

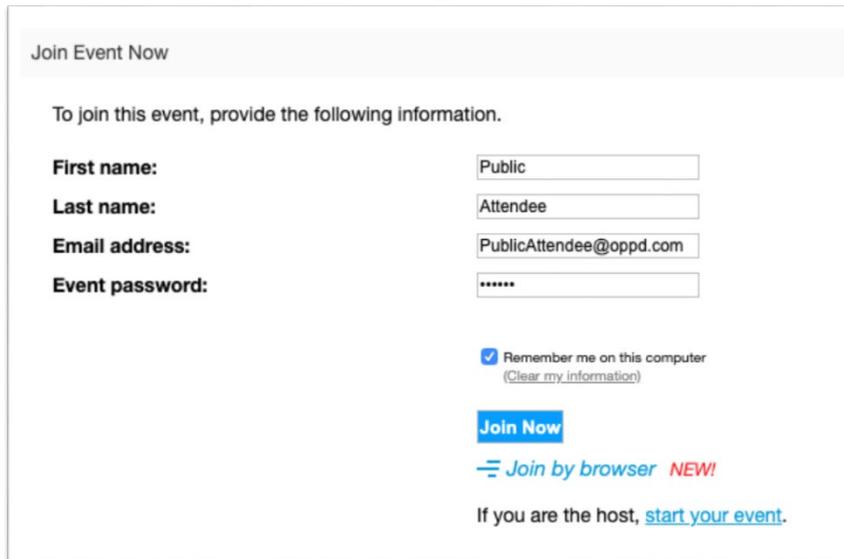
## How to Use Webex Events Audio/Video Conference Platform for Public Attendees (Effective April 2020 until further notice; revised June 2020)

### To join a Webex Event Board Meeting, you will need the following equipment:

- Access to a computer with internet access  
and
- Access to a phone (if the computer used does not have audio capabilities)

### Instructions to Join the Thursday Board Meeting

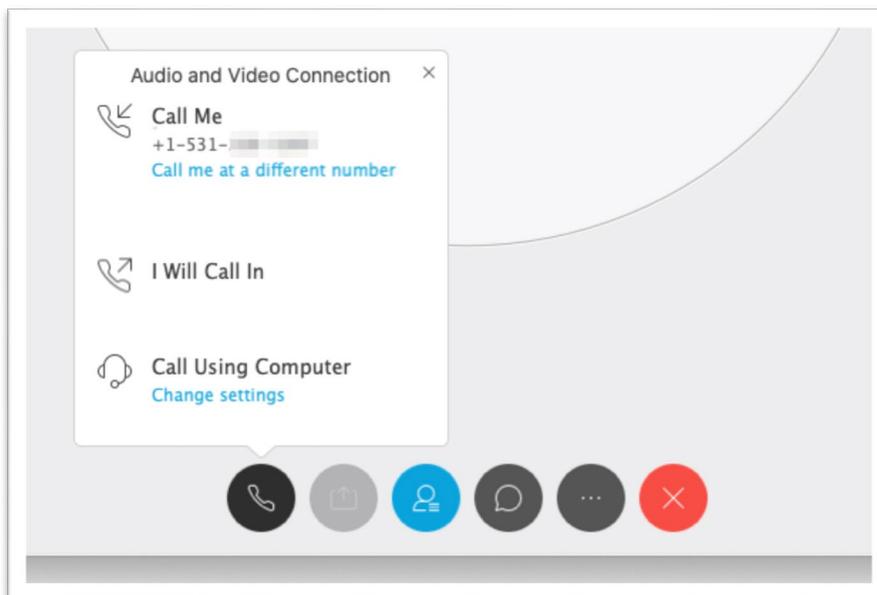
1. On the day of the meeting, go to OPPD's website: [www.oppd.com/BoardAgenda](http://www.oppd.com/BoardAgenda)
2. Click on the Webex Event link to join the meeting.



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

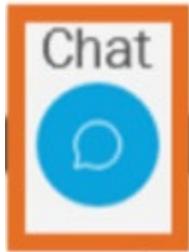
- First name:** Public
- Last name:** Attendee
- Email address:** PublicAttendee@oppd.com
- Event password:** \*\*\*\*\*
- Remember me on this computer (Clear my information)
- Join Now** button
- [Join by browser](#) **NEW!**
- If you are the host, [start your event.](#)

3. You will have the option to join via phone or computer audio. You will be muted upon entry into the virtual meeting.

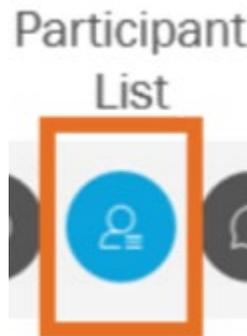


- Regular Board meetings have public comment periods on the agenda. If you wish to speak, please use the **Chat** feature in Webex to type and send a message to the event Host that you would like to speak **OR** use the “**Hand Raise**” feature.

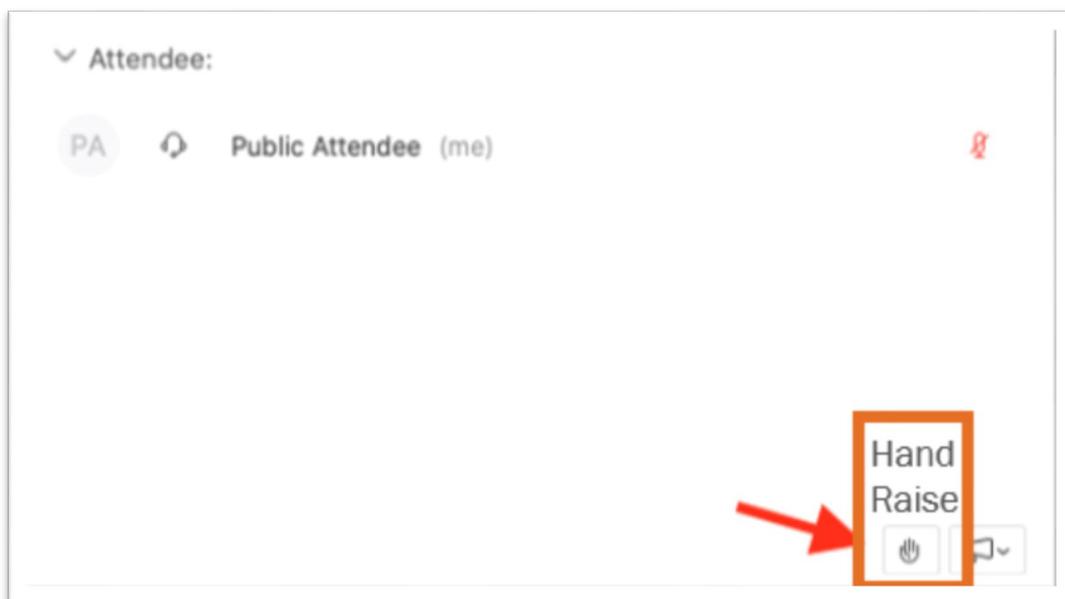
To access the **Chat** feature, click on the **Chat** bubble to open the **Chat** screen.



To access the **Hand Raise** feature, first click on the Participant List.



Then scroll to the bottom of the Attendee panel and click the **Hand Raise** icon.



- a. The event Host will notify the Board of the request to speak and will notify you when it is your turn to speak.
  - b. The Host will then unmute you. Please state your name and address, and state the name of any organization or person you are representing.
  - c. Each individual will be allotted three (3) minutes per matter pending. To assist you, we will display a timer. You will be signaled when 30 seconds remain, as well as when time is up.
5. If you join using only a telephone, press **\*3** to raise (and lower) your hand to indicate you wish to make a comment.

If you are disconnected from the Webex meeting, please attempt to rejoin.