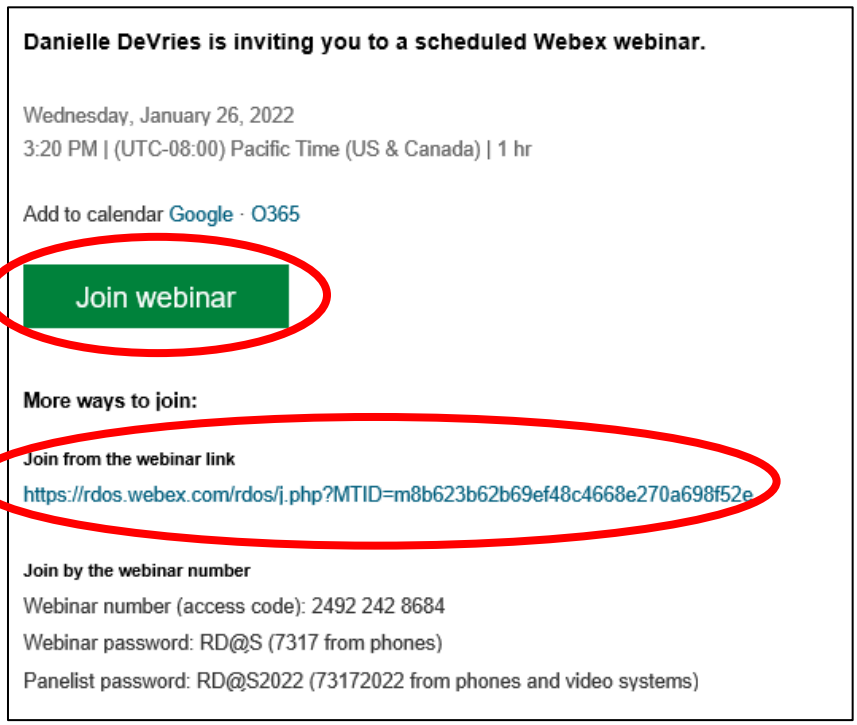
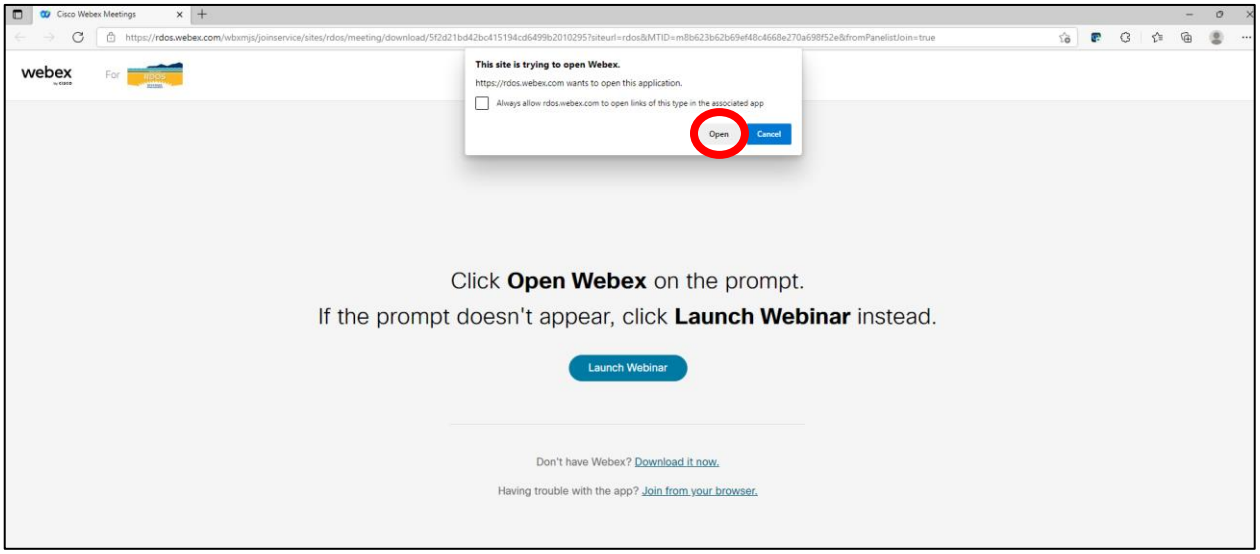
How to join a WebEx meeting using a computer

If you want to join a meeting using a meeting link that was emailed to you

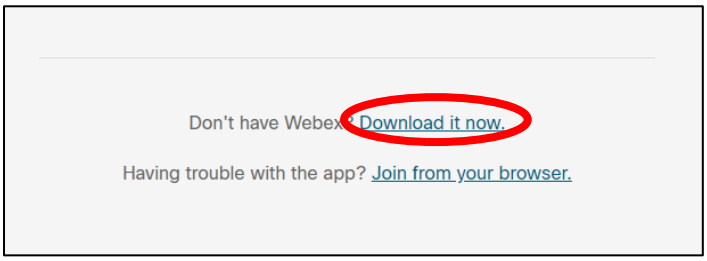
1. Open your email invitation from WebEx
2. Click the green **join** button in your email or the **webinar link**. This will launch a web browser to bring you directly to the meeting



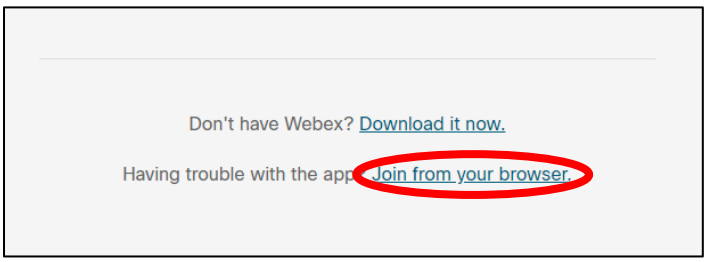
3. When the web browser launches, click the open button. This will work if you have the **WebEx App installed on your computer.**



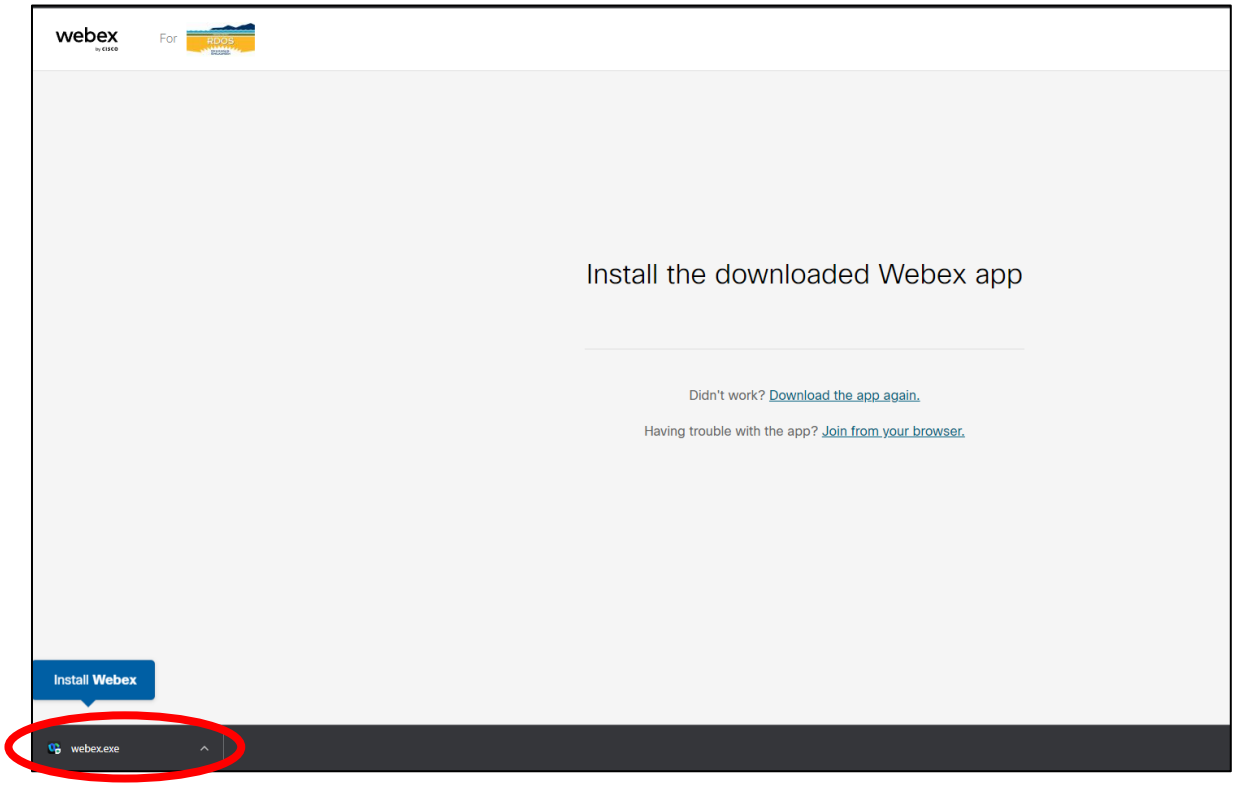
4. If you **do not** have the WebEx app on your computer, you can either:
    a. Install it by clicking the **Download it now** button, then go to **step 5**, or



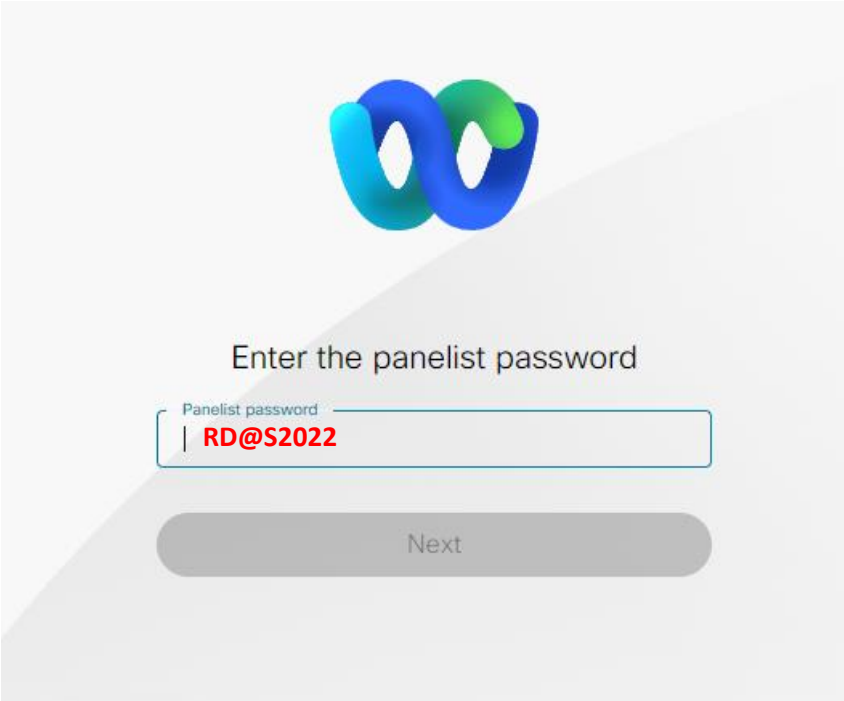
    b. Use your web browser to open the meeting **without the app** by clicking the **Join from your browser** button, then go to **step 9**



5. If you are **installing the WebEx App**, then click the file that will download in the bottom left and follow the prompts to install and launch the meeting

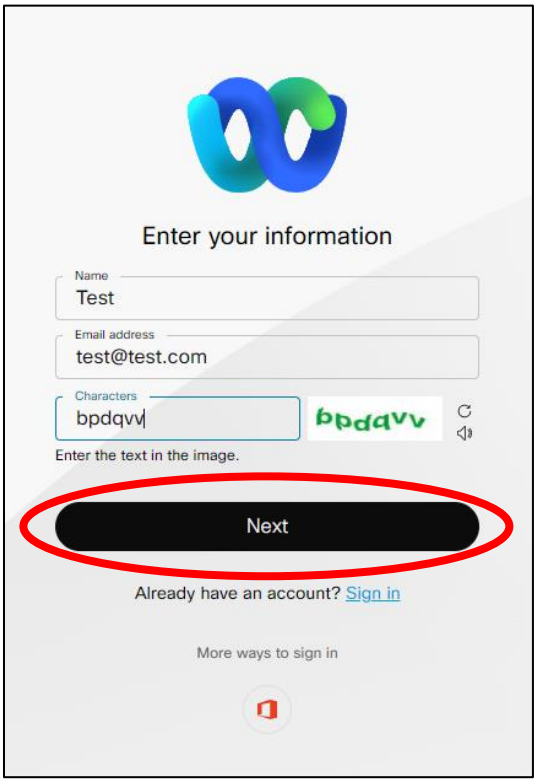


6. If you are a panelist, then you may be asked to enter the panelist password "**RD@S2022**", then click next



7. Continue to the section titled *Once you have launched the meeting* on page 7 of this document

8. If you are **joining from a web browser**, enter your details and the sample text, then click **next**

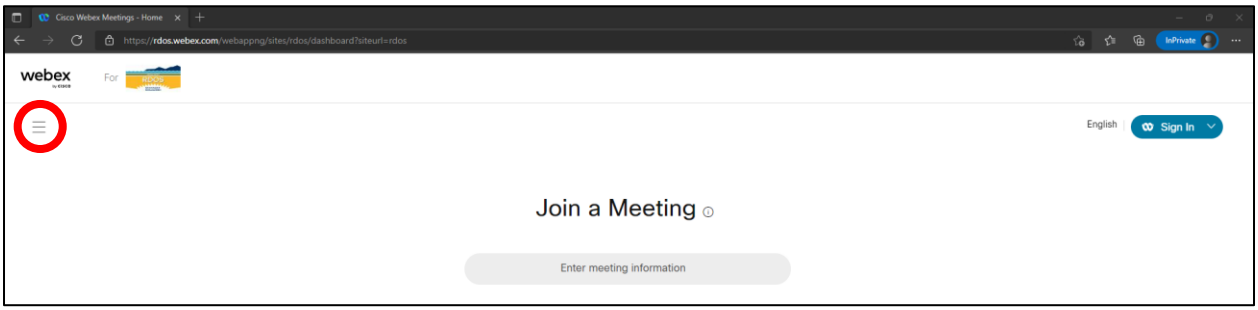


9. Enter the webinar password "**RD@S**", then click **next**

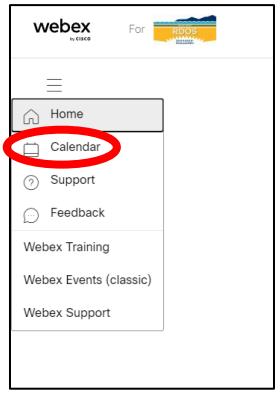
10. Click **allow** for the browser to use you microphone and camera, then continue to the section titled *Once you have launched the meeting* on page 7 of this document

If you want to join a meeting directly from the RDOS website

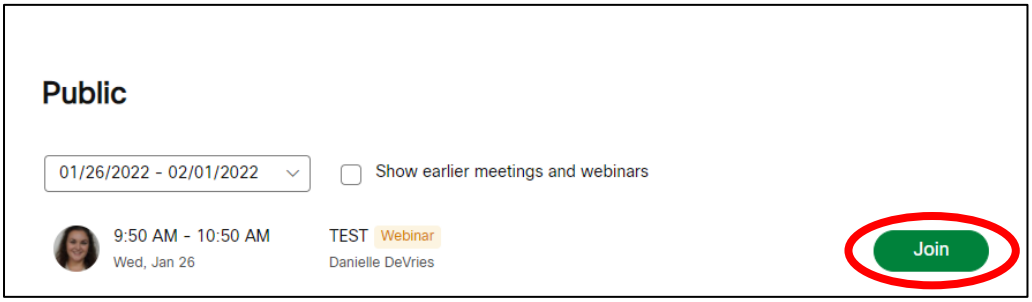
1. Go to rdos.webex.com
2. Click on the **3 dashed lines** (menu) in the top left corner to open the menu



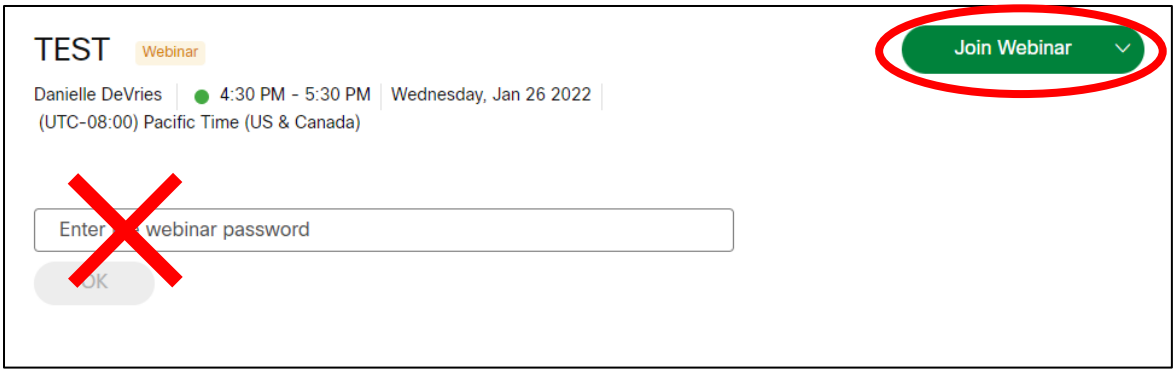
3. In the menu, click **calendar** to go to the public meetings



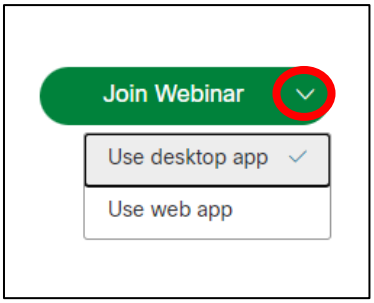
4. In the list of upcoming public meetings, find the meeting you are attending and click the green **join** button on the right (the green button may not be visible if you try joining more than one hour before the scheduled time of the meeting, but it will appear if you hover over the meeting)



5. On the next page, **ignore the password section**, and click the green **join webinar** button

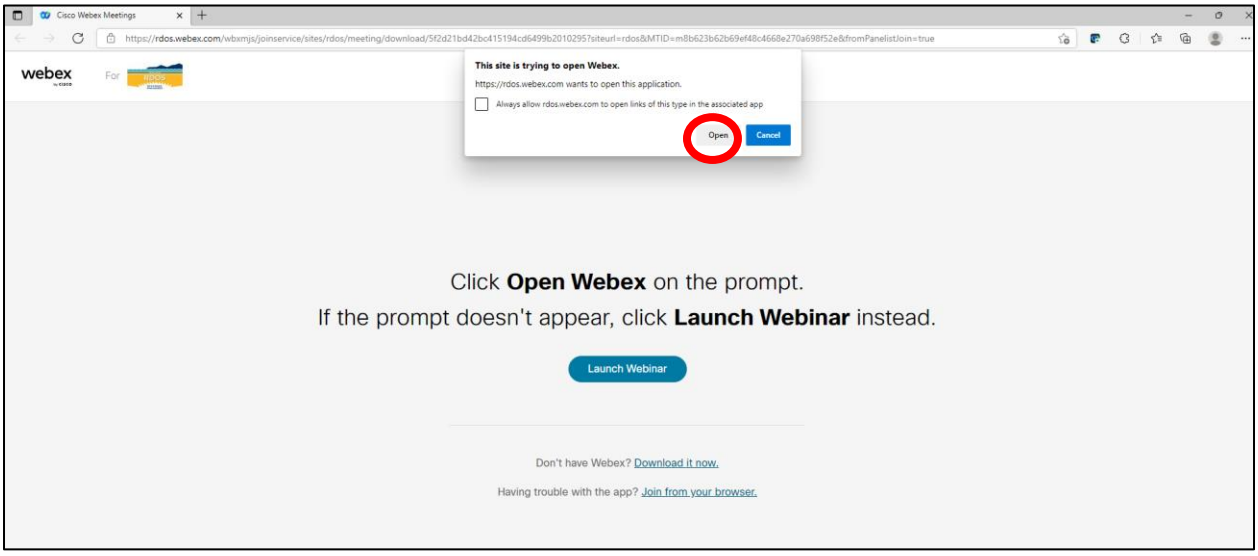


6. If you want to change whether you join the meeting from the **WebEx App** installed on your computer **(desktop app)** or in your **web browser (web app)**, then click the **drop down arrow,** click your option, and then click the green **join webinar** button

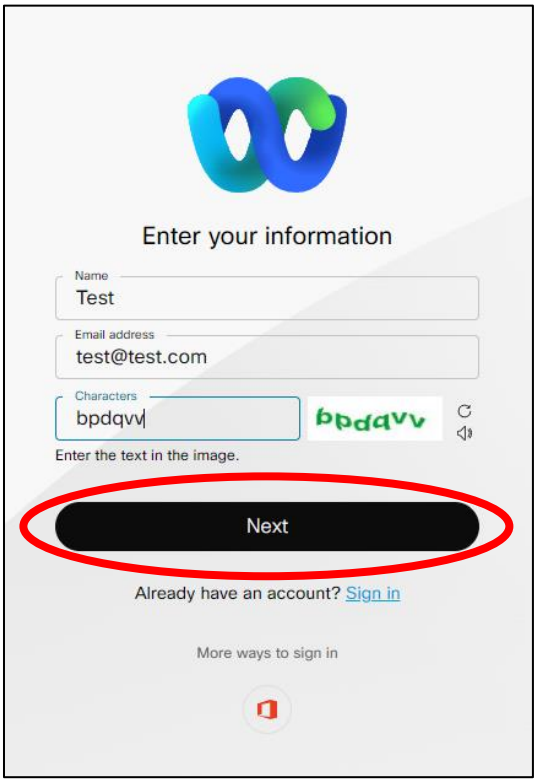


   a. For **desktop app** go to **step 7**
   b. For **web app** go to **step 8**

11. If you selected the **desktop app**, then click the prompt to **open** the app, then continue to the section titled *Once you have launched the meeting* on page 7 of this document



7. If you selected the **web app**, then enter your details and the sample text, then click **next**

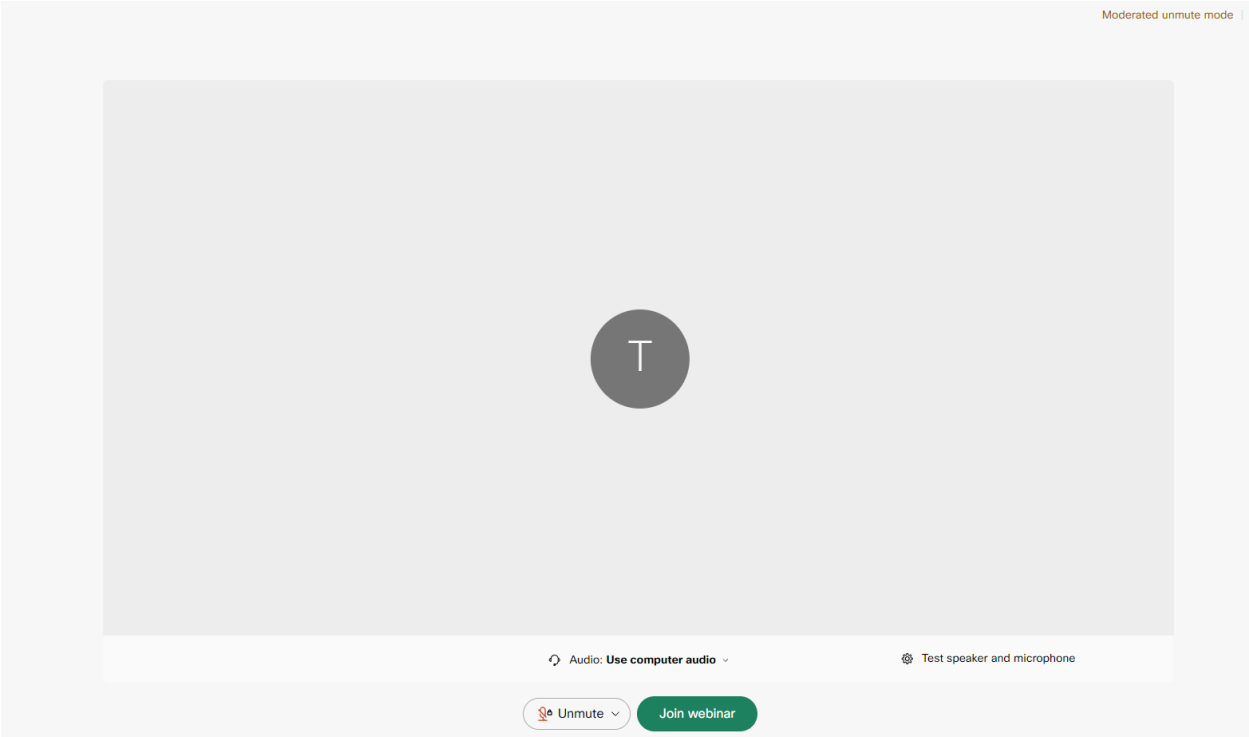


8. Enter the webinar password **RD@S**, then click **next**

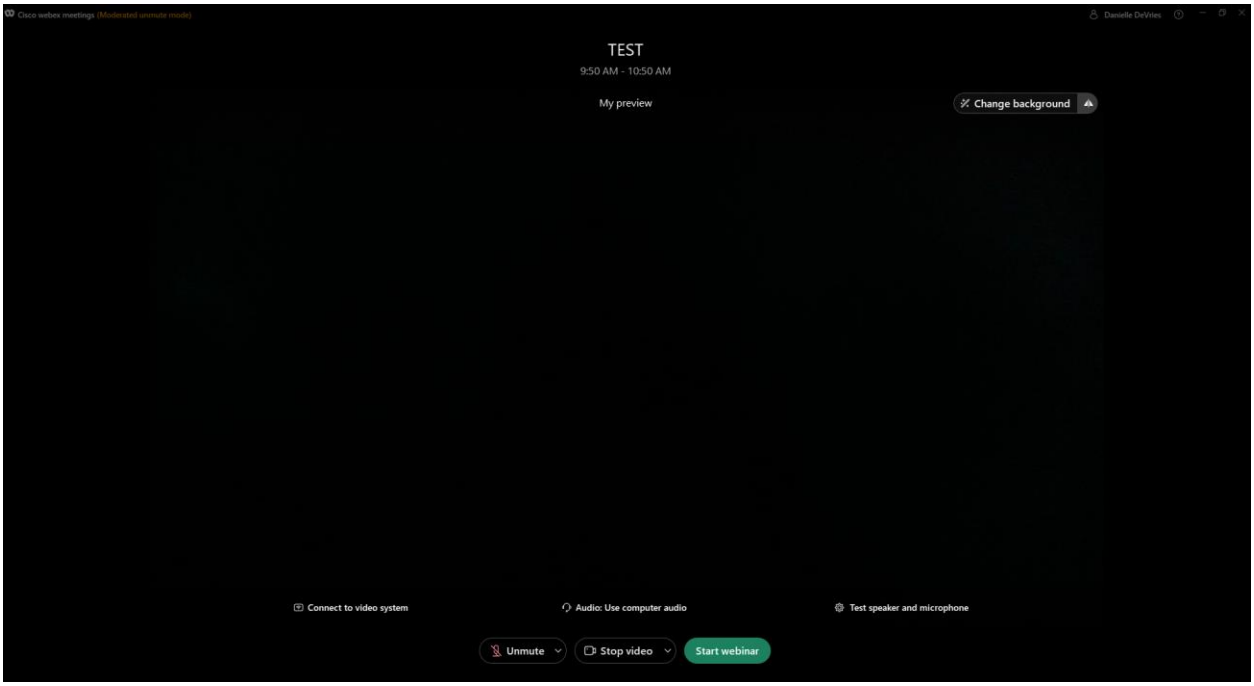
9. Click **allow** for the browser to use you microphone and camera, then continue to section **Once you have launched the meeting**

Once you have launched the meeting

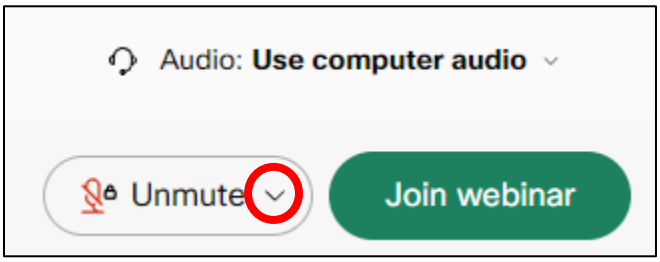
1. Once you click join the WebEx will launch in either the web app or the desktop app. The controls for both are the same
    a. **Web app** (may be white or black):



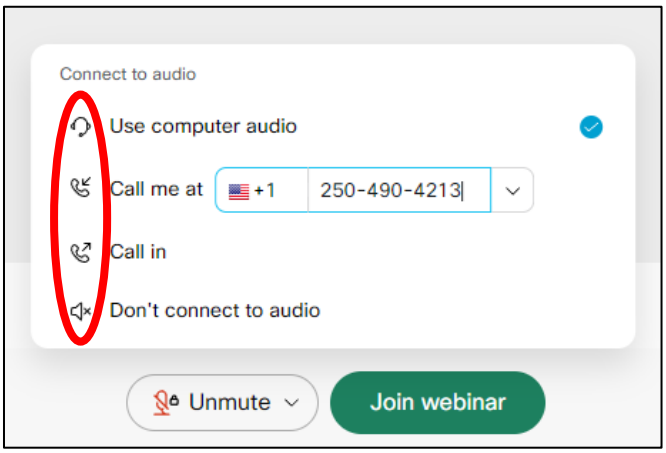
    b. **Desktop app** (may be white or black):



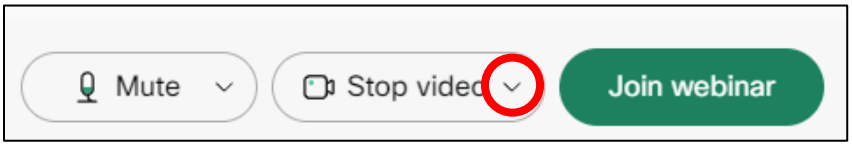
2. Your **audio** is defaulted to the computer when you join. If you need to change this, then:
    a. click the **drop down arrow** and then



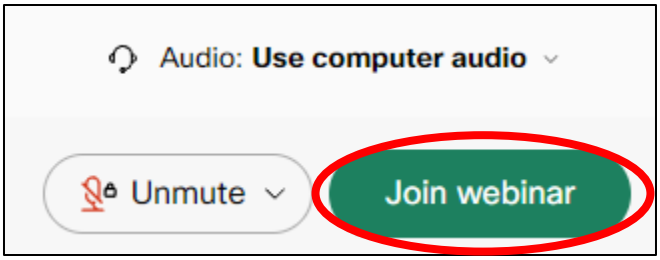
    b. click the option that works best for you and follow the prompts



3. You cannot control your **video** unless you are a panelist. "Attendees" will not see a video option. "Panelists" will see a video button the same as the audio button. Use the **drop down arrow** if needed to change the settings

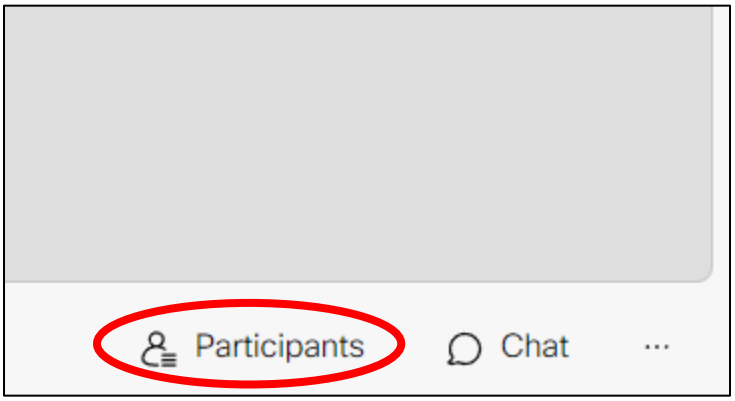


4. Once your audio and video (if applicable) are set up, click the green **join webinar** button

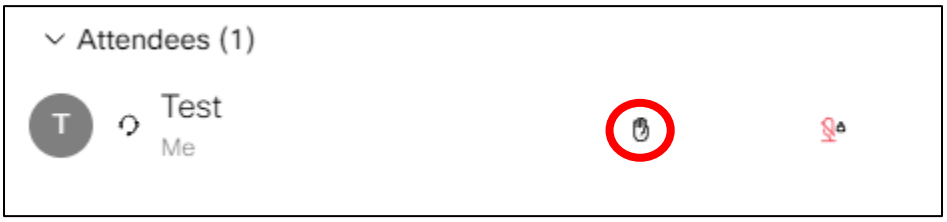


5. **If you are an Attendee,** you cannot unmute yourself. The host must do this for you. To get the host to unmute you:

a. Click on the **Participants** button in the bottom right



b. Find your name in the list and click the **raise hand** button

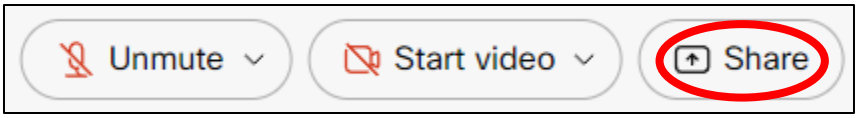


c. the meeting Chair will invite participants with a hand raised to speak in turn

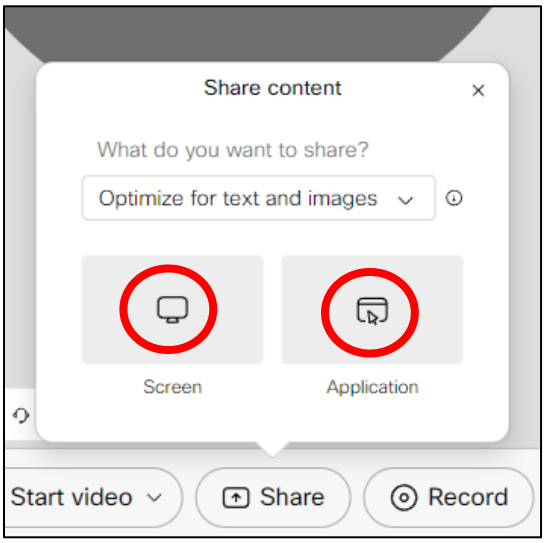
d. Click the **hand** button again after you get your chance to speak to 'lower' your hand

6. **If you are a Panelist**, then you can control your unmute and video buttons at any time

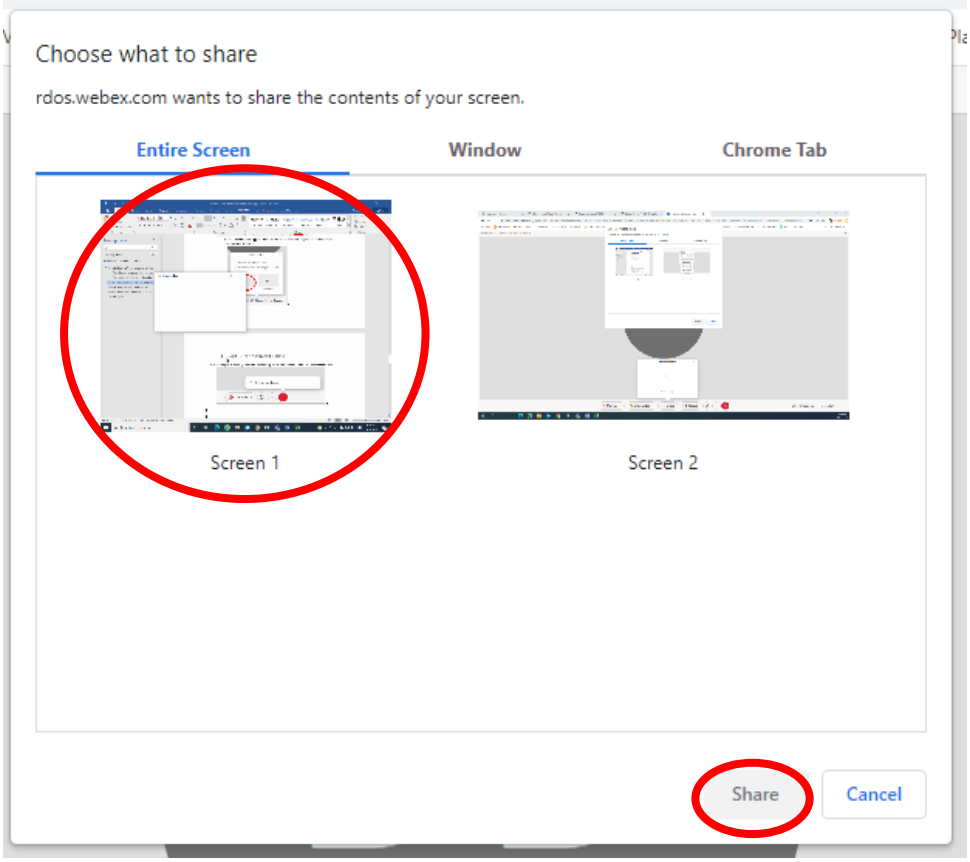
7. **If you are a panelist and are presenting**, the host will give you permissions to present. This will give you a new **share** button to share your screen or an app as follows:



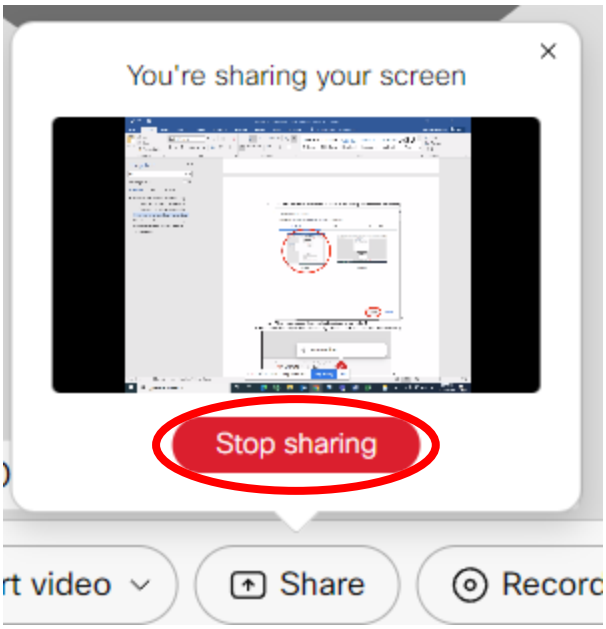
a. Click the **Screen** or **Application** button to select something that is open on your computer to share



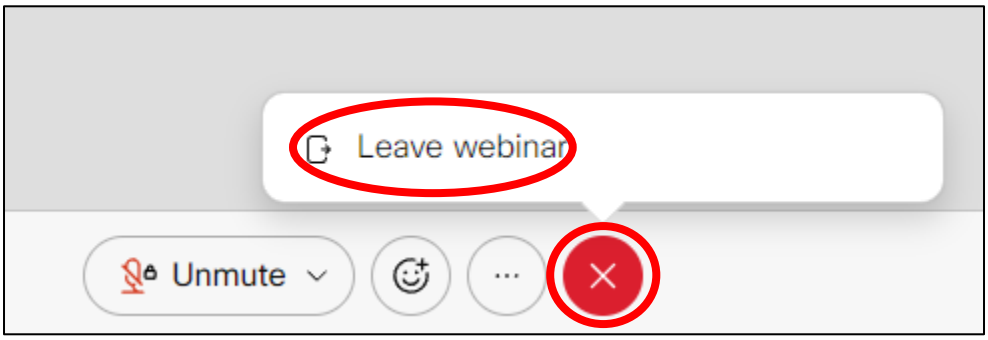
b. ~~Then c~~Click **what you would like to share** in the pop up box and then click **share**



c. When you are done sharing, click the **stop sharing** button


You're sharing your screen
Stop sharing
rt video
Share
Record

8. When you are ready to leave the meeting, click the red **X** and then click **Leave webinar**



How to join a WebEx meeting using a phone

1. Dial Toll Free in Canada 1-833-311-4101 **or the number provided to you for your meeting**;
2. When prompted, select your preferred language (i.e. enter "1" for English, followed by #);
3. When prompted, enter the 'meeting code' or 'meeting ID', followed by #, to enter the meeting;
4. To speak at the meeting, press "*3" on your phone's key pad to indicate to the Chair that you wish to participate. This will "raise your hand" in the meeting;
5. The meeting Chair will invite participants with a hand raised to speak in turn; and
6. When you have finished speaking, please press "*3" on your phone's key pad to "lower your hand".

Helpful hints once you are in the meeting

- If a meeting has not yet started, you can wait in the virtual lobby
- If using a cell phone, please stay in one place where you have good signal
- If you are using computer audio, make sure you have a microphone if you need to talk. (If not, you can still watch the public hearing on your computer and use the call in option to listen/speak using your phone.
- If you are having difficulty with your audio, then you can also type into the chat box in the bottom right corner.
- If you have audio or video problems, you can switch to the dial in option
- You do not have to use the video function to participate in the meeting. You are welcome to use audio only.
- Materials that would normally be available at a public meeting will be provided on the proposal's webpage.
- Written comments can be emailed to planning@rdos.bc.ca

Tech Support

WebEx Technical Support is available 24/7 by calling Canada/US toll free: **1-866-229-3239**.
Additional information is also available at https://www.webex.com/support/needsupport.html