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=ee2891a5241ce0ef8c6aa1f87c 1f4550e

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

Event Information: E Registration is required to join th	BOCC Business Meeting his event. If you have not registered, please do so now.				6
					English : Denver Time
Event status:	 Started (Register) 		Join Event Now		
Date and time:	Wednesday, April 15, 2020 5:15 pm Mountain Daylight Time (Denver, GMT-06:00) Change time zone		To join this event, provide the fo	llowing information.	
Duration:	1 hour		First name:		
Description:	BOCC Business Meeting		Last name:		
			Email address:		
			Event password:		
By joining this event, you are a	ccepting the Cisco Webex Terms of Service and Privacy	v Statement.			
				Join Now -= Join by browser NEW! If you are the host, <u>start your event</u> .	
Register					
Before you join the event, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.					

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

dhah cisco Webex					
Register for BOCC Business Meeting Complete this form to register for the event. An asterisk (*) indicates required information.					
Please answer the following questions.				_	
* First name:		* Last name:	Felton		
* Email address:	and the second second	Phone number:	Country/Region Number (with anealony ocde)		
* Confirm email address:	and the second sec	Title:			
Company:					
Address 2:					
City:		State/province:			
ZIP/postal code:					
Country/region:	United States of America				
Number of employees:	1-99 V Would you like to receive information about future seminars?:				
	● Yes ● No				
				Submit Cancel	

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

You will be required to select your Audio options.

There are 2 Audio Options:

DOUGLAS COUNTY

- 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



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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 -

Invitation to Web seminar: BOCC Business Meeting TEST					
and the second space of		Accept	? Tentative	× Decline	
(i) The organizer has not requested a response for this meeting.				Mon 3/23/2020 2	2:27 PM
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: Mountain Time. This appointment conflicts with another one on your calendar.					
BOCC Business Meeting TEST ics v					
ⓒ Monday, March 23, 2020 2-45 PM-3-45 PM 🛛 ♥ https://douglascountyco.webex.com/douglascountyco/onstage/g.php?MTID=ed040b49687919c85e20e69944c8cbcab					^
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3	Invitation to Web seminar: BOCC Business Meeting TEST https://douglascountyco.webex.com/douglascountyco/onstage/g.php?MTID=ed040b49687919c85e20e699d4c8cbcab	,			
	James Davis			6	9
When it's time, join the Webex event here.					
Host: James Davis (Idavisigoouglas colus) Event number (access code): 966 405 351					- 1
Event password: planning					
Monday, March 23, 2020 6:00 pm, Mountain Daylight Time (Denver, GMT-06:00)					
Join event					
Join the audio conference only					
*1-4uo-416-5366 United States for					
Need help? Go to http://help.webex.com					
					_

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

- Input your: First & Last name and your Email addressClick "Joint Now"

cisco Webex							
Event Information Registration is required to	In: BOCC Business Meeting ioin this event. If you have not registered, please do so now.		Exploit - Center Ime				
Event status: Date and time:	 Started (Register) Wednesday, April 15, 2020 5:15 pm Mountain Daylight Time (Denver, GMT-06:00) Change time zone 		Join Event Now To join this event, provide the following information.				
Duration: Description:	1 hour BOCC Business Meeting		First name: Last name: Email address:				
By joining this event, you	By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement.						
			→ Join by browser NEW → Join by browser NEW Try the new Webex web appl × revent.				
	Before you join the event, please <u>click here</u> to make sure that yo	Register w have the appropriate players to view UCF (Universal Communic	Vothing to install Simple and intuitive Viteal for participants who do not need to present Learn more				
			© 2020 Cisco and/or its affiliates. All rights reserved. <u>Privacy Statements</u> <u>Terms of Service</u>				



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"

diade webex					
Register for BOCC Business Meeting Please complete this form to register for the event. An asteriak (*) indicates required information. Events Please complete this form to register for the event. An asteriak (*) indicates required information.					
* First name:		* Last name:	Fellon Coutor/Resor Number (MP easily cote)		
Confirm email address: Confirm email address: Company:		Phone number: Title:			
Address 1: Address 2: City:		State(province:			
ZIP/postal code: Country/region: Number of employees:	United States of America				
	Would you like to receive information about future seminars?: Yes No				
			Submit		

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	5		0 ×				
BOCC Business Meeting TEST 2:45 PM - 3:45 PM							
RR							
		0					
	😵 Call in						
ଲ୍ଲ Use video system	√× 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.

