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

- Access to a computer with internet access
- 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.

3. You will have the option to join via phone or computer audio. You will be muted upon entry into the virtual meeting.
4. 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.