



WHAT IS WEBEX? //

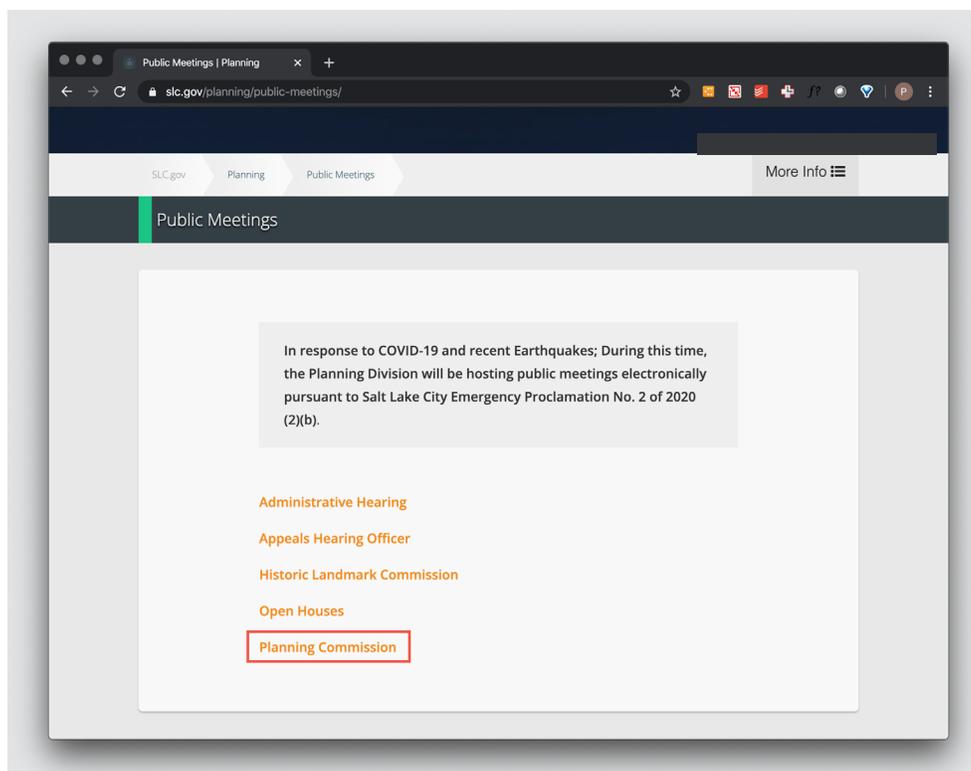
Webex is the online platform that Salt Lake City utilizes to host virtual meetings. This platform provides an opportunity for attendees to provide comments during the public comment sessions of the meeting.

GETTING STARTED //

It is recommended to set up 10 minutes before the meeting. Utilizing a headset or headphones with a microphone is highly suggested to ensure a better sound quality.

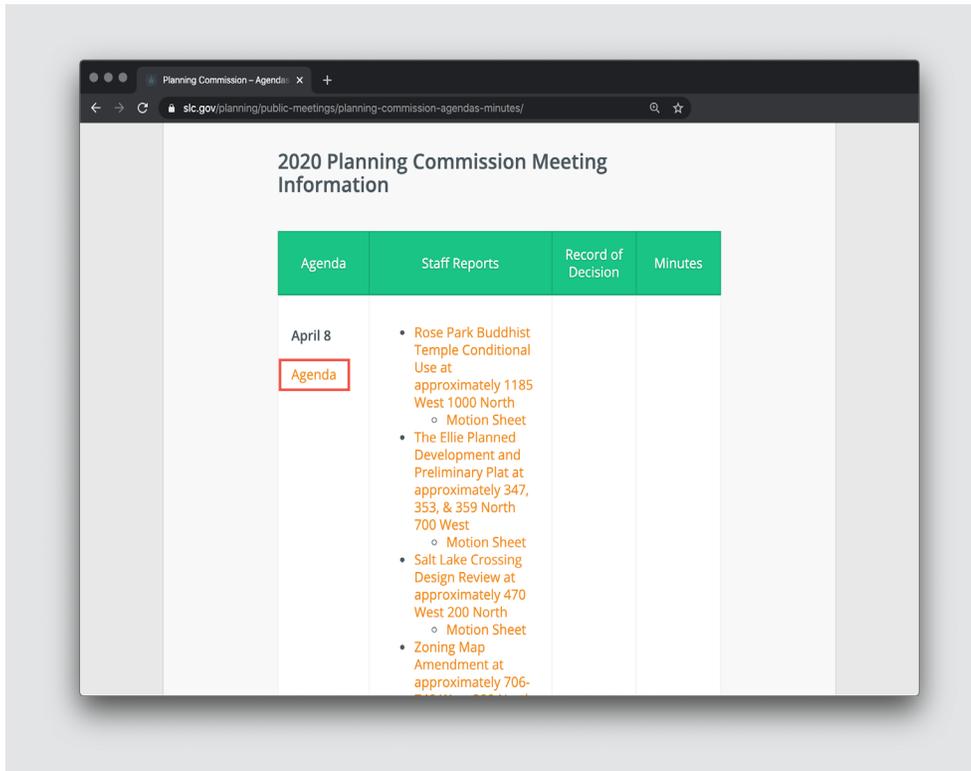
HOW TO JOIN A VIRTUAL MEETING //

- To access the virtual meeting link, visit our **Public Meetings page**.
(The link to the virtual meeting can also be found in our email agendas & mailed notices)
- Click on the **type of meeting** you wish to attend.

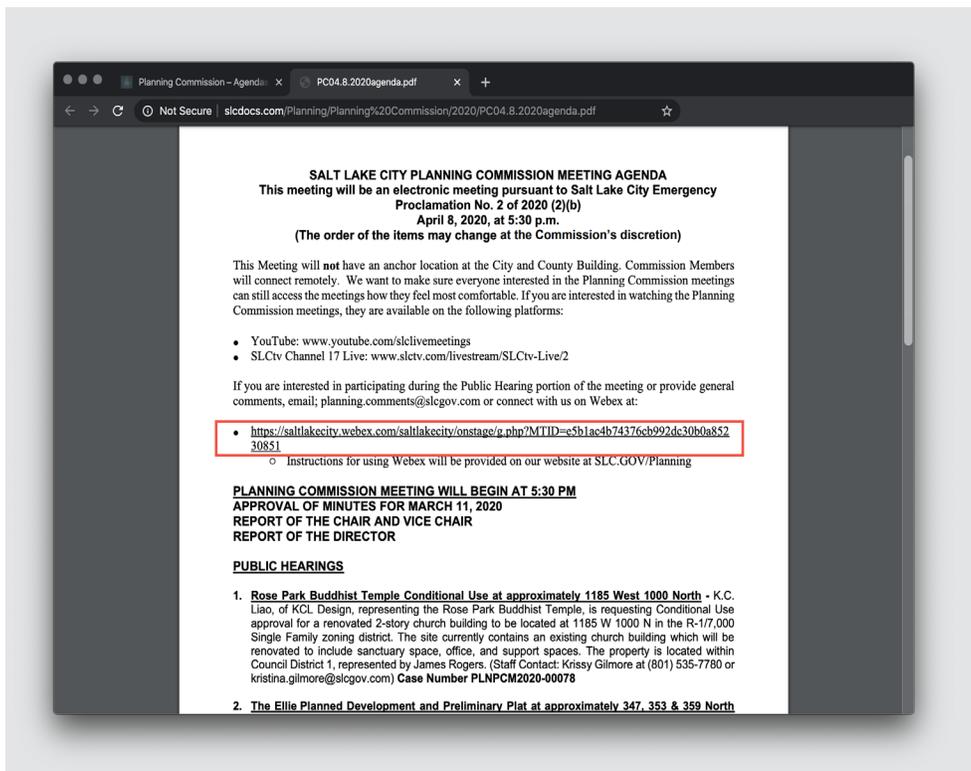


HOW TO JOIN A VIRTUAL MEETING

- In the Meeting Information section, click on the **Agenda**.



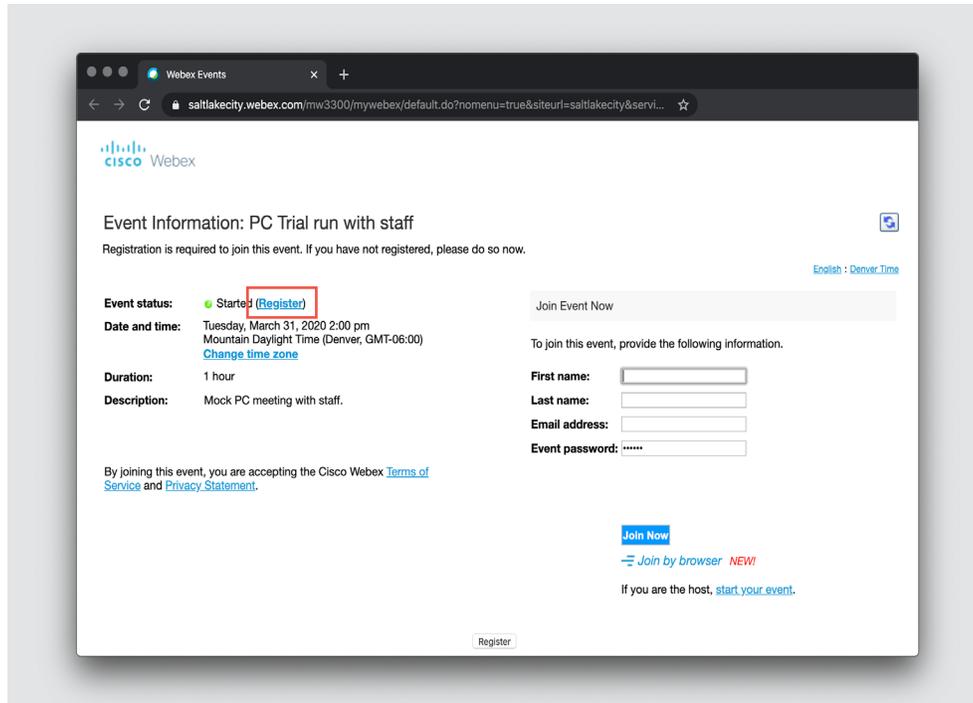
- Click the **Virtual Meeting link** to be directed to the meeting registration page.



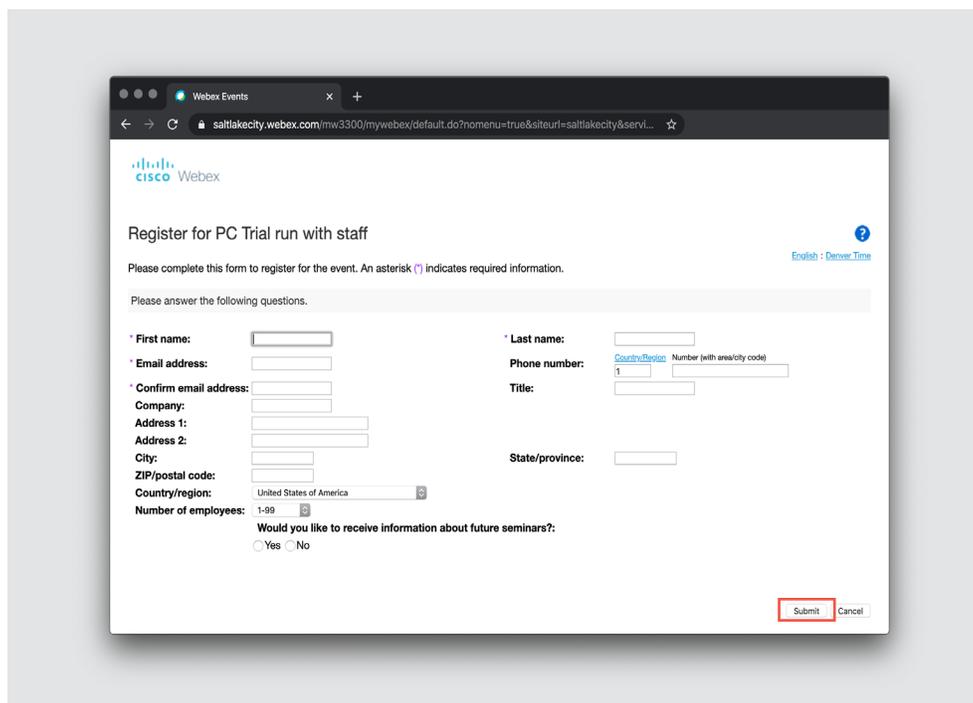
HOW TO JOIN A VIRTUAL MEETING

HOW TO REGISTER //

- On the Meeting Registration page click **Register**.

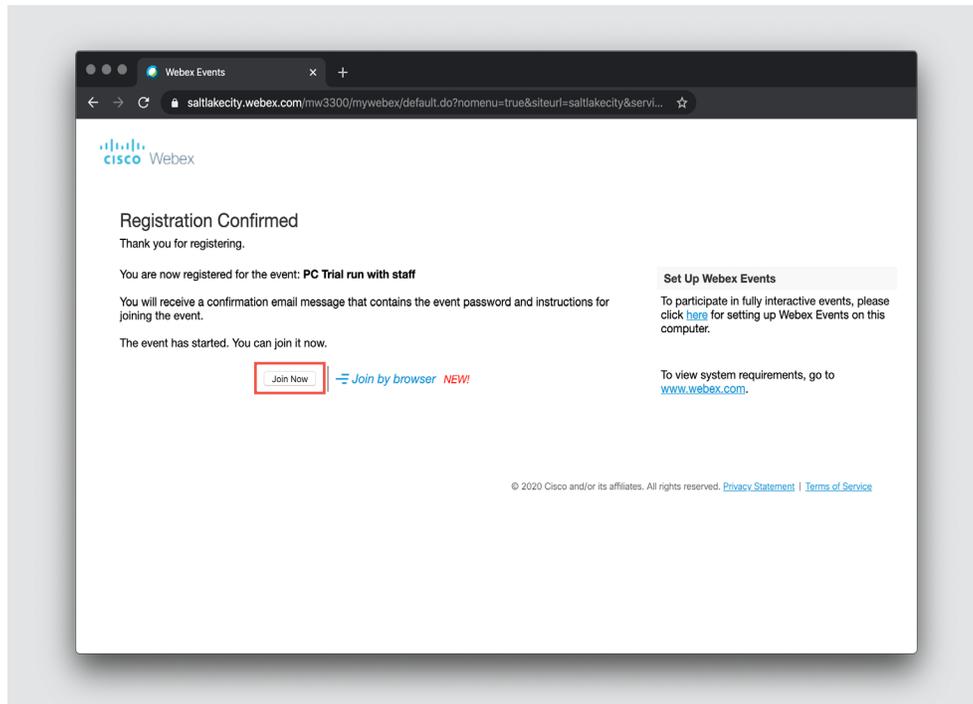


- Fill out the registration form, then click **Submit**.



HOW TO JOIN A VIRTUAL MEETING

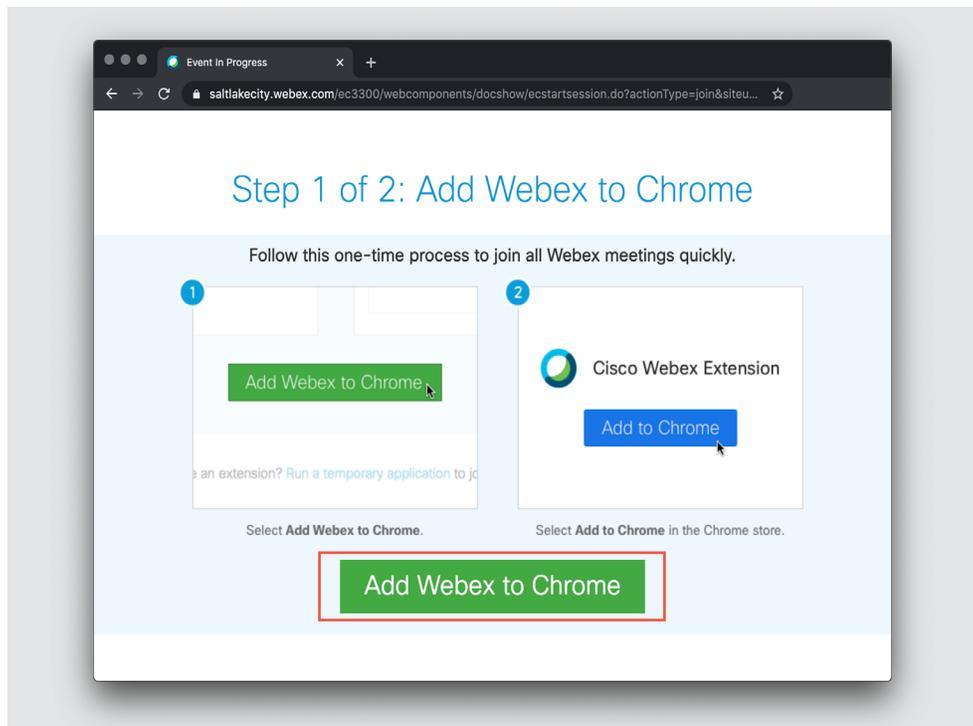
- Once the registration is completed, click **Join Now**.



HOW TO INSTALL THE WEBEX BROWSER EXTENSION //

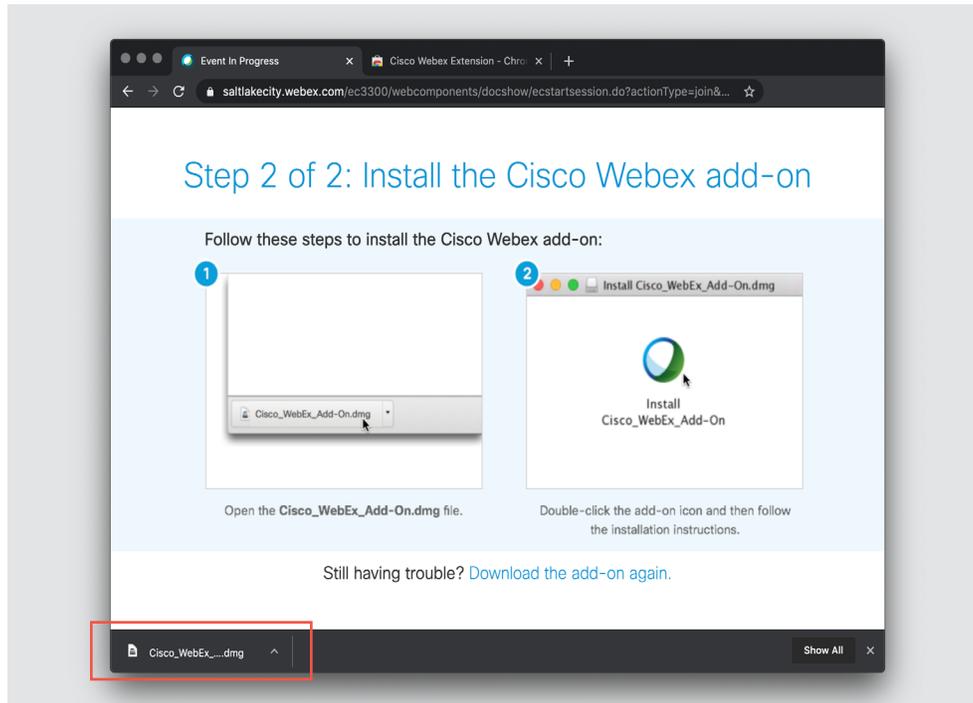
In order to access the meeting, you must install the WebEx browser extension.

- Click **Add WebEx to Chrome** (or other browsers).

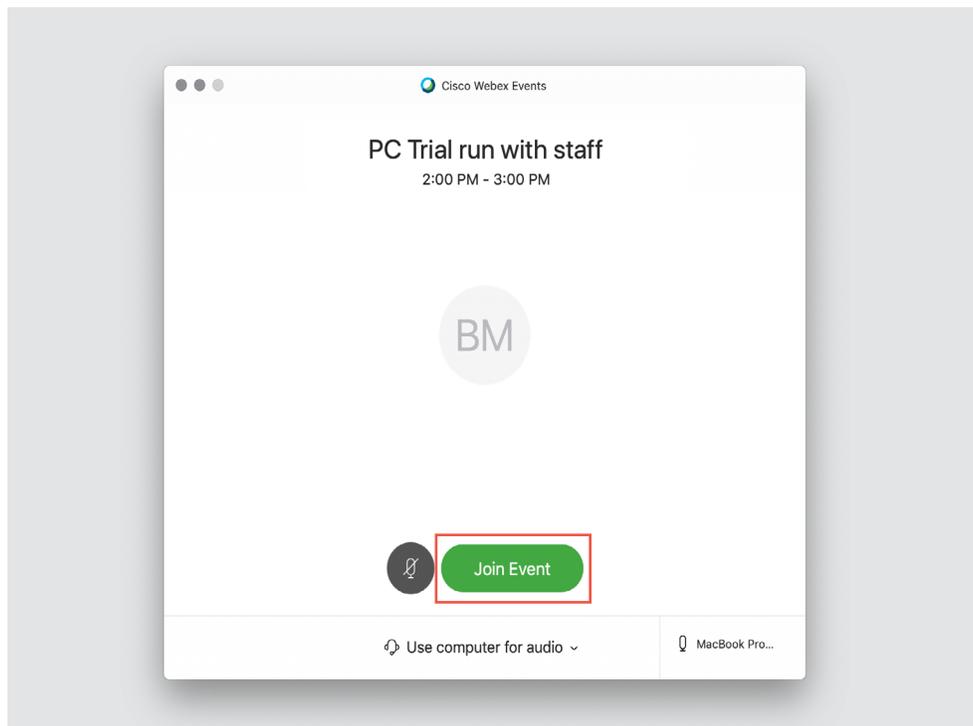


HOW TO JOIN A VIRTUAL MEETING

- Download the **Cisco Webex add-on** file on your computer, then follow the installation instructions.



- Once the WebEx extension has been installed a pop-up window will appear on your screen.
- Click **Join Event**

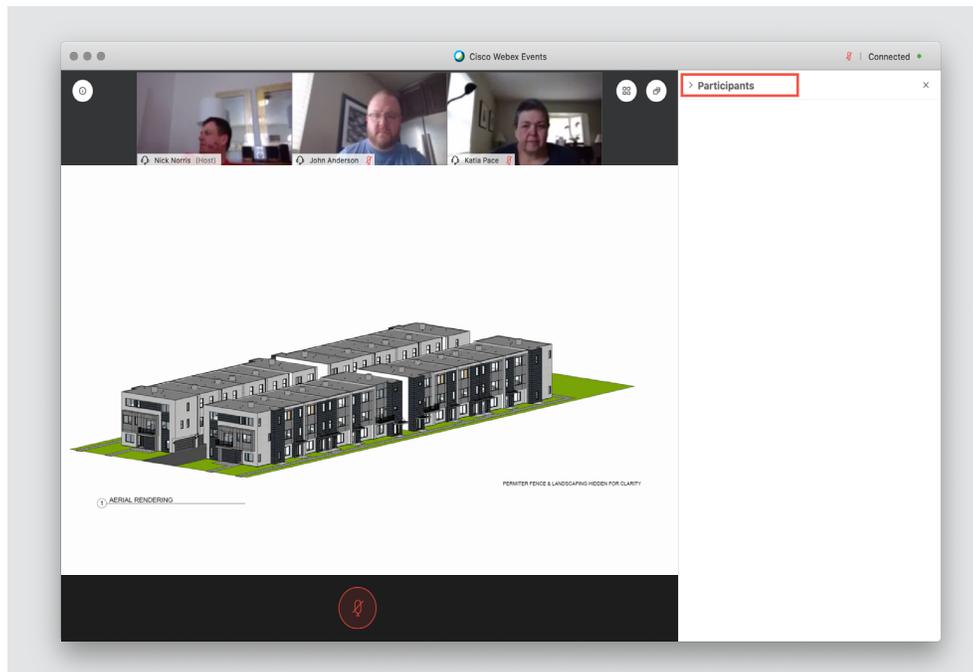


HOW TO JOIN A VIRTUAL MEETING

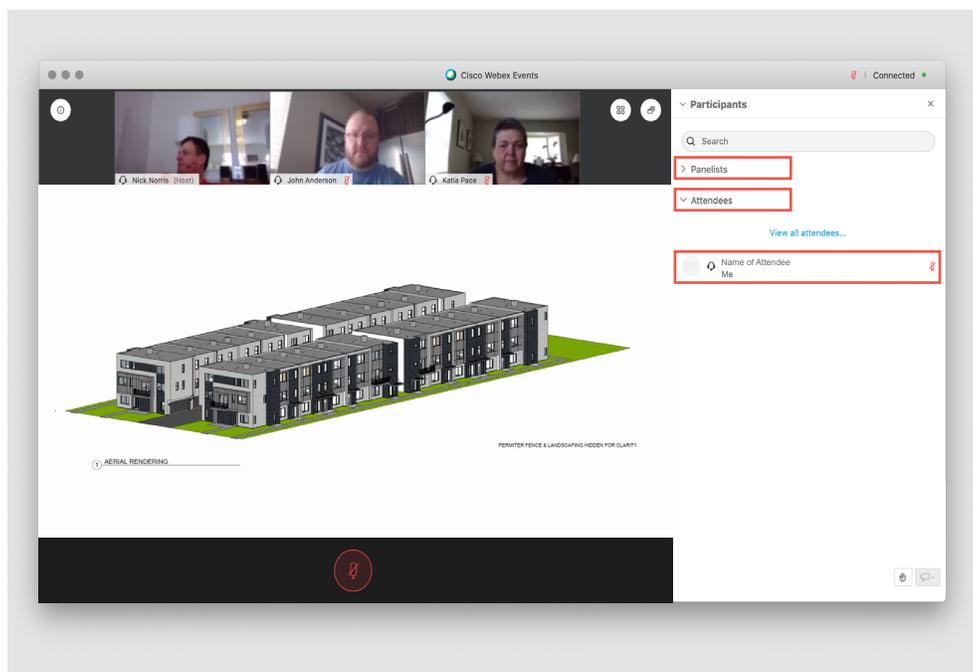
HOW TO PROVIDE A COMMENT //

Comments can be provided by using the “raise your hand” feature in WebEx, or by sending an email to planning.comments@slcgov.com. If you would like to provide a comment through WebEx it is recommended to follow the next steps before providing a comment:

- On the left side column of the window, **expand the list of participants**.



- It is recommended to **collapse the list of panelists**, and **expand the list of attendees**. (this view will allow you to see when your hand is raised)

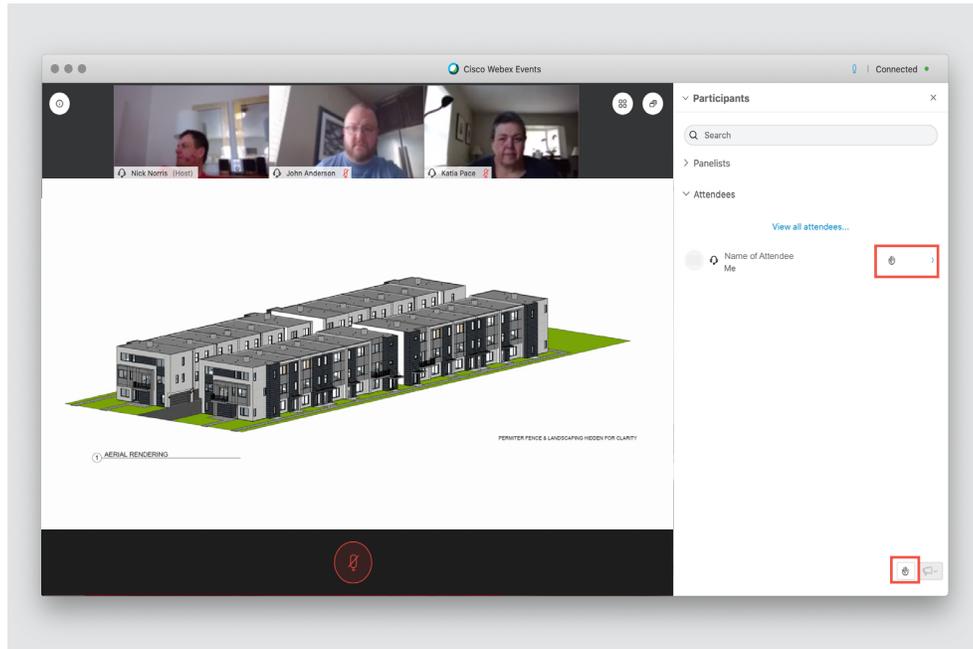


HOW TO JOIN A VIRTUAL MEETING

HOW TO “RAISE YOUR HAND” //

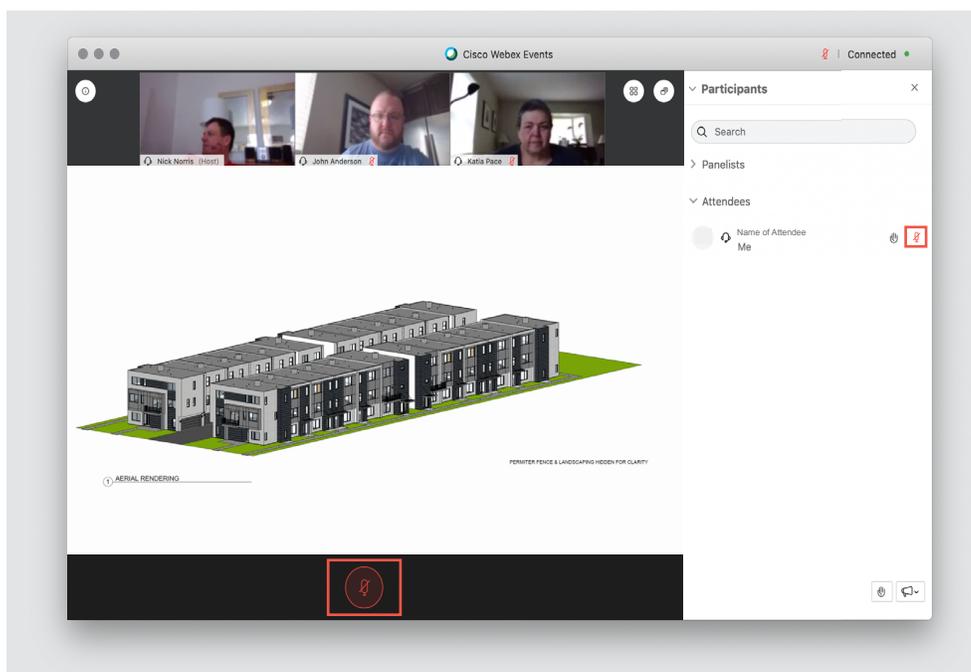
The “**hand raise**” feature allows the host of the meeting to see who would like to participate during the public comment session.

- To “raise your hand”, click the **Hand icon** (a hand icon will appear).



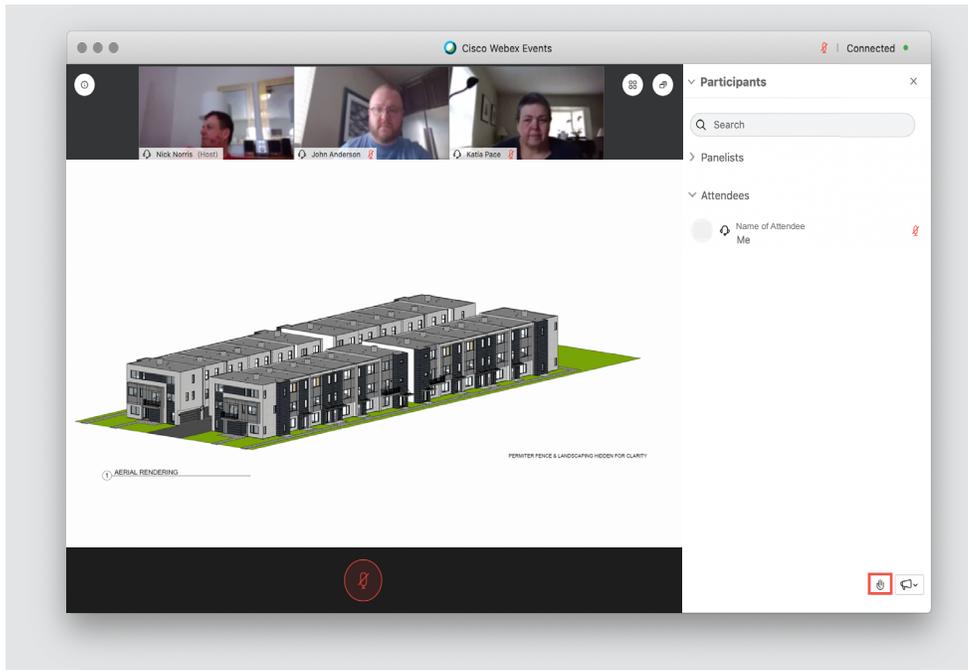
The host will announce your name and grant you permissions to provide a comment using your microphone.

- To turn on your microphone click on the **microphone icon**.
You can also use the quick commands: **Control + M (Windows)**, **Shift + Command + M (Mac)**



HOW TO JOIN A VIRTUAL MEETING

- Once the microphone has been enabled: **Please state your full name, address, and the comment you wish to provide, you will have two minutes.**
- After stating your comment, please **remove the hand icon.**



HOW TO EXIT THE MEETING //

- To exit the meeting you can close the meeting window.

