Webex Meeting Instructions

JOINING THE MEETING (if possible, please join 5-10 minutes early to familiarize yourself with Webex):

Preferred Method: Prior to the meeting, download the desktop Webex Meetings app at this link: https://www.webex.com/downloads.html This will give you the most meeting functionality.

If your organization does not allow you to download the desktop app, two other ways to access the meeting:
- Use the link at the time of the meeting and select "Join from browser" This will allow you to see the presentations but *you **cannot use the "raise hand" feature.** Attendees who use Internet Explore cannot view other participants' videos. Chrome or Safari is recommended for those using the web app.*
- Call in: you will have to follow the presentations on your own through materials posted to chesapeakeby.net for your meeting.
  - Please put your phone on mute during the entire call, unless you are speaking. Please do not put your phone on "hold" at any time.

BEST PRACTICES FOR WEBINAR

- If you have access to the web platform either through the preferred method above or using the web browser connection, you will want to open the chat.
- To open the chat, click on the icon that looks like a cartoon word bubble. We recommend you open it now and keep it open throughout, along with the participant list.
- Make sure you are muted (there should be a line through the microphone icon) and your video is off (there should be a line through your camera icon). This will help conserve bandwidth.

DURING THE MEETING

- Raise Hand
  - If you want to talk, please use the "**raise hand" function.**
  - When you talk, unmute and, if preferred, open video.
  - How to raise hand:
    1) Find your name on the **participant list** and hover over your name. A Raise Hand icon will appear.
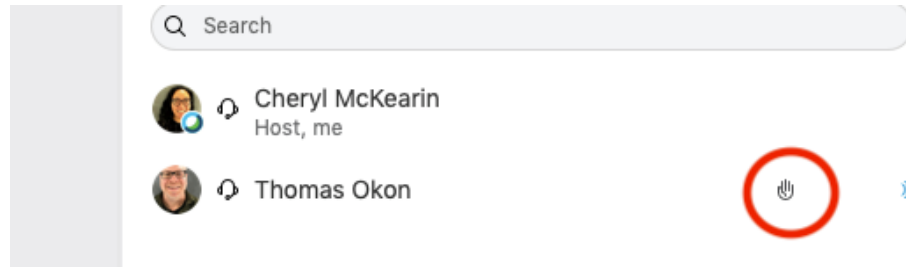
2) Click on the Raise Hand Button.

3) **Click on Lower Hand button to withdraw the request.**

- PRESENTERS
    - You will be given the ability to share your screen unless you would prefer the host advances the slides
    - Not all will be able to see the webinar, so please refer to slide number so that everyone can follow
    - If comfortable with this, turn on your video during your presentation.

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