

WEBEX QUICK START GUIDE

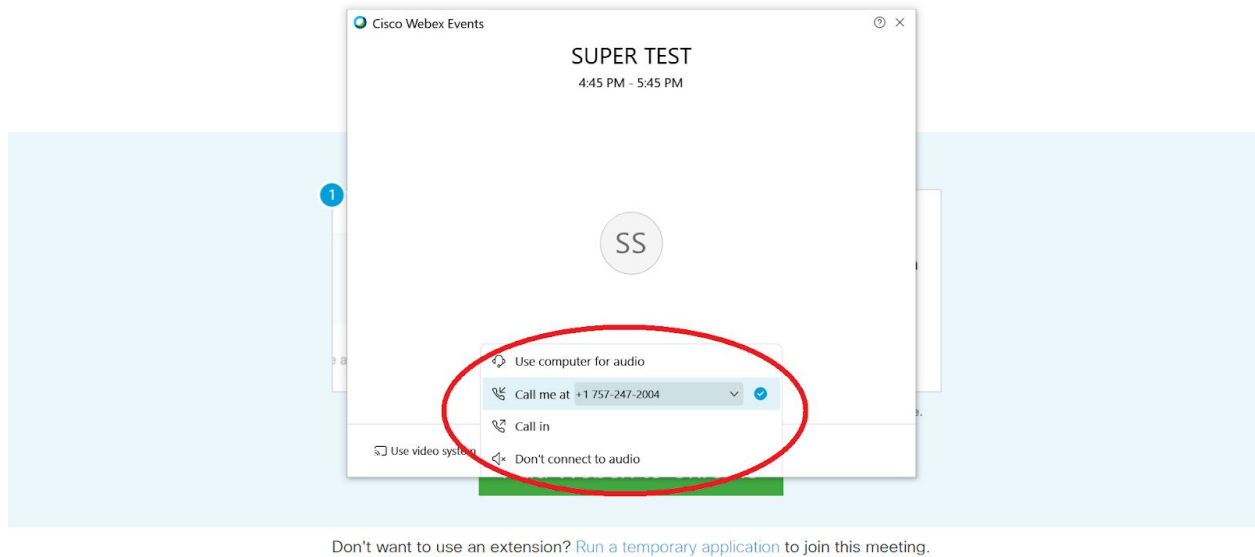
Click the provided link or enter using the Event room number and password and your screen should look similar to the image below. Consult the participation guide for all links associated with your unique event. You can simply open WebEx in your browser, or if you prefer you can click the extension to add WebEx events to your browser and download the software to your computer. You will be prompted to enter your full name and email address. Entering your full name will help us identify you if you wish to speak during public comment.

The screenshot shows the Cisco Webex registration interface. On the left, event details are listed: 'Event status: Started (Register)', 'Date and time: Monday, May 18, 2020 4:45 pm Eastern Daylight Time (New York, GMT-04:00)', 'Duration: 1 hour', and 'Description:'. On the right, a 'Join Event Now' form is displayed with fields for 'First name', 'Last name', 'Email address', and 'Event password'. A red oval highlights this form. Below the form, two buttons are visible: 'Join Now' and 'Join by browser NEW'. A red oval highlights the 'Join Now' button, and another red oval highlights the 'Join by browser NEW' button. Arrows point from the text 'Click "Join now" to download WebEx OR Click "Join by browser" to open immediately' to these buttons. A 'Register' button is located at the bottom of the form area. At the bottom of the page, there is a note: '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.'

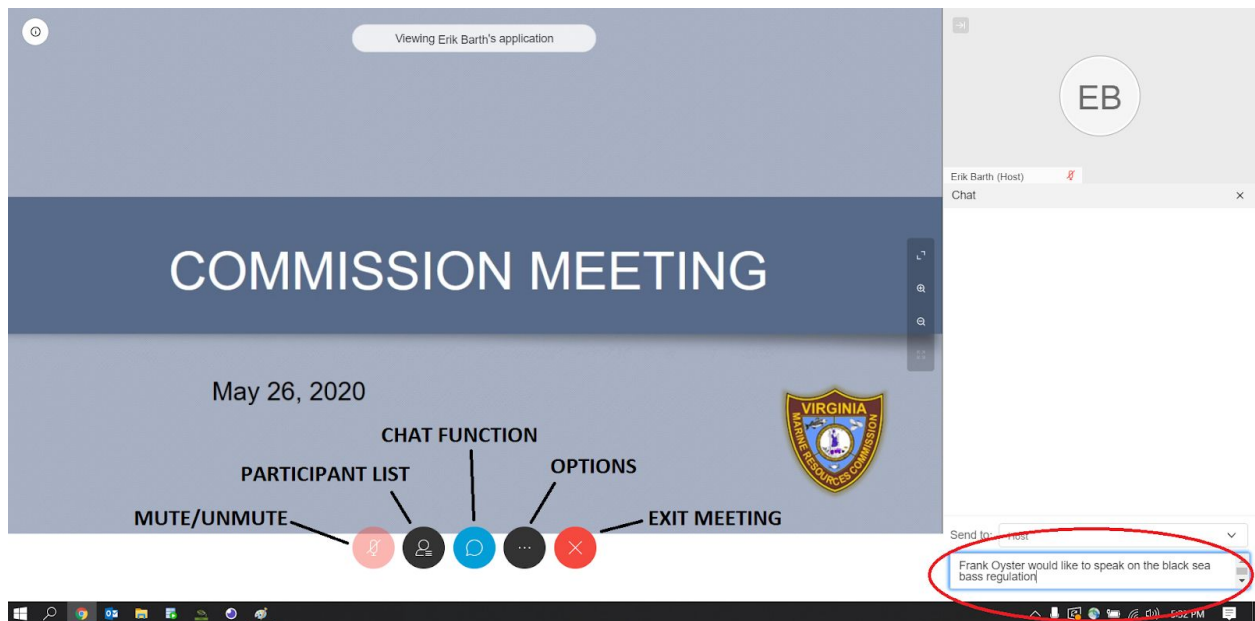
Once you sign in successfully, WebEx will look like the left screen below if you downloaded the program OR the right screen below if you are using the browser. You can decide to use your computer for audio or switch to phone audio by using the pull down menu circled in red below OR clicking on the phone button, choose your option. **IF YOU ARE MAKING A PUBLIC COMMENT WE SUGGEST THAT YOU USE YOUR PHONE FOR AUDIO.** Not all computers will have access to a microphone.

The left screenshot shows the 'Cisco Webex Events' window for 'SUPER TEST 3' (6:45 PM - 7:45 PM). At the bottom, there is a 'Join Event' button and a pull-down menu for audio options. A red oval highlights the 'Use computer for audio' option. The right screenshot shows the 'Audio Connection' dialog box with the message 'You're not connected to audio.' and three options: 'Use computer for audio', 'Call me', and 'Call in'. A red oval highlights the 'Call' button in the bottom toolbar of the browser view.

If you decide to use your phone for audio because you would like to make public comments, follow the steps below. Click the “Call Me” option, type your phone number, and click connect. You will receive a phone call. Answer the call, and press “1” to connect to the audio.



Once connected, you should be able to move your cursor to the bottom of your screen and see all of the buttons listed below. The most important buttons to familiarize yourself with will be the mute button, which will allow you to mute/unmute yourself to speak, and the chat button. You will need to click the chat bubble to bring up the chat functionality, type in your name and what item you would like to make a comment on. After typing your inquiry in the box, make sure to hit “enter” to send your chat. The Commissioner or VMRC staff will call on you by name, unmute your line, and then you will be able to give your comment. You will not be able to unmute yourself without staff unmuting you first so you will need to use the chat button to let us know you want to speak.



Audio options are listed under the 3 dot “OPTIONS” button located on the bottom of the screen between the chat bubble and the exit meeting buttons. Should you need to switch from computer audio to phone audio you can follow the instructions listed there and shown below.

