

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.

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• In the Meeting Information section, click on the Agenda.



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



HOW TO REGISTER //

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

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Event Inform	nation: PC Trial run with staff		3
Registration is req	uired to join this event. If you have not registered, please do	so now.	
			English : Denver Time
Event status:	Started (<u>Register</u>)	Join Event Now	
Date and time:	Tuesday, March 31, 2020 2:00 pm Mountain Daylight Time (Denver, GMT-06:00) Change time zone	To join this event, provide the following information.	
Duration:	1 hour	First name:	
Description:	Mock PC meeting with staff.	Last name:	
		Email address:	
By joining this eve	nt you are accepting the Cisco Webey Tame of	Event password:	
Service and Privac	cy Statement.		
		Join Now	
		Join by browser NEW!	
		If you are the host, start your event	

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

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Address 2:	
ZIP/postal code:	
Country/region: United States of America	
Number of employees: 1-99	
Would you like to receive information about future seminars?:	
⊖Yes ⊖No	

• 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).

Step 1 of 2: Add V	Vebex to Chrome
Follow this one-time process to ju	oin all Webex meetings quickly.
Add Webex to Chrome A	2 Cisco Webex Extension
Select Add Webex to Chrome.	Select Add to Chrome in the Chrome store.
Add Webex	to Chrome

• 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 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 "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 premissions 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)



- 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.

