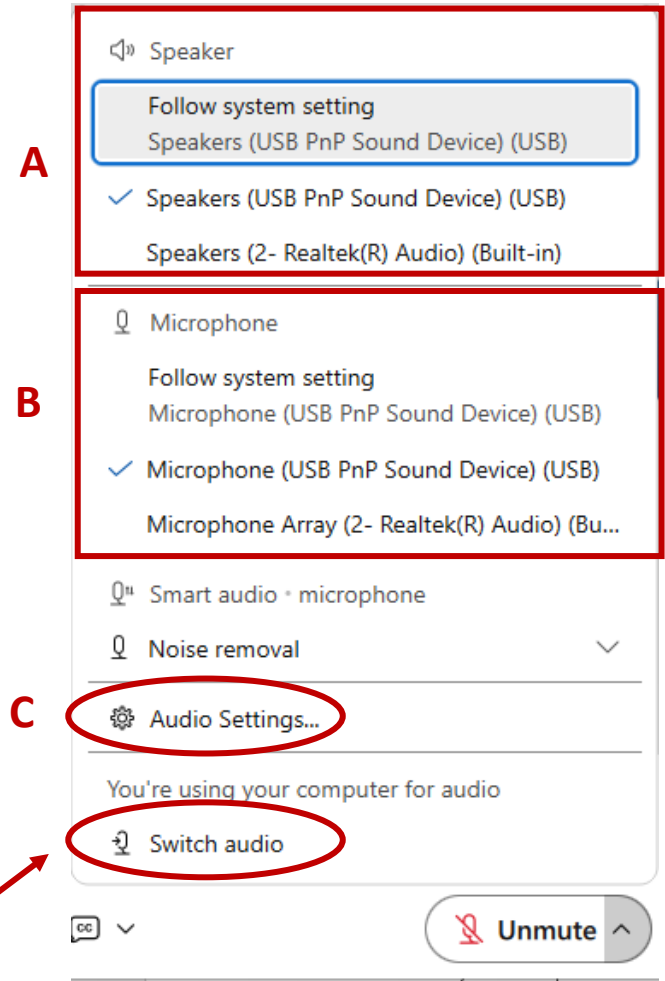
Joined via Telephone (Call-in User)

- When you are asked to unmute yourself, press *6.
- 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:

A. Speaker options if **you can't hear** participants.

B. Microphone options if **participants can't hear you**.

C. Audio settings will offer testing of your devices, and let you choose a different device.

3 To link your phone to your Webex session, enabling your phone to become your microphone and speaker source:

- Click on "Switch audio".
- Select "Call in", which will show the phone number to call and the meeting login information.

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.

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.

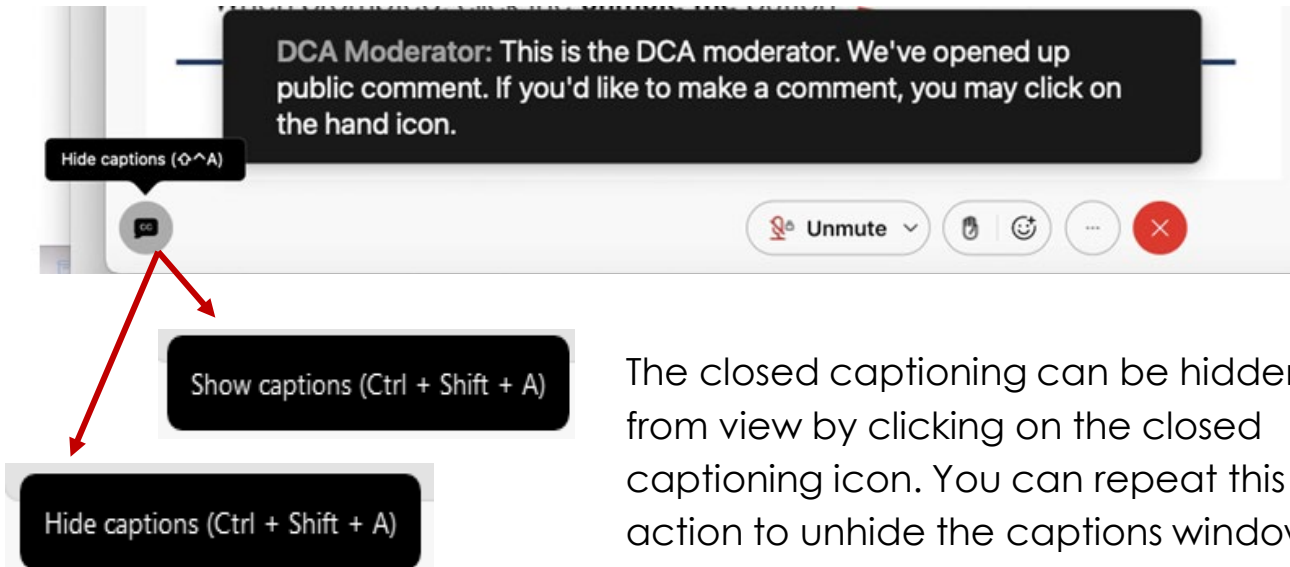## Joined via Telephone (Call-in User)

Press *3 to raise or lower your hand.

- When you are asked to unmute yourself, press *6.

- When you are finished speaking, press *6 to mute yourself again.

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.

DCA Moderator: This is the DCA moderator. We've opened up public comment. If you'd like to make a comment, you may click on the hand icon.

Hide captions (⇧^A)

Unmute

Show captions (Ctrl + Shift + A)

Hide captions (Ctrl + Shift + A)

The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the captions window.

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.

DCA Moderator:　Alright, thank you. We've opened up the public comment feature of Webex, if you'd like to make a comment, you may

Back to default position and size

Use dark background

Font size 　　　　　>

View captions and highlights

Font size

A　　　　　A　　　　　A