WEBEX TIP SHEET FOR PARTICIPANTS

❖ You may join a WebEx hearing by clicking on the provided link from a computer device, using the link provided on the WebEx application on a smart phone device, or telephonically by dialing the telephone number that will also be provided.

❖ If possible, if logging in from a computer device, log on a couple minutes before the meeting start time. The first time you log on may take additional time as you may need to download the application.

❖ When you are logging into the WebEx via a computer, you will be asked to provide your name and your email address. For your name, please type both your first and last name.

❖ During the computer log in process, you will have the option to select your audio source.

❖ Do **not** use more than one audio source, i.e. selecting your computer as the audio and calling in with your phone. This will create very loud feedback noise which is heard by all on the call.

❖ Do **not** put the call on Hold; this includes selecting another call without hanging up, as most phones will place the original call on hold even though the Hold button was not selected.

❖ Know the WebEx features, seeing participant list, mute/unmute, and chat feature.

❖ Keep your phone on mute, unless you are speaking. You may need to unmute from both your computer and your telephone.