

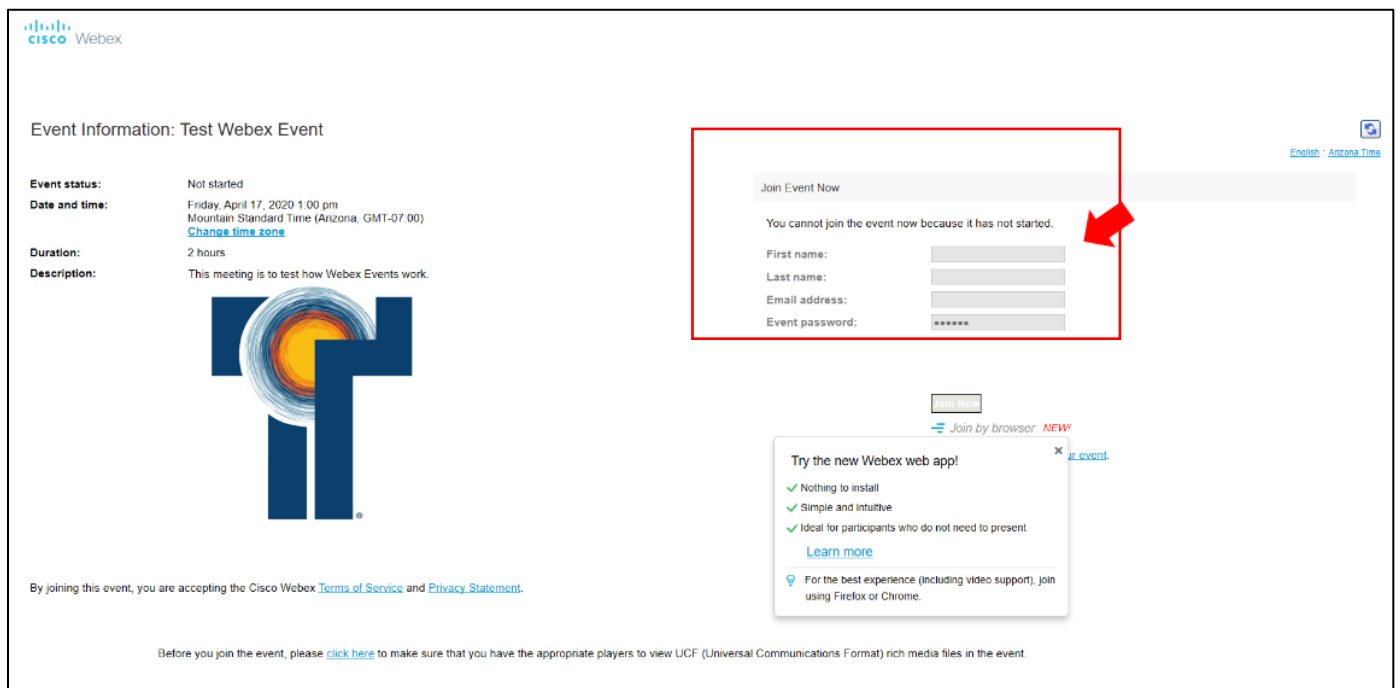
Attending a City of Tempe Webex Event



There are multiple ways to join an online Cisco Webex Event. You can connect with a mobile app, desktop app, laptop, or by dialing-in. Need help joining an event? Go to <https://help.webex.com>

Joining a Webex Event

1. Click on the **Virtual Attendance** link located on the web page on tempe.gov/TransitChanges
2. On the Event Information page, type your *First Name, Last Name, Email Address and Address*. Then click the **Join Now** button. *If the Join Now button is greyed out, the meeting has not started.*

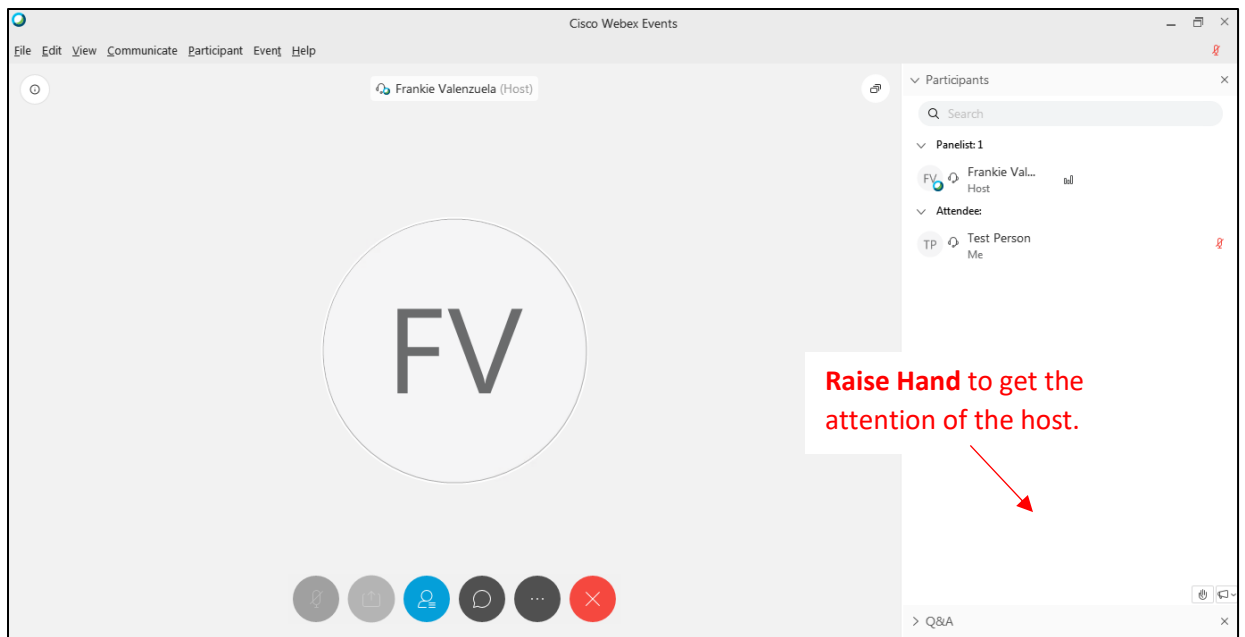


3. If **Join event** button fails to launch Webex, go to <https://tempe.webex.com> and enter the 9-digit *Event Number (access code)* and *Event Password* located on tempe.gov/TransitChanges
4. You can also **join the audio conference only**. You will not be able to see any presentations and the host cannot identify the caller. If you want to speak, you must login on a computer or mobile device that has a microphone.




Webex Event Participation During the Q&A

As an **Event Attendee**, you can view and listen to the meeting online, but your microphone audio is disabled. The event host may unmute your audio in the Q&A session. You will need to use the **Raise Hand** feature during the Q&A session or send a chat message to the event host.

Find your name on the participant list and hover over it. The hand icon will appear- click on it. This will put the hand icon by your name. You can click it off once your question has been answered.



Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:

-  **Mute**—turns red  when you mute your audio. Click again to unmute.
-  **Share screen**—share everything on your screen.
-  **Participant list**—see who is in the meeting. The button is blue when the list is open.
-  **Message**—chat with the Host, Presenter, or Panelists.
-  **More Options**—Q&A, Copy event link, Audio Connection, Speaker and microphone settings.
-  **Leave Meeting**—leave the meeting

Preparing

To make sure your audio and video devices work as expected before the meeting you can join a test meeting by clicking here: [Join a test meeting](#). When you join a test meeting, it automatically downloads the Webex Meetings app - so it's easier to join your next meeting.

After the webinar

The webinar will be recorded and posted to the tempe.gov/TransitChanges along with the project survey. If you were unable to attend live or you have further questions, please see the project page for the project manager's contact information.