WebEx Tips for Audio
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- Make sure your computer is not muted
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- Make sure to **unmute** yourself when you’re talking
Waiting for others to join
Waiting for others to join

muted
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- If audio is jumpy:
  - Disconnect your VPN
  - Call in by phone
Waiting for others to join.

- Lock meeting
- Invite and remind
- Copy meeting link
- Audio connection
- Speaker, microphone, and camera
- Connect to a device
You're using computer for audio.

Switch audio

Call me +1 phone number

Call in
You're using computer for audio.

Switch audio

Call me 🇺🇸 +1 phone number ▼ Switch

Call in
You're using computer for audio.

Switch audio

Call me +1 phone number

Call in
Call In

Call in from another application

1. Call
   United States Toll
   +1-408-418-9388
   United States Toll Free
   1-844-992-4726
   Show all global call-in numbers

2. Enter
   Access code  359 988 433 #
   Attendee ID  13 #
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Tips for Video
Tips for Video

- Make sure you haven’t covered your camera
- Make sure you are not backlit
  - Sitting with your back to a bright window is bad
  - Sitting with your back to a bright table or floor lamp is bad
  - Facing a window or a lamp is good
Attendance
Attendance

- Listen for your Organization Name
- All people from that organization announce yourselves
- Declare who will vote during roll call (should be Policy member or Policy proxy)
Discussion & Public Hearing
Public Hearing

- During board discussion, please say who’s speaking for the note-taker
- Public is asked to be quiet until the Public Hearing
- During the hearing, if they wish to speak:
  - State their name for the record
  - Once all names are recorded, call them in order
  - Statements will be limited (as necessary) to 2 minutes