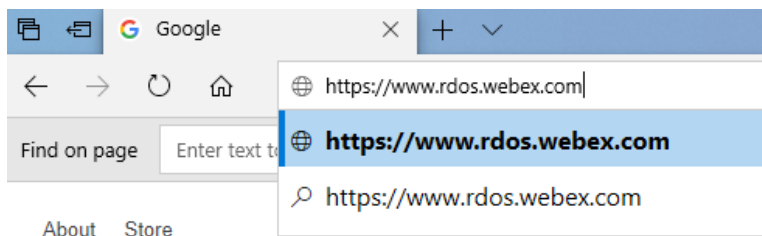


How to use WebEx to participate in a public hearing using a computer

- .1 Find the meeting number on the current applications webpage for the file or on the notice or newspaper ad under “Location”.
- .2 Open a web-page browser (e.g. Microsoft Edge, Google Chrome).
- .3 Enter the text included at “Location” (above) into the web-page browser on your computer (<https://www.rdos.webex.com>)



- .4 Type the meeting number into the box under “Join a Meeting” and press Enter.

Join a Meeting ⓘ

Enter meeting information

- .5 On the resulting web-page, enter your First Name, Last Name, email address and if you're asked for a meeting password please enter “RD@S” without the quotes. Click “Join Now” to use the WebEx app or click “Join by browser” to use your Internet browser;

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

RD@S

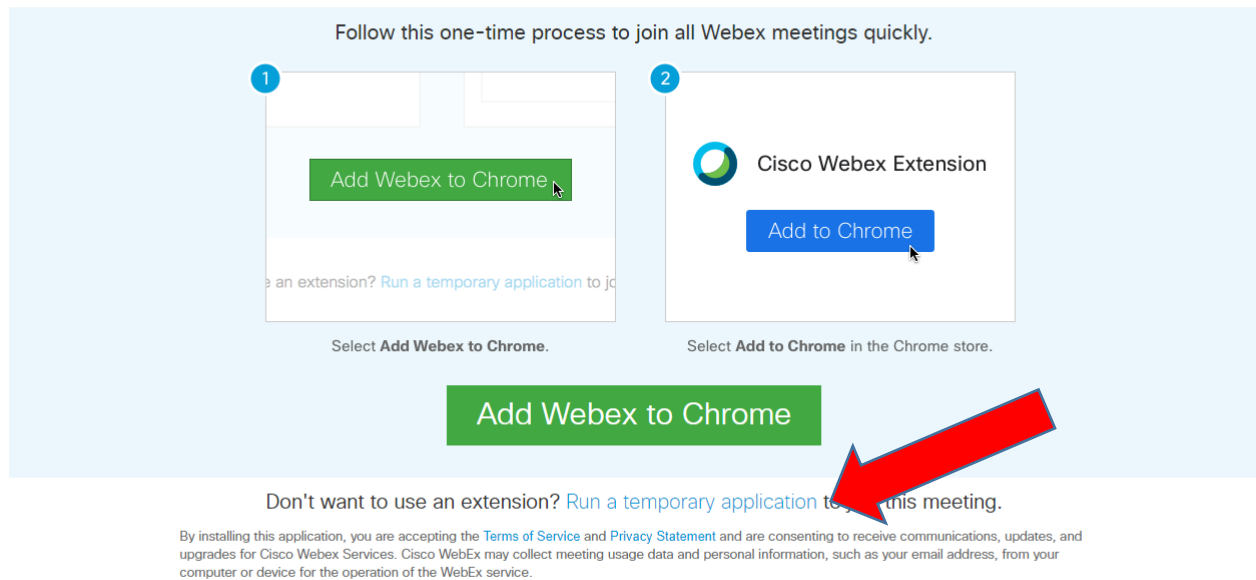


Join Now

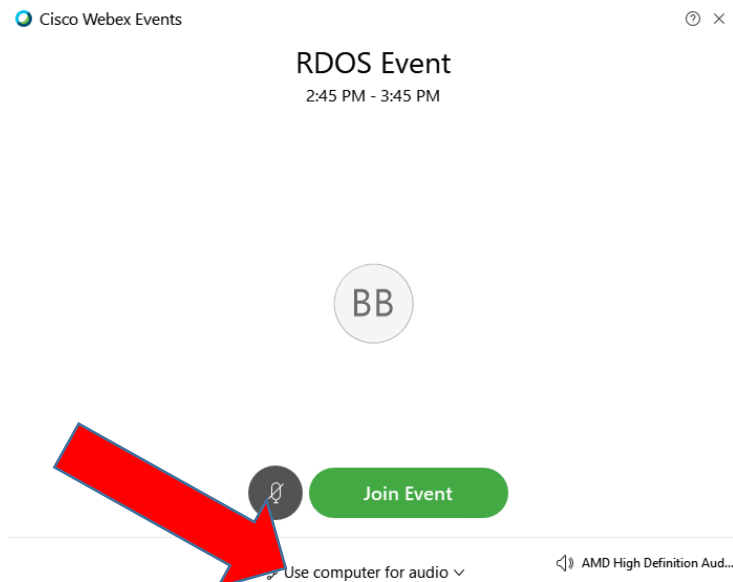
Join by browser **NEW!**

- .6 If you have clicked “Join Now”, you will be asked to Add Webex if it isn’t already downloaded on your computer. Please select “Run temporary Application”

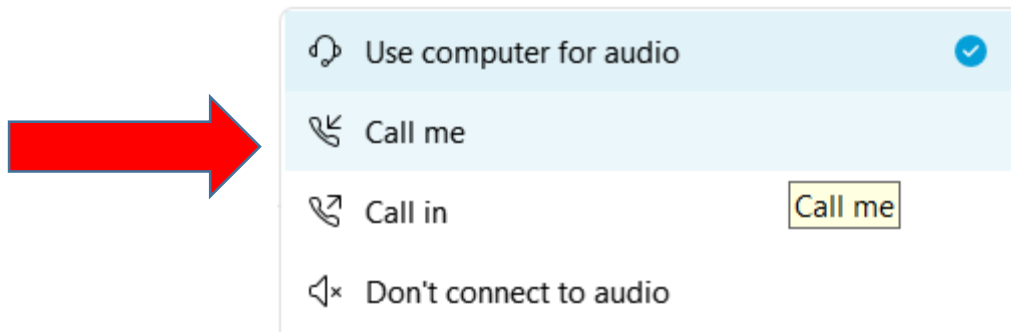
Step 1 of 2: Add Webex to Chrome



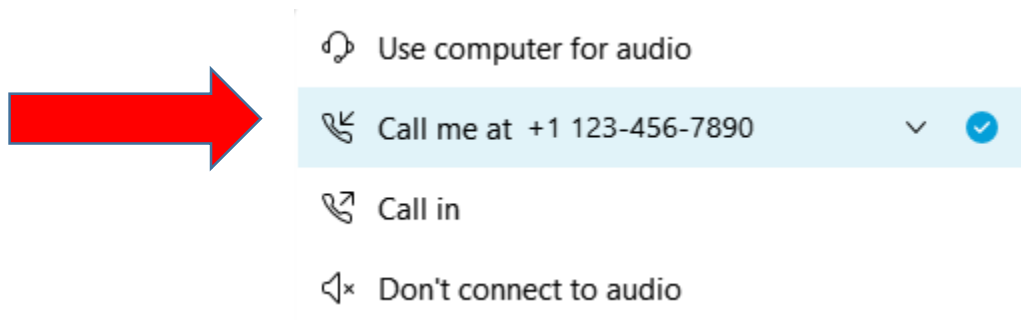
- .7 Select how you want to hear the meeting (i.e. “use computer for audio”, “call me”, “call in”)



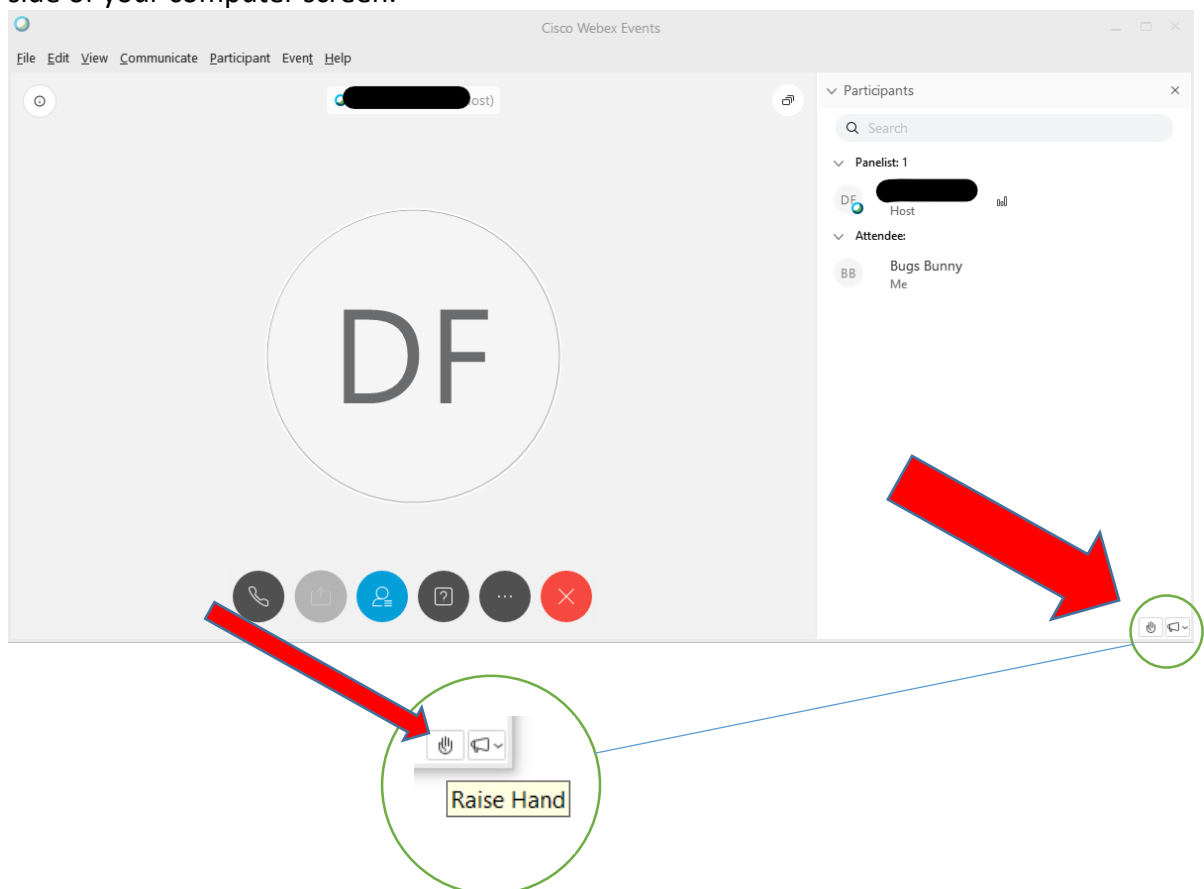
- .8 By default Computer Audio is selected. To change the setting to use your phone click on the “Use Computer for Audio” area shown above and select the “Call me” option from the dropdown menu.



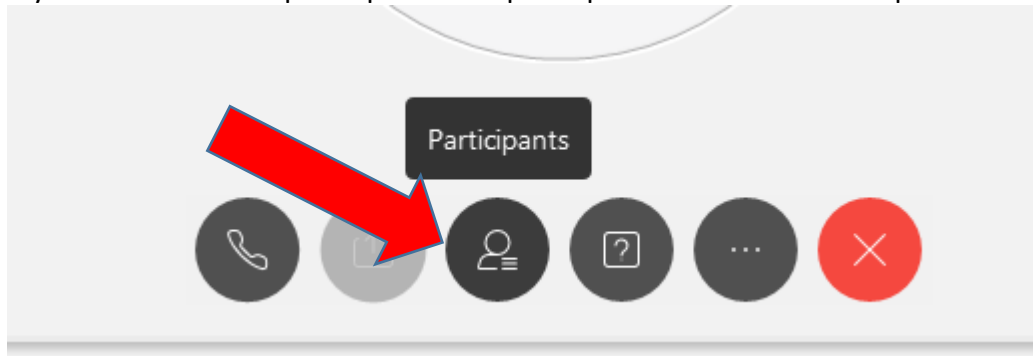
Please enter your phone number and click the blue check mark when done



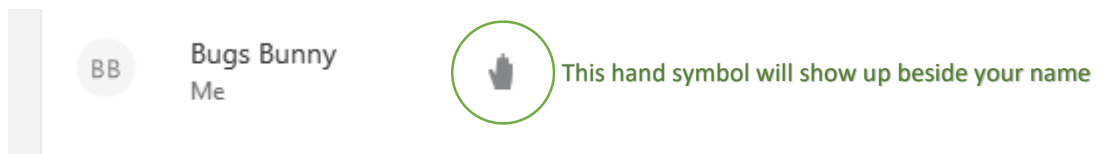
- .9 In order to speak, click the “Hand” button in the Participants panel on the right hand side of your computer screen.



.10 If you do not see the participants side panel please select the Participants button:



.11 The public meeting Chair will invite participants with a hand raised to speak in turn.



.12 When you are done speaking, click the “Hand” button to “lower” your hand.



.13 To end and leave the meeting please select the “Red X”.

