

Directions for Commissioners Meeting Participation

These direction are for Google Chrome and Internet Explorer. From

The screenshot shows a Cisco Webex event page. At the top left is the Cisco Webex logo. On the right, it says 'For'. Below the logo is the text 'Event Information: FHTEST9'. To the right of this text is a language selector icon and the text 'English : New York Time'. Below the event information, there are four fields: 'Event status: Started', 'Date and time: Tuesday, March 17, 2020 12:30 pm Eastern Daylight Time (New York, GMT-04:00) Change time zone', 'Duration: 15 minutes', and 'Description: fhtest1'. Below these fields is a link: 'By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement.' To the right of the event information is a 'Join Event Now' button. Below this button is the text 'To join this event, provide the following information.' followed by four input fields: 'First name: Renee', 'Last name: Pettit', 'Email address: pettit_renee@aclink.org', and 'Event password:'. Below the input fields is a 'Join Now' button. Below the button is the text 'Join by browser NEW!' and 'If you are the host, start your event.'

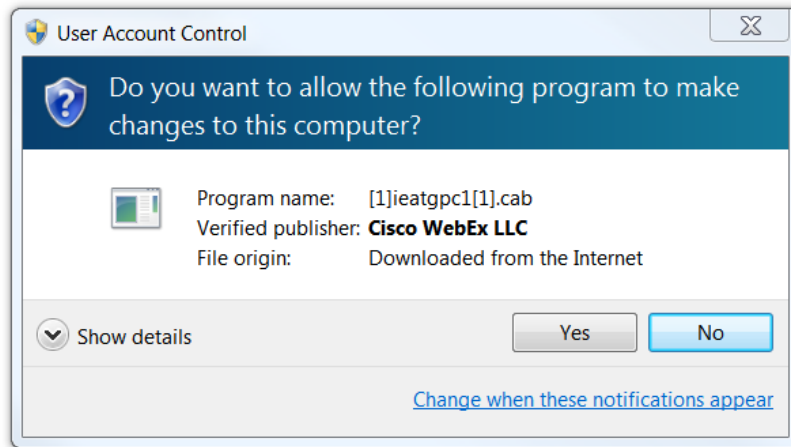
1. Enter your First and Last Name and your email address then click the “Join Now” button.

This screenshot shows a close-up of the 'Join Event Now' form. It includes the 'Join Event Now' button, the instruction 'To join this event, provide the following information.', and four input fields: 'First name:', 'Last name:', 'Email address:', and 'Event password:'. Below the input fields is a 'Join Now' button, the text 'Join by browser NEW!', and the text 'If you are the host, start your event.'

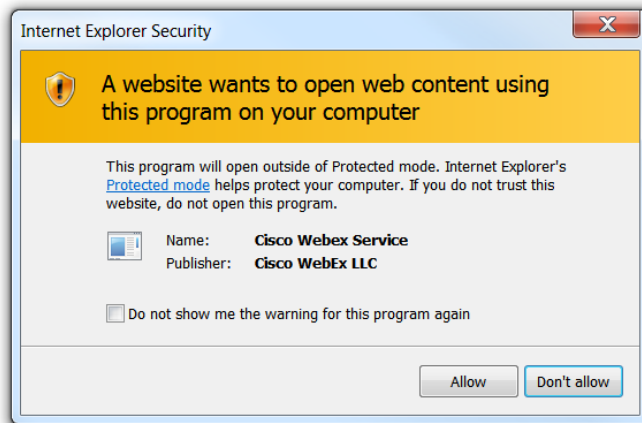
2. You may be asked to download a file to your computer.

FOR INTERNET EXPLORER

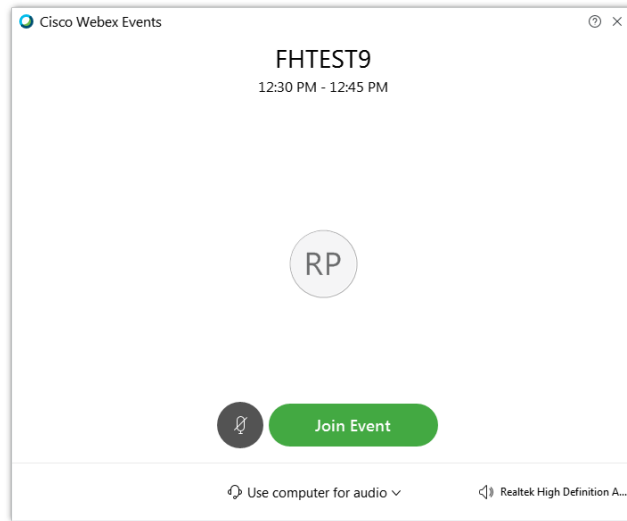
From Internet Explorer you may see this box. Click on the “Yes” button.



a. Click on the “Allow” button



b. Click on the “Join Event”



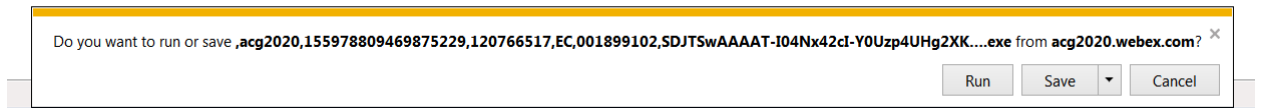
c. You will see this while connecting.

Starting Webex...



Still having trouble? [Run a temporary application](#) to join this meeting immediately.

d. If you have trouble connecting, Click the “Run a temporary application” link to join the meeting immediately. You may also have to give permission for this.

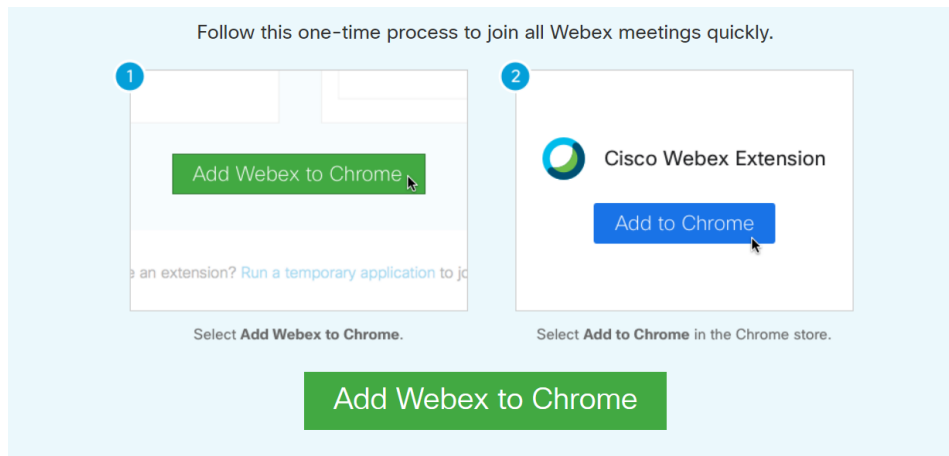


After running this application you will have to click the “Join Meeting” button again.

FOR GOOGLE CHROME:

1. Click the "Add Webex to Chrome" button.

Step 1 of 2: Add Webex to Chrome



Don't want to use an extension? [Run a temporary application](#) to join this meeting.

2. Click the "Add to Chrome" button.

[Home](#) > [Extensions](#) > Cisco Webex Extension



Cisco Webex Extension

Offered by: [webex.com](#)

★★★★★ 2,179 | [Social & Communication](#) | 10,000,000+ users

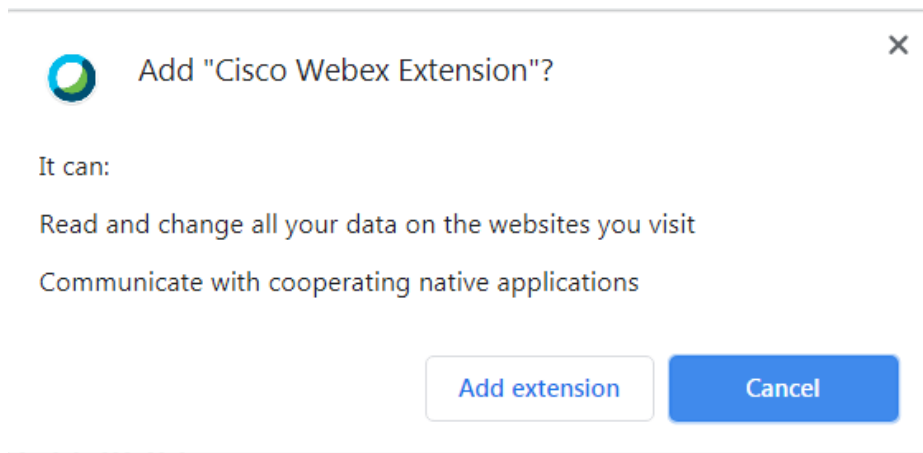
Add to Chrome

Overview

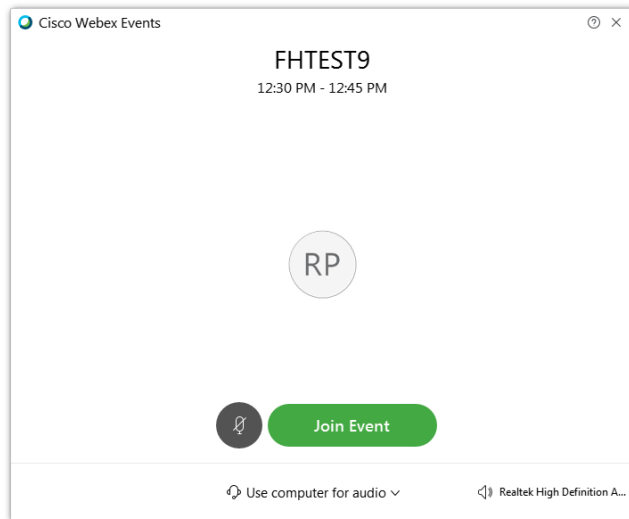
Reviews

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3. Click the "Add extension" button.



4. Click the “Join Event” button.



Cisco Webex Event Directions

1. Once in the Meeting you will be able to address the Board by clicking on the blue “Chat bubble” icon that appears in the box at the bottom left of your screen.
2. Next, on the bottom right-hand side you will see the box below. Under the Q&A box, you will see “Ask”. IMPORTANT: Please leave this box as “All Panelists,” so requests to speak will be directed to the “Host” and will not be overlooked by the meeting monitors.
3. To address the Board, click into the box that says, “Select a panelist in the Ask menu first” and type YES, then hit send. Remember to type YES each time you wish to address the Board regarding an ordinance, resolution and/or public comments.
4. The name you used to enter the meeting, which will appear on screen, will be the name announced to alert you that it is your turn to speak. Wait a few seconds while you are connected; announce your name and the municipality you reside.