

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.

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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

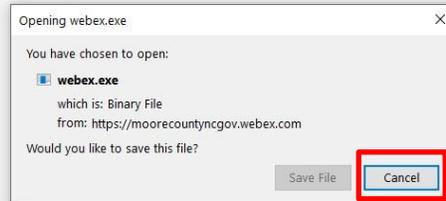


[Start meeting](#)

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.](#)



3. Enter your Name and Email address and then select “Next”.

Enter your information

Already have an account? [Sign in](#)

4. You can now test your microphone and camera. You do not need a camera unless you want to be seen in the meeting. You do not 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.

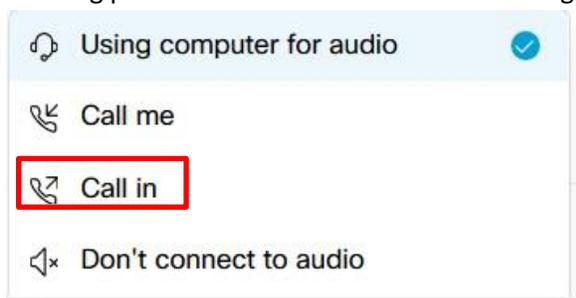
The screenshot displays a web browser interface with several key elements:

- Permission Prompt:** A dialog box asks, "Will you allow **moorecountyncgov.webex.com** to use your camera and microphone?". It features two dropdown menus: "Camera to share:" with "Microsoft LifeCam Rear" selected, and "Microphone to share:" with "Headset Microphone (Plantronics Headset)" selected. A checkbox for "Remember this decision" is present and unchecked. At the bottom of the dialog are "Allow" and "Don't Allow" buttons.
- Confirmation Message:** A dark blue box with a checkmark icon contains the text: "Check Remember this decision so you can skip this window the next time you join a meeting." with an "OK" button below it.
- Preview Window:** A white window titled "New Audio and Video Preview Window" contains the text: "Now you can check and adjust your audio and video settings before you join the meeting." Below this is a stylized illustration of a person with a beard and a green microphone indicator. At the bottom of the window are two buttons: "Show me what's new" and "Skip".

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.



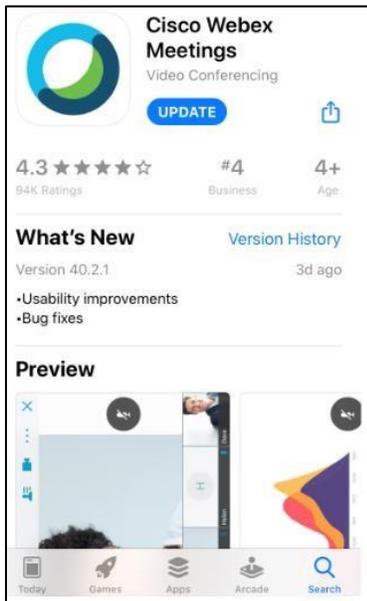
OPTIONAL: You can also optionally call in if you do have working speakers by selecting the “Use computer for audio” dropdown and selecting “Call in” option. This will allow you to still view the meeting presentations but listen to the meeting via phone.



SMART PHONE/TABLET

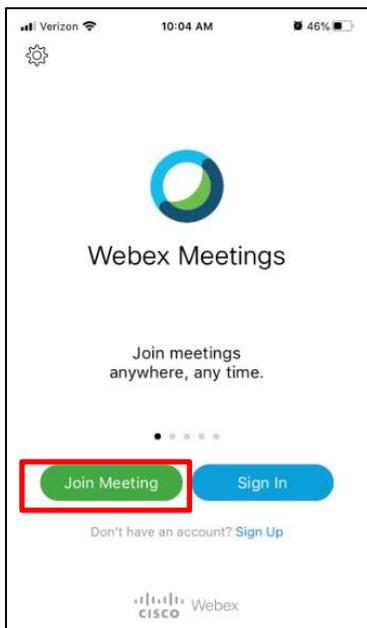
Examples below are Apple devices, but similar steps would be taken for Android devices.

1. Navigate to App Store > Search for WebEx > Download App



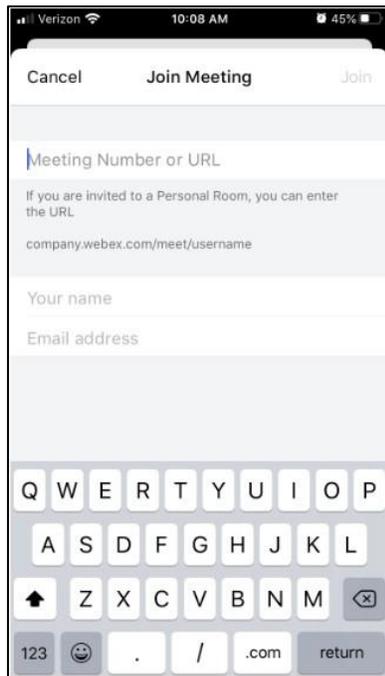
2. Open the App and “Accept” the Terms of Service and Privacy Statement. 3.

Select “Join Meeting”



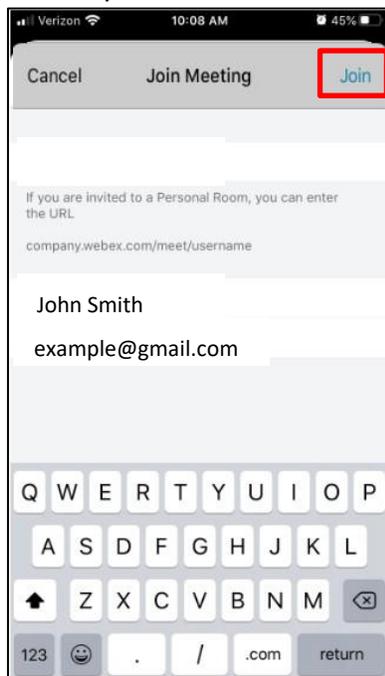
4. Enter the meeting information, your name, and your email address.

Meeting Number: 710 174 144



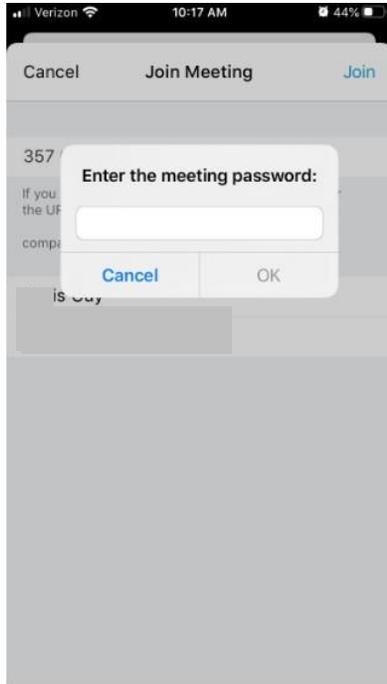
A screenshot of a mobile application interface for joining a meeting. The screen is titled "Join Meeting" and has a "Cancel" button on the left and a disabled "Join" button on the right. Below the title is a text input field labeled "Meeting Number or URL" with a blue cursor. Below this is a greyed-out section with the text: "If you are invited to a Personal Room, you can enter the URL" and "company.webex.com/meet/username". Below that are two more text input fields, one labeled "Your name" and one labeled "Email address", both of which are currently empty. At the bottom of the screen is a standard QWERTY keyboard with a ".com" key and a "return" key.

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



A screenshot of the same mobile application interface, but now the input fields are filled. The "Meeting Number or URL" field contains "710 174 144". The "Your name" field contains "John Smith" and the "Email address" field contains "example@gmail.com". The "Join" button is now active and highlighted with a red rectangular box. The "Cancel" button remains on the left. The keyboard is visible at the bottom of the screen.

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.

