

Webex: Accessing Webex Events as a Participant

Participating in a Webex Event

(Public Participant)

There are 2 ways to access the Webex Events:

- If you plan to participate in the Event, then you will **need to Sign in**
- If you would like to remain anonymous or you do not have access to a computer, then you will Dial in using the provided call in number
 - This option does not allow you to participate in the Webex Event, it is **Audio only** so you will not see the presentation

Douglas County will provide a **Link to the meeting:**

Example below:

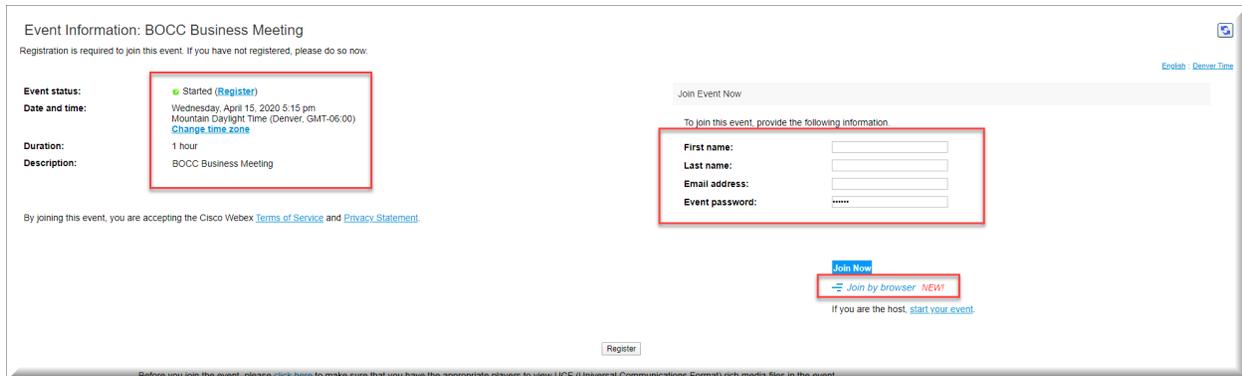
<https://douglasco.webex.com/douglasco/onstage/g.php?MTID=ee2891a5241ce0ef8c6aa1f87c1f4550e>

After clicking on the link, you will be redirected to the **Events Information Page:**

- Please fill out the Registration information
 - First and Last name
 - Email Address
 - Click on the **Join Now** or you can Click on **Join by Browser**
 - **Join Now:** if you have previously registered in the past, then input your information and click on Join Now - This will take you to screen to select your audio options and join the meeting.
 - **Join by Browser** will redirect you to the Registration page to fill out your information

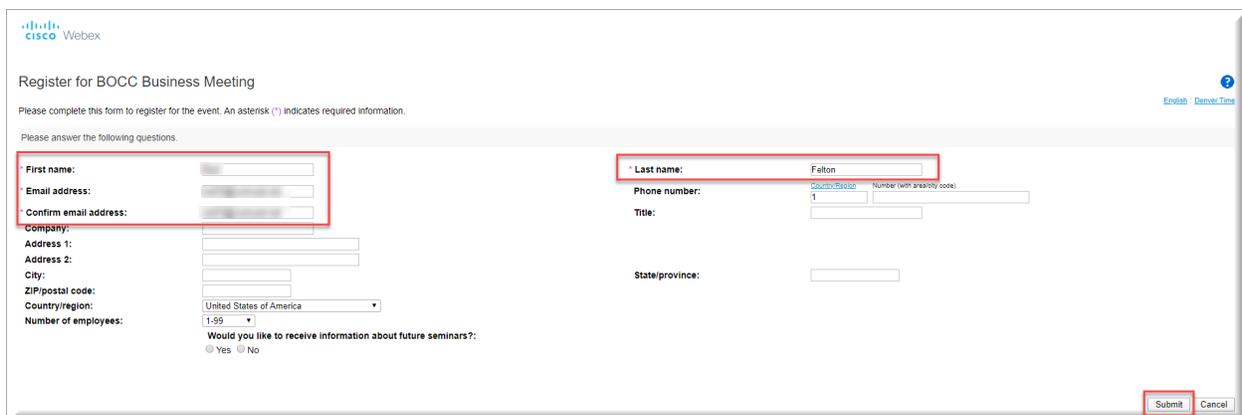
- If you are prompted to download the Webex Application, it is not a requirement
 - So, **please do not download the application**
 - *There is one exception: if you are attending the meeting from an iPad then install the Application*

After completing the initial registration information, Click **Join by Browser**



You will be redirected to the Registration page

- Please input your First and Last Name and your Email address. You will need to input your email address a 2nd time to confirm
- Click on "**Submit**"
- This is how you will be identified when you access the Webex Presentation
 - You will see your **initials** and the Host and Panelist will see your Full name under the Attendees list
 - When you join the meeting through the Dial in number, we will see just your Phone Number



- After submitting your information, then you will enter the meeting

You will be required to select your Audio options.

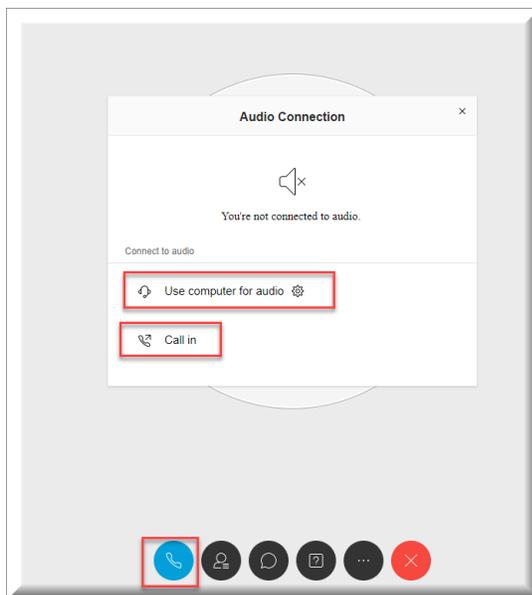
There are 2 Audio Options:

- **Use Computer for Audio:**
 - Preference is to use a Headset with the mic installed: Ear buds with a mic will also work
 - If your computer has the speakers and mic installed, then you can use your computer: This is not the preferred option: the back ground noise is amplified sometimes
- Use the **Call-in** option if you do not have the speakers or mic available within your computer: This is a great option because you can use your smartphone or your landline
 - This is also a great Option if you do not have a reliable headset or reliable internal mic in your laptop.

Click on the Telephone Icon to setup your Audio selection

- You will be muted upon entering the meeting and the Host will unmute your mic if you wish to address the Panelist

Click "**Connect**" when the Button displays



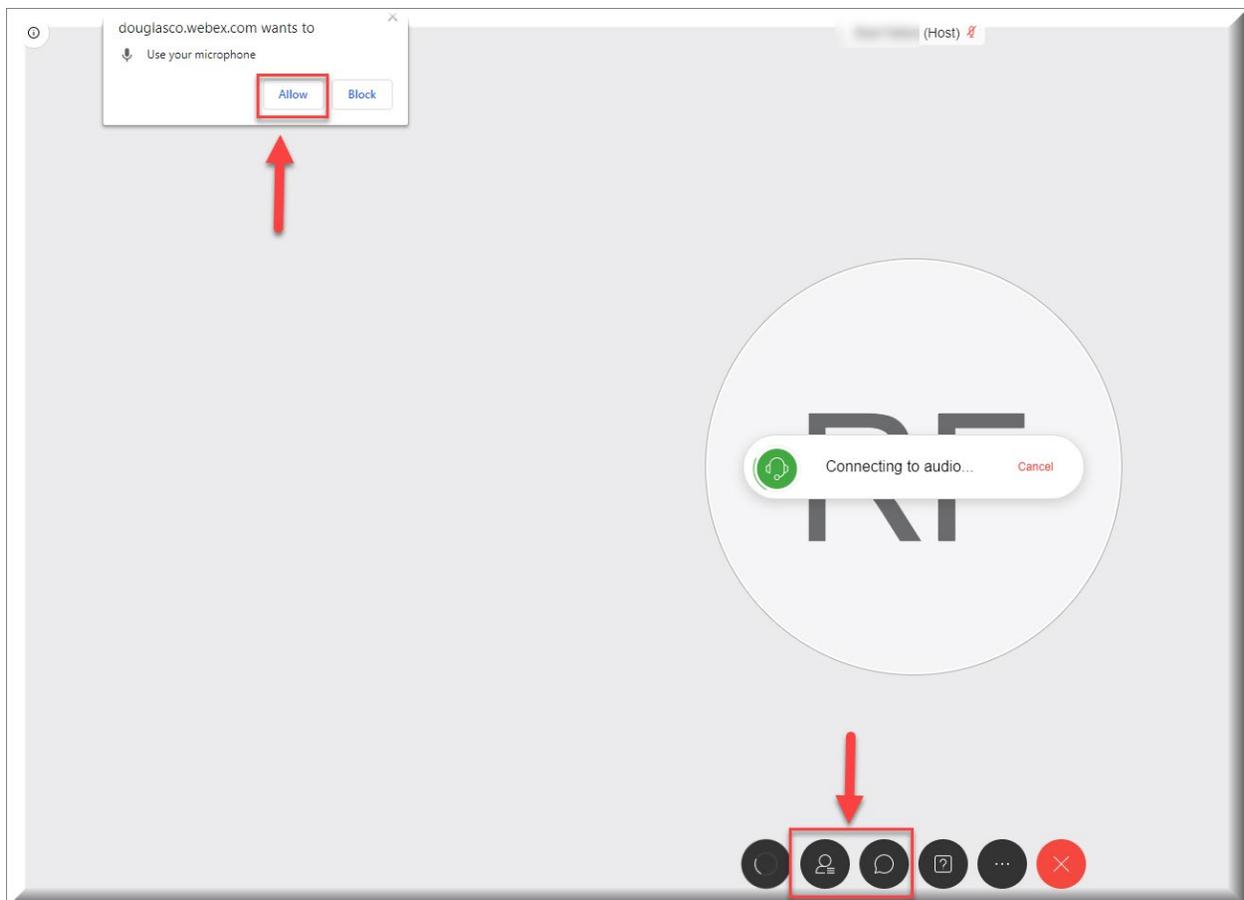
You may be required to **Allow** the Browser to use your **Microphone**

Click on the **Panelist** icon to display the Panelist

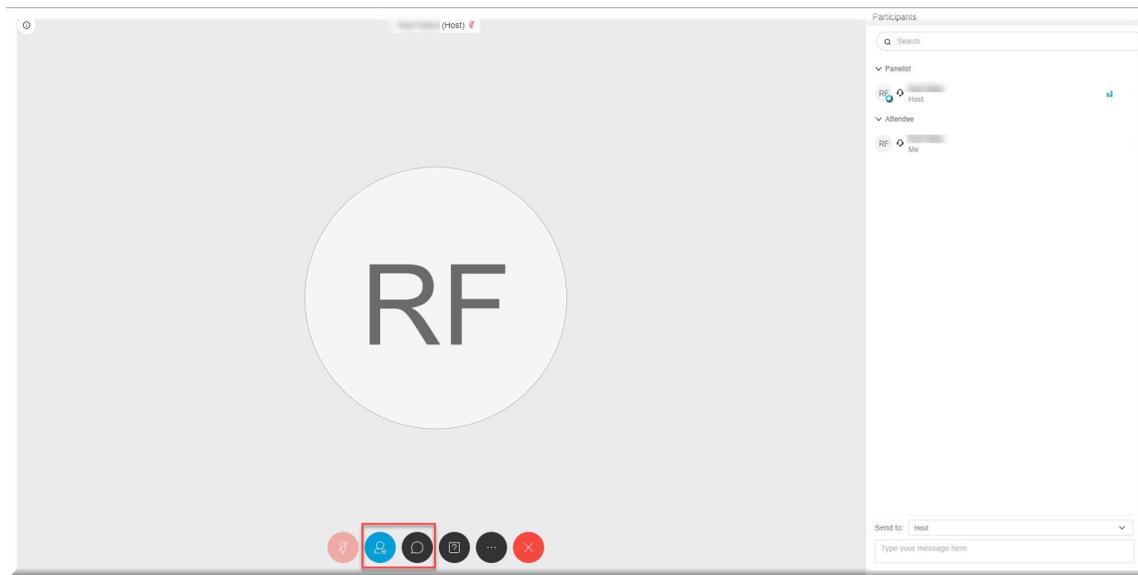
- There is a "Raise Your Hand" feature in the Panelist view.
 - You can raise your Hand if you have a question - the meeting **Chair** will ask the **Host** if a hand is raised
 - Remember to lower you hand after you are called upon to speak

You can click on the Chat Icon to communicate with the Host

- If you are a presenter and you will be called upon to speak, then you can alert the Host
 - If you a planned presenter, then the Host & Panelist will know ahead a time



You will see the following screen when everything is setup.

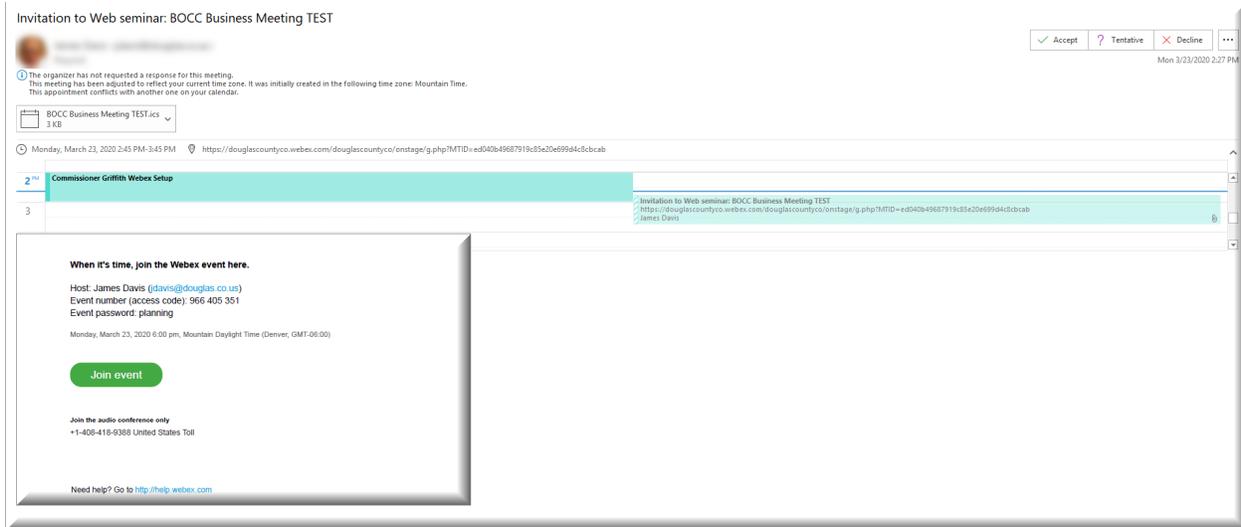


(Douglas County Participant)

You will receive the Webex Events invite from the Host if you are a Douglas County employee. If you are a Public attendee, then you will access the link from the Website.

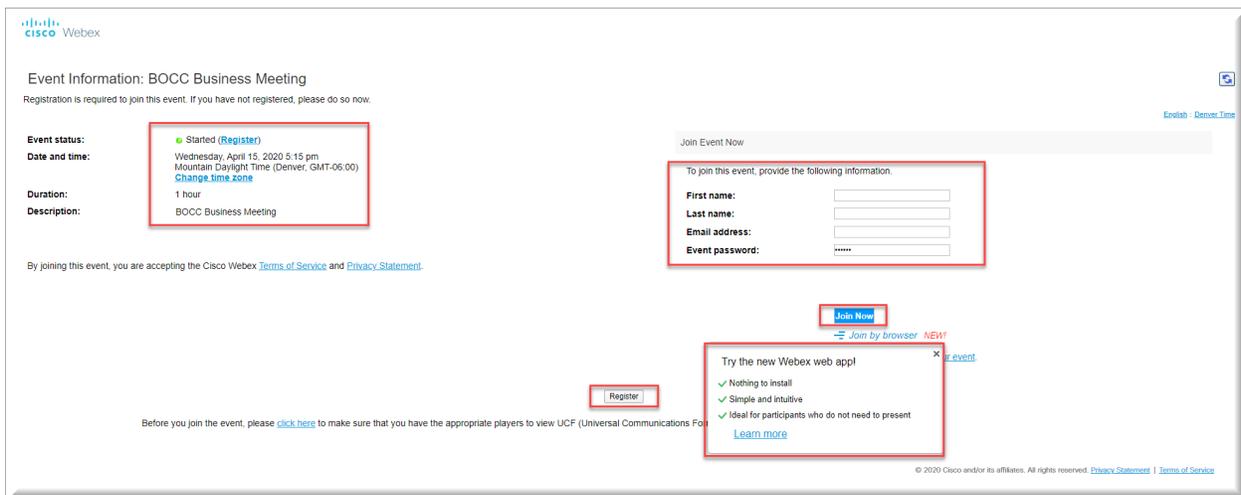
There are 2 Options:

- Click "**Join Event**" - This will allow you to see, hear and participate in the meeting as an attendee
- Use the "Audio Conference Only" **Dial in option** -



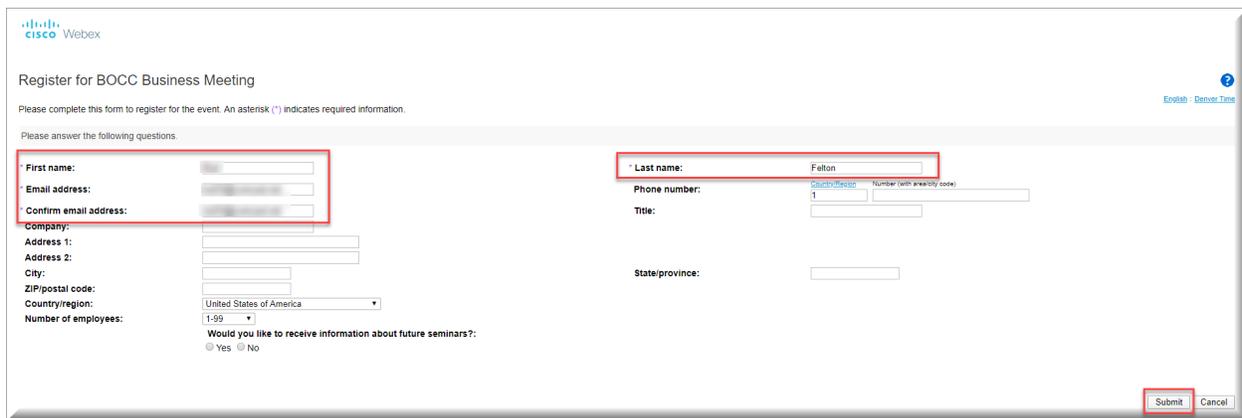
After Selecting "Join Event" you will be directed to the **Event Information** screen

- Input your: First & Last name and your Email address
- Click "**Join Now**"



You may be redirected to the Register Screen

- Complete the Registration
- Input your **First and Last Name**
- Input your **email address** and confirm it
- Click "**Submit**"



Register for BOCC Business Meeting

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:

* Last name:

* Email address:

* Confirm email address:

Phone number:

Title:

Company:

Address 1:

Address 2:

City:

ZIP/postal code:

Country/region:

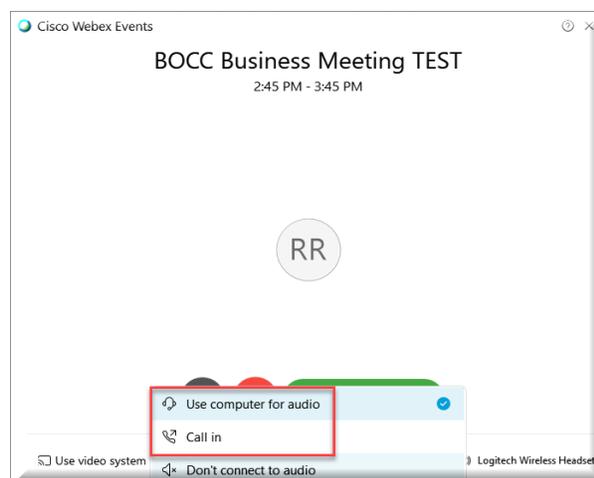
Number of employees:

Would you like to receive information about future seminars?:
 Yes No

After the Registration is complete then you will reach the Audio Setup screen

Setup your Audio:

- **Use Computer Audio:** A headset with a mic is the preferred option
- You can use the laptop Audio (**speakers/mic**): this is not the preferred option
- **Call in:** Join the meeting via the computer and Call in with your **Smartphone** or your **Landline**



Cisco Webex Events

BOCC Business Meeting TEST

2:45 PM - 3:45 PM

RR

Use computer for audio

Call in

Don't connect to audio

Logitech Wireless Headset

Click on "Join Event":



You will enter the Webex meeting muted

- Click on the Participant icon to see the Panelist
- You can click on the Chat icon to Chat with the Host
- Attendees will have the following options when they have successfully signed in.
 - Your microphone will be muted upon entry and when it is time for public comment the Host can unmute your microphone so you can speak.
 - You will raise the virtual hand to alert the Host when you would like to address the panelist.

