DIRECTIONS FOR LOGGING IN TO THE VIRTUAL MEETING

EMWD (10:15am) and BOC (10:30am) Meetings on 6/16/2020

There are 3 ways to log into the virtual meeting and they are via phone, smartphone/tablet, or by computer. These directions will help guide you on how to access the meeting for each of these.

PHONE: Page 1

COMPUTER: Page 1

SMARTPHONE/TABLET: Page 5

PHONE

1. Call 1-408-418-9388 United States Toll

2. Type in the Meeting Number (access code): 710 174 144

3. There is no attendee number so select the "#" key.

4. You are now logged into the meeting. You will be muted when entering but will be able to listen to the meeting.

COMPUTER

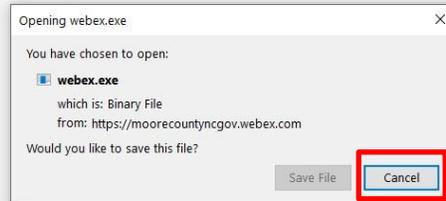1. Click on the Start meeting button

<u>Start meeting</u>

2. You do not have to install any software so select "Cancel" on the pop-up window. Please select "Join from Browser." WebEx works best on Chrome and Firefox browsers.

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? Join from your browser.

Opening webex.exe ✕

You have chosen to open:

◻ **webex.exe**

which is: Binary File
from: https://moorecountyncgov.webex.com

Would you like to save this file?

Save File   Cancel

3. Enter your Name and Email address and then select "Next".

Enter your information

Your full name

Email address

Next

Already have an account? Sign in

4. You can now test your microphone and camera. You do <u>not</u> need a camera unless you want to be seen in the meeting. You do <u>not</u> need a microphone unless you are talking in the meeting. Your microphone and speakers will not match the example below. Please select "Allow" to move forward. Then select "Skip" if you want to proceed to the meeting.

5. Select the Join Meeting button to start the meeting. You can optionally turn on or off the microphone or camera at this point. If it is red, it is off, and if it is grey, then it is on. You can also optionally call in if you do have working speakers by selecting the "Use computer for audio" dropdown and selecting "Call in" option but want to view the meeting presentations.


OPTIONAL: You can also optionally call in if you do have working speakers by selecting the "Use computer for audio" dropdown and selecting "Call in" option. This will allow you to still view the meeting presentations but listen to the meeting via phone.
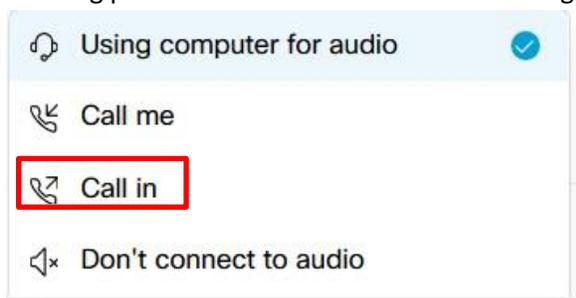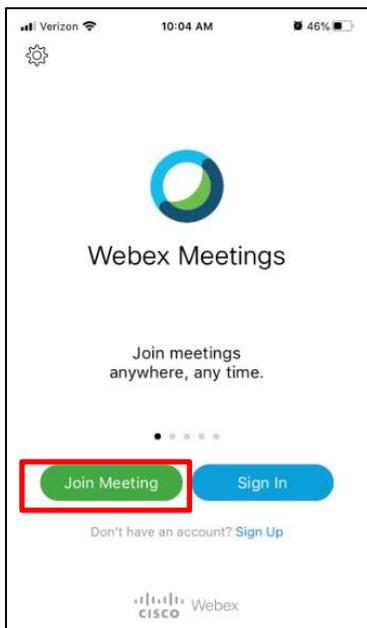
SMART PHONE/TABLET

Examples below are Apple devices, but similar steps would be taken for Android devices.
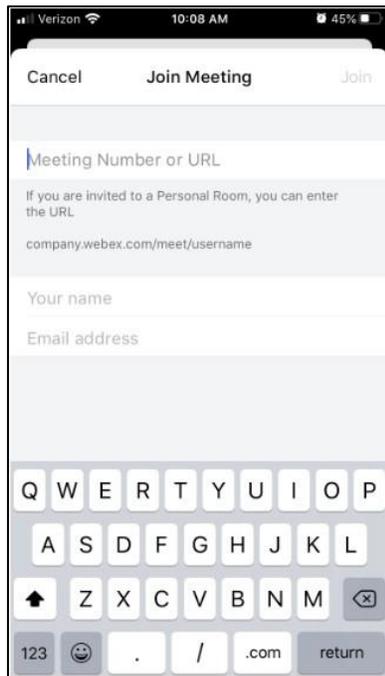
1. Navigate to App Store > Search for WebEx > Download App
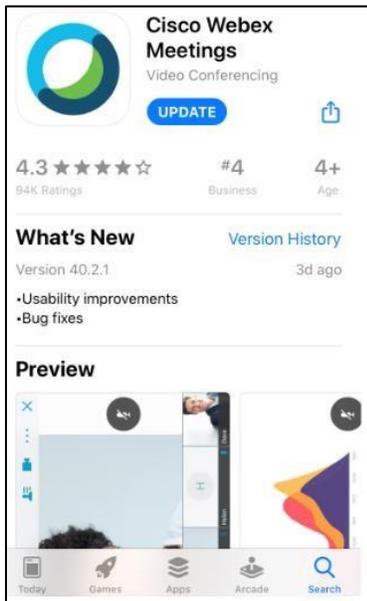
2. Open the App and "Accept" the Terms of Service and Privacy Statement. 3.
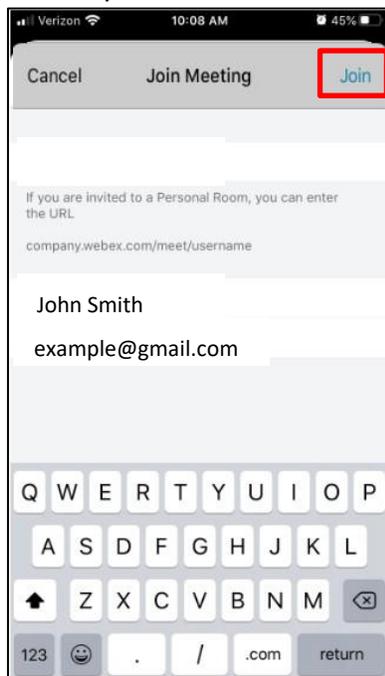
Select "Join Meeting"

4. Enter the meeting information, your name, and your email address.
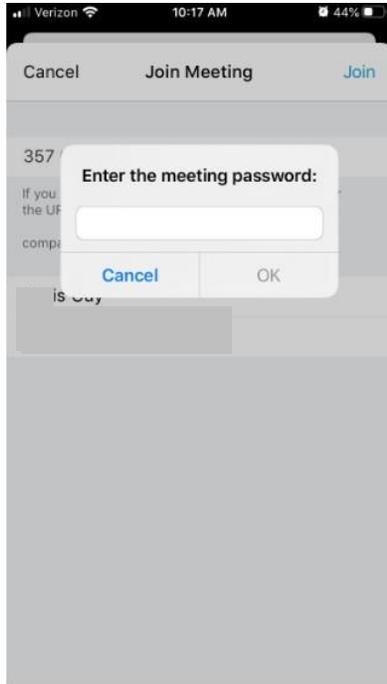
Meeting Number: 710 174 144

5. Once you enter the information the "Join" button should now be activated so select it.

6. You will now need to enter the meeting password: 0616

7. Select the Join Meeting button to start the meeting. You can optionally turn on or off the microphone or camera at this point. If it is red, it is off, and if it is grey, then it is on.