

WEBEX INSTRUCTIONS

Important Notes:

When joining a WebEx community meeting, you will enter muted. There is a chat feature for those participating online which will be used for queuing up speakers for questions and comments. Those joining by phone will only be able to listen to the community meeting, not ask questions/ comment.

Joining the WebEx event via the internet:

1. Go to www.webex.com
2. Click **Join** in the upper right corner
3. In the **Join a Meeting box**, enter the event details provided in the mailed community meeting notification.
4. You will be taken to the Event Information page. You must register prior to joining the event. Click the blue **Register** link next to the Event status box.
5. After clicking Register, you will be required to fill out the fields marked with an asterick * . Click **Submit**.
6. After clicking Submit, you will have successfully registered for the community meeting. Click **Done**.
7. You will receive an email confirmation.
8. Click the green **Join Event** box, in your email confirmation, at the appropriate time.
9. In the **Join Event Now** box, the fields should already contain the information given in your registration form. Click **Join Now**.

Joining the WebEx Event by calling in:

1. Call the phone number **+1- 415-655-0002 US Toll**
2. Enter the **Event Number** provided in the mailed notification letter.
3. If you have questions/comments about the request, please contact the applicant's representative or case planner identified in the letter. If provided in advance, they will be answered during the meeting.