

# Guidelines for Webex Events

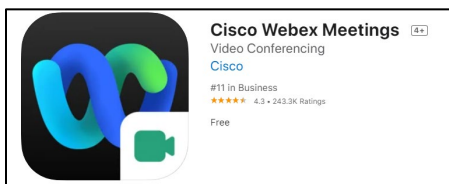
## City Council & Boards & Commissions Meetings

- Joining the meeting
- Audio/video
- Making public comments
- Troubleshooting
- Chat

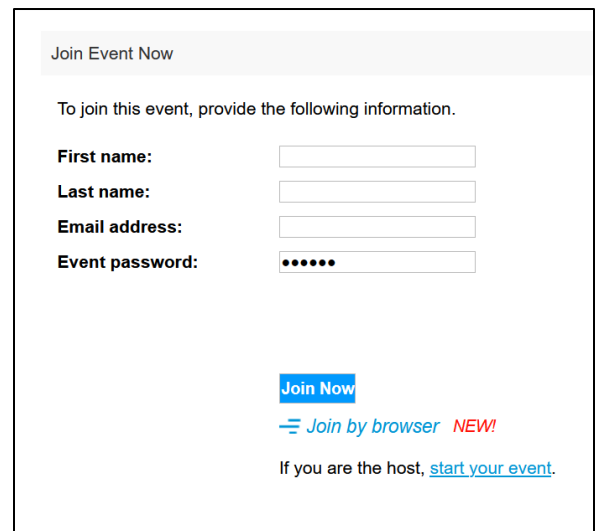
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### Joining the Meeting: Computer or Smartphone/Tablet (audio & video)

For the best experience, please allow the installation of the Cisco Webex Meetings app on your computer or handheld device as you join the meeting. You may also download the app in advance from the Apple App Store or Google Play.



- Use the link in the meeting agenda to join the meeting
- If this is your first time using Webex, we recommend installing the Webex Meetings App as prompted
- You will then be prompted to fill in your first and last name and email address (see screen shot)
- The password is automatically populated when joining via the link
- Select **Join Now**



The screenshot shows a 'Join Event Now' form with the following fields and options:

- To join this event, provide the following information.
- First name:
- Last name:
- Email address:
- Event password:
- [Join Now](#) (blue button)
- [Join by browser](#) **NEW!** (with a browser icon)
- If you are the host, [start your event](#).

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### Joining the Meeting: Phone (audio only)

- Call #1-206-207-1700
- Enter the unique meeting id (access code) provided on the agenda, followed by #
- No password is required
- If you wish to make public comments, raise your hand by pressing **\*3**

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## Audio/Video

You will enter the meeting as an “attendee”. This means that you can see and hear the event, but other event participants cannot see your video and cannot hear your audio unless you are unmuted by the meeting host. Your mute and video buttons will be grayed out.

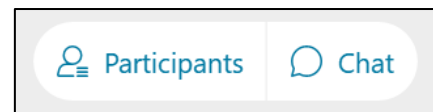
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## Making Public Comments

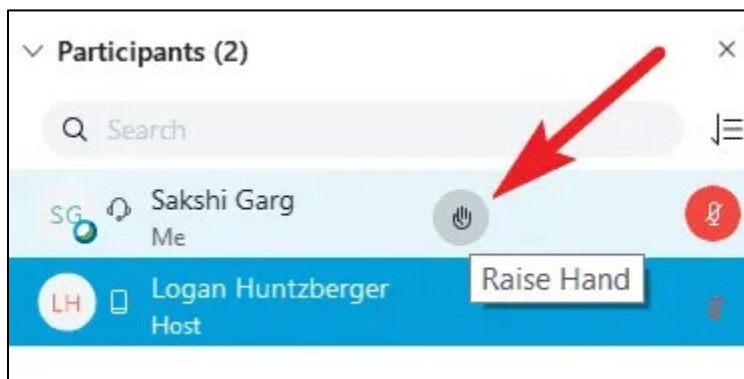
If you would like to make comments, but did not sign up in advance, please raise your virtual hand during the meeting.

### From a computer via the Desktop App:

- Open the Participants panel in the lower right-hand corner of the screen

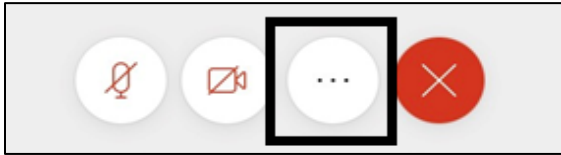


- Select your name and click the Raise Hand option.

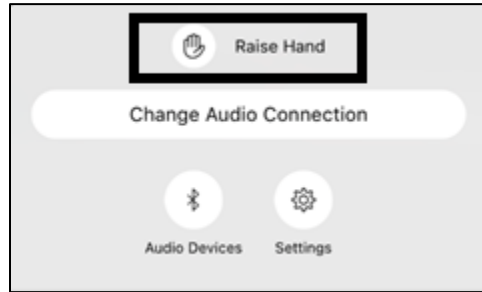


**From an iOS or Android phone:**

- Select the button with the 3 dots at the bottom of the screen

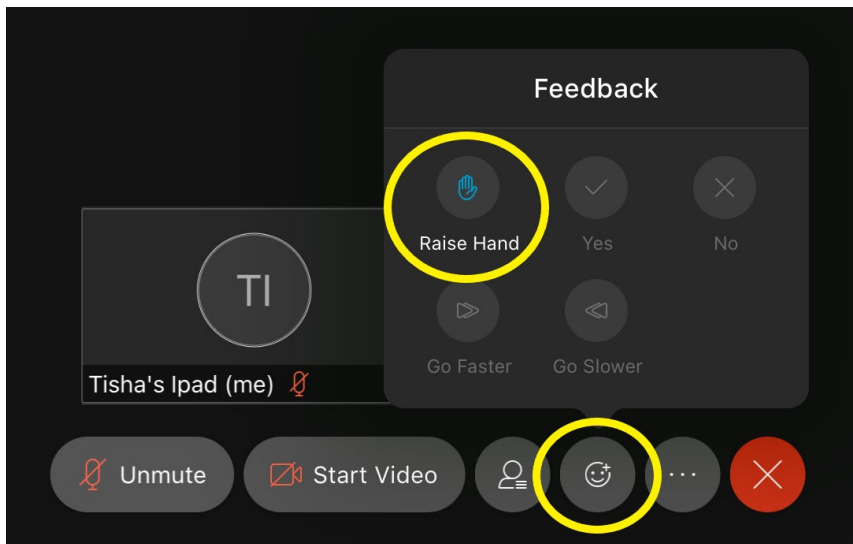


- Select the Raise Hand icon



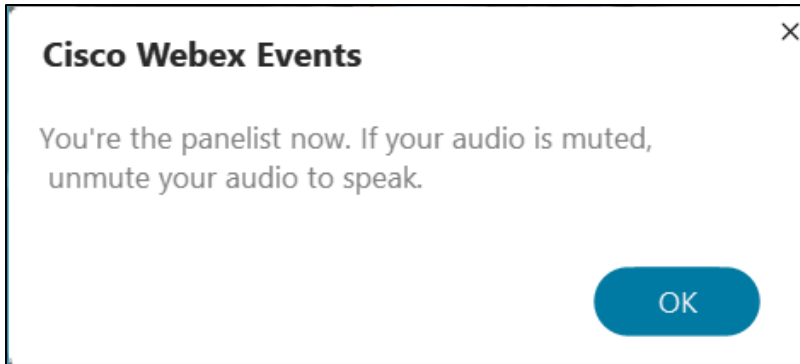
**From an iPad or Android tablet:**

- Select the smiley face icon at the bottom of the screen
- Select the Raise Hand icon



You will be called on in the order in which you raised your hand.

When it is your turn to speak, you will receive the below message and the host will make you a “panelist”.



You will then have the option to turn on your video and unmute. Your comment time will begin.



Following your comments, please remute yourself.

You will then become an “attendee” again, which will automatically turn off your video.

## Troubleshooting

If experiencing technical issues installing, joining or using the Cisco Webex Application, use the call-in number on the agenda to join the meeting by phone.

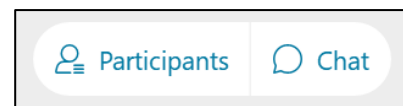
You may also visit the Cisco Webex Help Center.

## Chat

During the meeting, you may send a message to the meeting host through a private chat. Be aware that the meeting host has many roles and may not be able to respond immediately. You are unable to chat with any other meeting participants.

### From a computer:

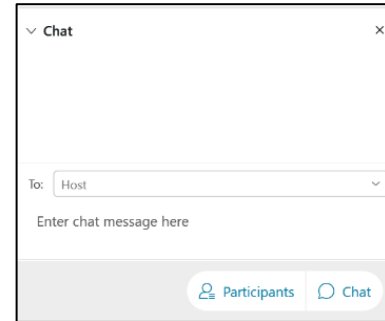
- Open the Chat panel.



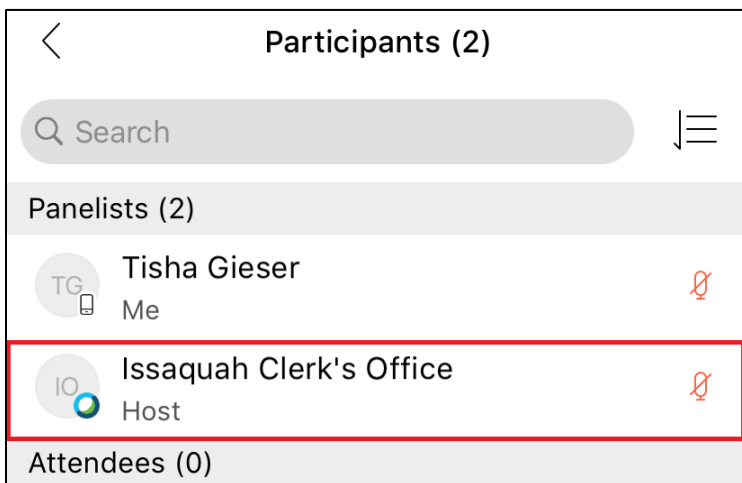
- Enter your message, followed by Enter.

**From an iPhone:**

- Select the participant icon from the top left corner of the screen

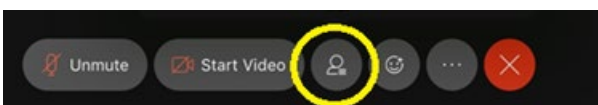


- Select the name of the meeting host to launch the chat



**From an iPad:**

- Select the participant icon



- Select the name of the meeting host to launch the chat

Participants (2)

Search

Panelists (1)

IO Issaquah Clerk's Office Host

Attendees (1) [View all >](#)

