

## Public Attendee Participation Guide for TriMet Virtual Meetings

This guide is intended to help you join our public virtual meetings running on the Cisco Webex platform.

You can join the event from a PC or Laptop (Windows/Mac), or on a mobile device, such as a smartphone or tablet (Apple iOS or Android).

We recommend installing the Cisco Webex Meetings application on your computer or mobile device before the start of the meeting. You do not need a Webex account to attend. The Webex Meetings application can be downloaded from the Webex website: <https://www.webex.com/downloads.html>

**Step 1:** Visit <https://trimet.org/meetings/board/index.htm> and click the Register link.

-OR-

You can use this link:

**TriMet Board Meeting** – September 23, 2020 (9:00 am – 12:30 pm):

<https://tmshare.webex.com/tmshare/onstage/g.php?MTID=ef3fe855322cb6a25f4142236e4bbc381>

Event Password: trimet

**\*\*Skip to page 4 if joining on a smartphone or tablet\*\***

### Step 2 – PC/Mac - Enter the required information to join the meeting

A browser window will open with the event page titled "Join Event Now"

1. Type your First Name
2. Type your Last Name
3. Type your Email Address
4. Enter the Event Password (trimet)
5. Click **Join Now**

The screenshot shows a form titled "Join Event Now" with the instruction "To join this event, provide the following information." Below this are four input fields: "First name:" with the value "Public", "Last name:" with the value "Attendee", "Email address:" with the value "public@example.com", and "Event password:" with a masked password of five dots. A blue "Join Now" button is at the bottom. Red arrows with numbers 1 through 5 point to the instruction, the first name field, the last name field, the email field, the password field, and the "Join Now" button respectively.

**Starting Webex...** will appear. If you get stuck here, click **Run a Temporary Application** and open the file that downloads in your browser to get to Step 3.

Otherwise, proceed to Step 3.

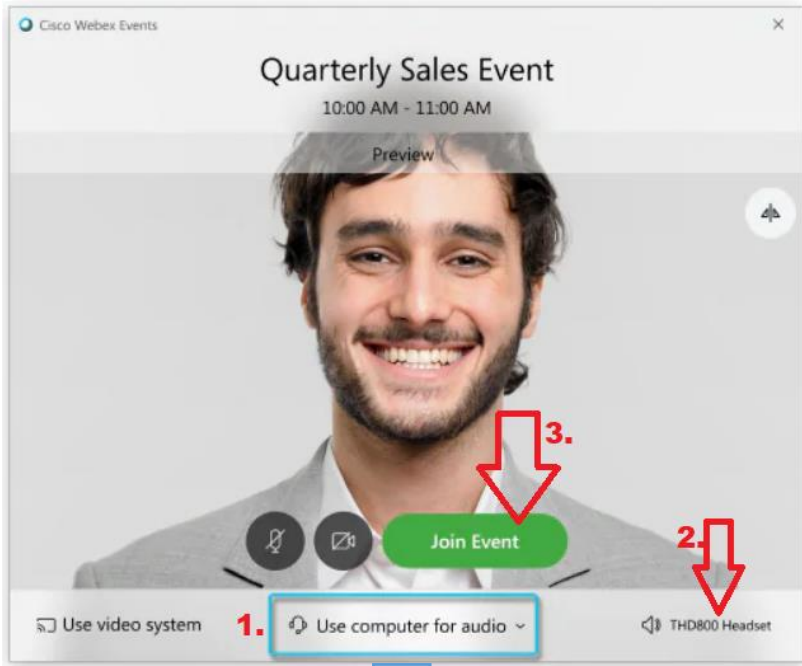
Starting Webex...



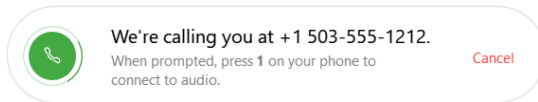
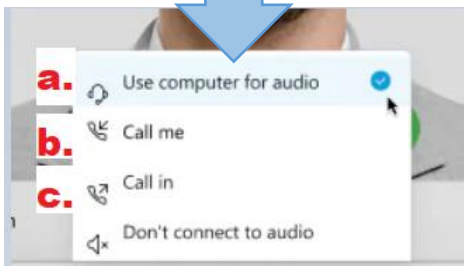
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

### Step 3 - PC/Mac: Set up your Audio Connection in the Preview Window

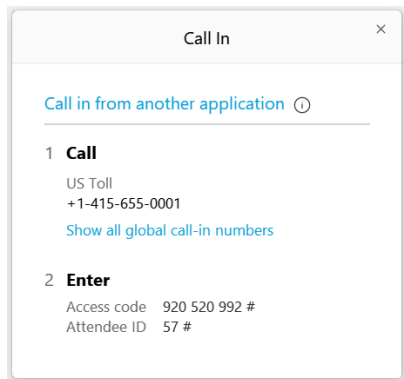
A preview box will now appear (example pictured below). You will select your audio options and preview your video feed here before entering the meeting:



1. Choose how you will connect to audio:
  - a. **Use Computer for Audio** - Use your computer's speaker and microphone
  - b. **Call Me** - Enter your phone number to receive a call from Webex to connect to audio
  - c. **Call In** - You will be provided a number to dial into the meeting to connect audio
2. Test your speaker and microphone (skip this step if you are selecting Call Me or Call In).
3. Click **Join Event** to enter the meeting.




- If you clicked **Call Me**, you'll now get a phone call. Press 1 to connect audio.

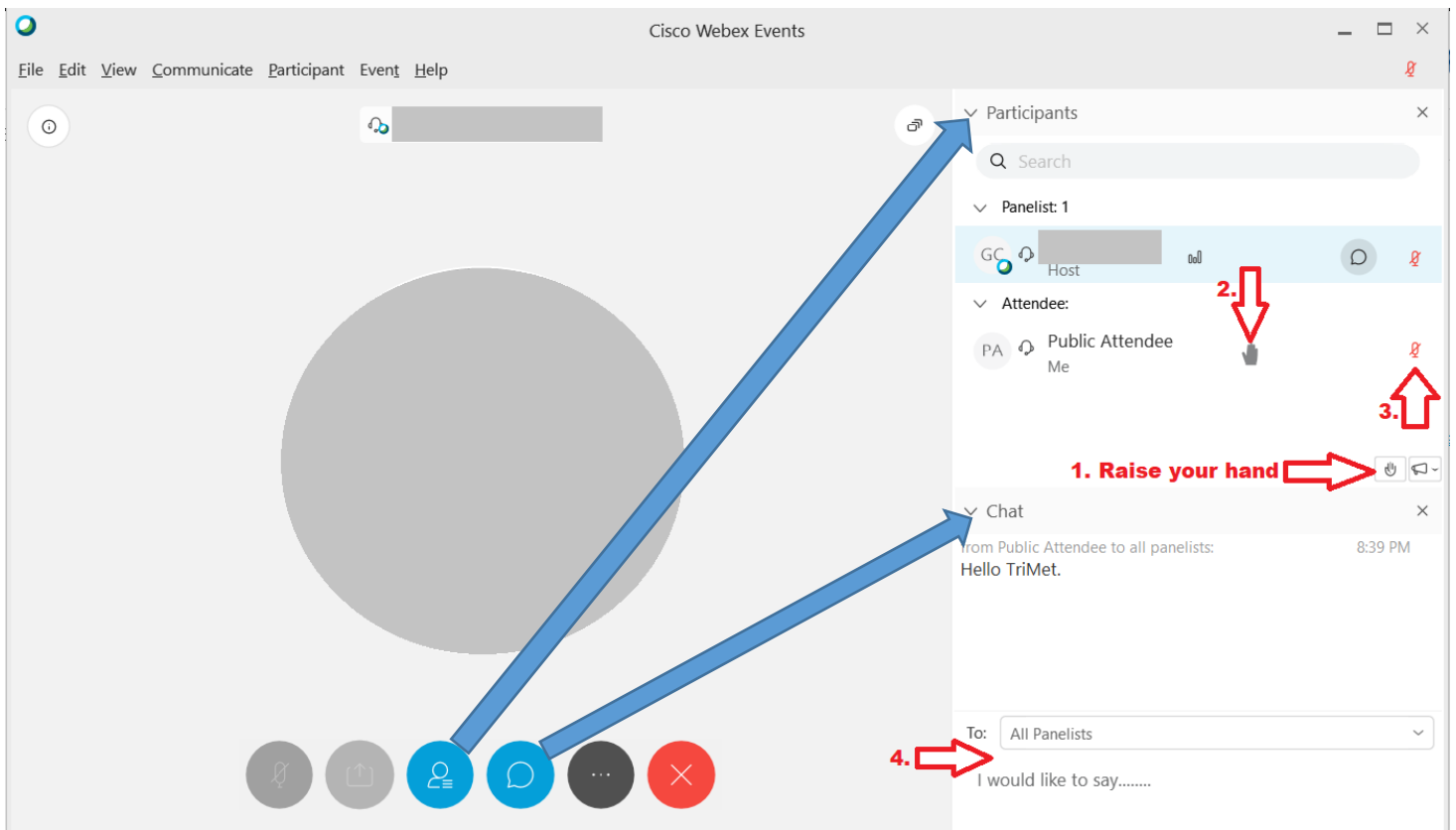


- If you chose **Call In**, a box will appear inside meeting window with the number to dial.

## Step 4 – PC/Mac: Meeting Participation Options

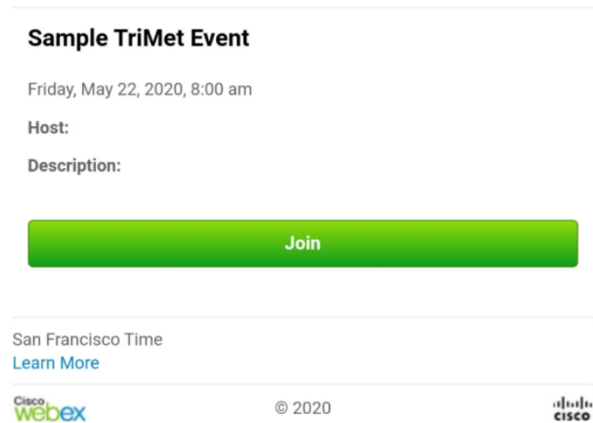
Once inside the meeting, you are automatically muted. You can just listen to the meeting from this point. You can also open the Participants and Chat panels in the meeting to provide public testimony:

1. Use Raise Hand  in the **Participant** panel to notify our Panelists that you would like to provide Public Testimony. (See Step 1 arrow in image below)
2. A Hand icon will appear next to your name. Leave your hand up until you've been called on to provide your testimony. (See Step 2 arrow in image below)
3. There is a red strike-through microphone symbol by your name showing you as muted. When it's your turn to speak, the host will unmute you and this icon will disappear. You can now give your testimony. We will mute you again once you finish speaking. (See Step 3 arrow in image below)
4. You can also send a chat message to the panelists. Make sure to select 'All Panelists' as the recipient before sending your message. (See Step 4 arrow in image below)

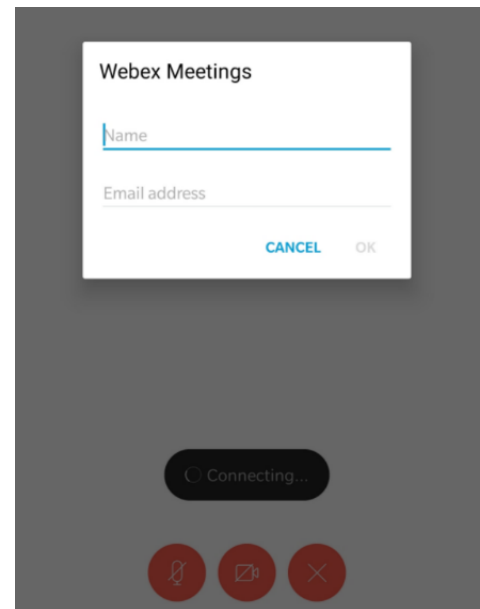


## Step 2 - Smartphone/Tablet: Prepare to Join the event

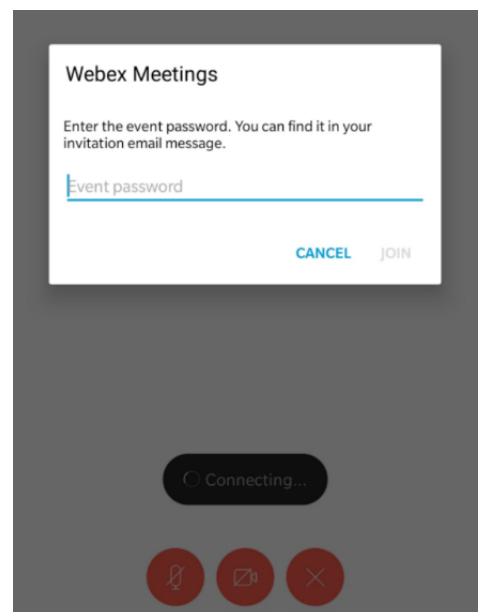
1. Click the **Join** button



2. Type your Name and Email Address and press **OK**.

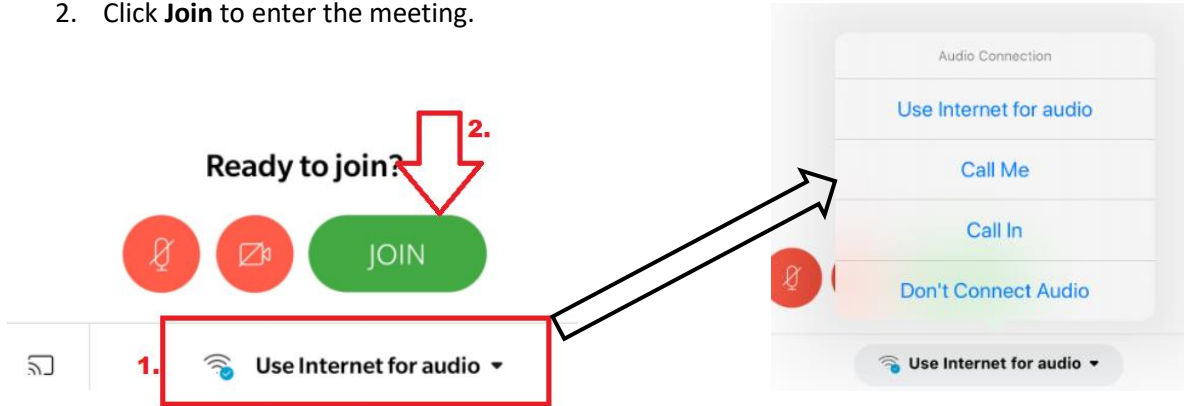


3. Type the Event Password (trimet), then press **JOIN**.



### Step 3 – Smartphone/Tablet: Set your audio connection and preview your video

1. Select Audio Connection option
  - a. **Use Internet for Audio** (uses your mobile device's built-in speaker and microphone)
  - b. **Call Me** (enter your phone number and receive a call from Webex to connect audio)
  - c. **Call In** (dial into the meeting on your phone after joining the meeting)
2. Click **Join** to enter the meeting.



### Step 4 - Smartphone/Tablet: Participate in the Meeting

You can open the **Participants** icon once inside the meeting. At the bottom of the Participants window, you will see the **Chat** and **Raise Hand** options:

