

WebEx Information for Public Meeting Attendees

How do I Join a Meeting?

1. Copy the web address provided on the agenda/public notice into your internet browser (Chrome, Edge, Internet Explorer, etc.) click the link to join the meeting; or Join using the phone number provided on the agenda/public notice.
2. Please note when you join the meeting you are automatically muted.
3. At the start of the public meeting OCPW Staff will go over general meeting format and how public comments for those who joined online **and** over the phone will be conducted.

Note: You will not be able to join the meeting until the start time of the meeting

What Can I do During the Meeting?

- Hear and view presentations
- Speak when unmuted, during public comment period (managed by meeting host)
- View Committee Members and County Staff (identified as panelists)

How Can I Make a Public Comment?

At the beginning of the public comment period verbal directions will be provided along with a slide showing how to “raise your hand” to make public comment online **and** on the phone.

1 Click “Raise Hand” option

- Click “three dots” icon
- Click “Raise Hand”

• Click/expand “Participants” box

• Then click small “hand” icon in bottom-right corner

Or **2** If only listening on phone: Dial *3 (“star 3”)

- Once you have raised your hand, a hand symbol will appear next to your name.
- When it is your turn to speak you will be verbally identified and unmuted. At the end of your allocated time or the end of your comment whichever comes first you will be muted again.
- Once you have completed your comment please repeat steps above to remove the hand icon.

Note: Your computer must have a microphone to speak when joining online

