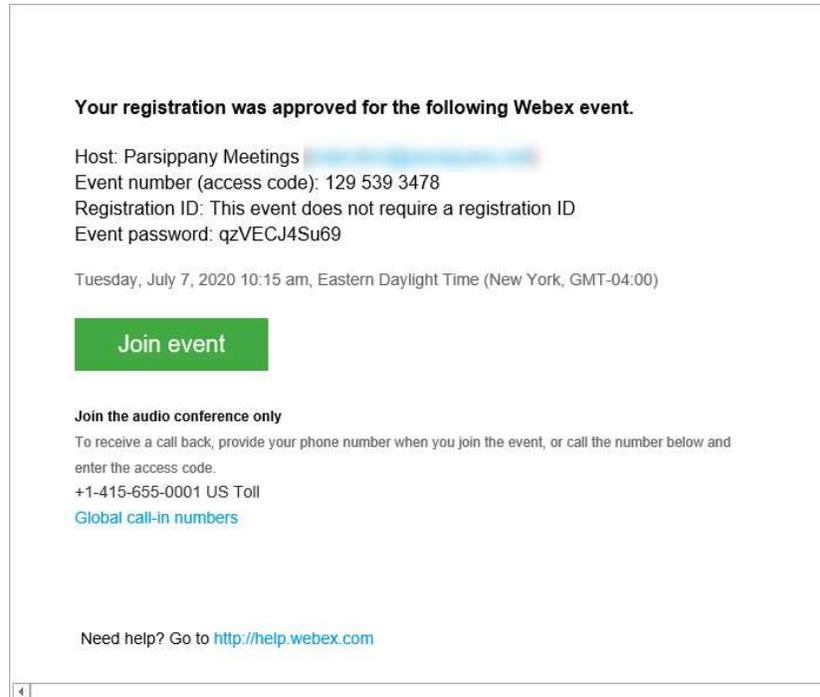
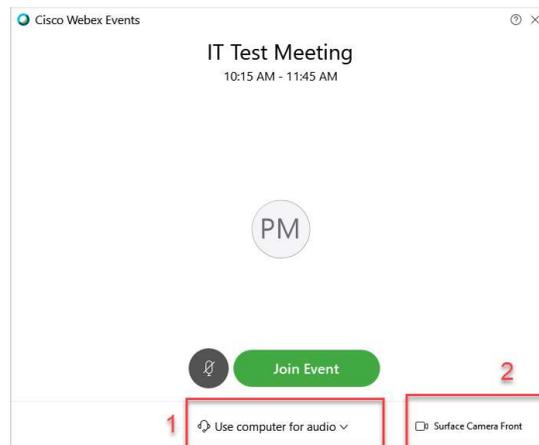


Joining on computer (Public)

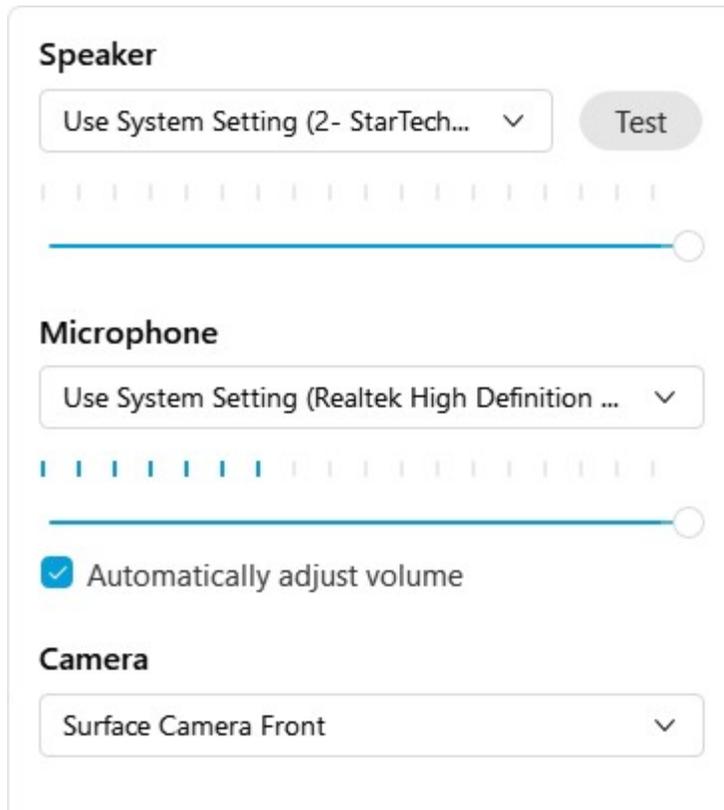
1. Be sure you click on the **Join event** button from the email you receive



2. If you are using a browser that support the webex extension it will prompt you to setup the extension in order to make joining meetings easier.
 - a. If you already have the extension you will see the meeting start up.
 - b. If you do not want to install the extension you can scroll down and click on "Run a temporary application" to download and run the one time use webex program
3. The premeeting window gives you an opportunity to setup your microphone before joining the meeting.



- a. The middle option (1) allows you to select what audio device you'd like to use (computer audio, phone)
 - i. If using phone you can either call into the system or provide a phone number to have the system call you
 - ii. If using computer audio you will need to select the correct options from the menu on the right (2)
- b. The options on the right (2) will let you select speakers, microphone and webcam
 - i. **Please note the webcam will not be available for attendees speaking during the public portion**



- c. If the correct microphone is selected you should see the blue bars moving when you speak.
- 4. Once the audio settings are selected you can hit **Join Event**

What you will see (Public)

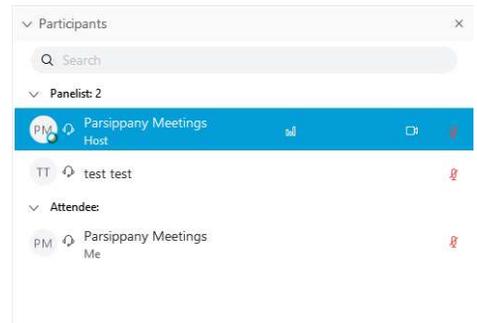
- 1. Camera Options



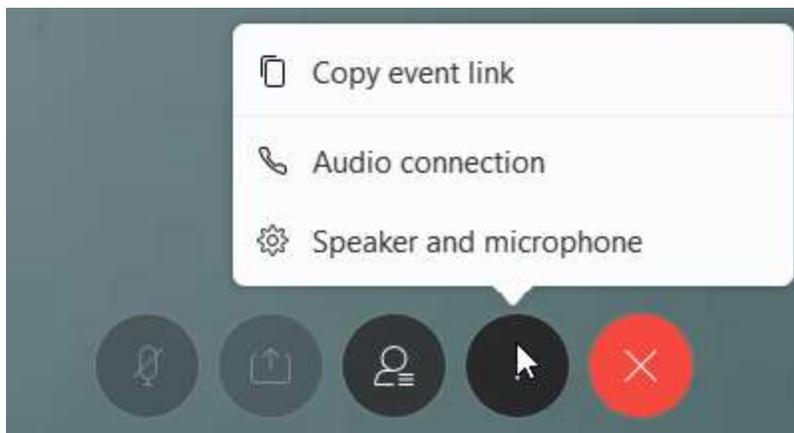
- a. Once more than 2 people are in the meeting you will have an option at the top right to change the camera layout.
 - i. The left is just the active speaker window
 - ii. The middle option is active speaker with thumbnails for other panelists
 - iii. The right option is the grid view which will display all participants.

2. Participants List

- a. Option towards the middle-lower half of the screen will give you the option to see the active panelists on the meeting.
- b. Towards the bottom of the participants window, you will see the raise hand button. **This button must be used if you wish to speak during the public portion.**



3. Audio Options



- a. Next to the Participants List button is the **More Options** Button
- b. This will let you change the options you were given at the beginning of the meeting.
 - i. Choose computer audio, phone audio and your speaker and microphone settings.