Cleveland Metroparks Webex Events
Instructions for Attendees

Webex Events – Joining as an **Attendee**

- Attendees can view and hear the meeting, "raise hand" using a virtual button, and contribute public comments by voice or text.
- Presentation sharing is not available to Attendees.

Requirements

When to use:

- If you are a Metroparks staff member who is not presenting.
- If you are a member of the public.

What you need:

1. To join the meeting you must be connected to the internet, running either the Webex software, or an app or browser plugin on a computer, tablet or phone.
2. To hear the meeting, you can use the audio function in the software, OR you can call in by phone.

Joining the Event

Meeting Link:
https://cmparks.webex.com/cmparks/onstage/g.php?MTID=ea1389f797c26667943adaf9e33832021

Complete the registration and test your computer settings.
The following 3 screen shots show the registration screens and links to test Webex:

Register for Cleveland Metroparks Board Meeting

English : New York Time

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name: Test
* Email address: test@gmail.com
* Confirm email address: test@gmail.com
Company:
Address 1:
Address 2:
City:
ZIP/postal code:
Country/region: United States of America
Number of employees: 1-99

* Last name: User
Phone number: Country/Region 1   Number (with area/city code)
Title:
State/province:

Would you like to receive information about future seminars?:
○ Yes ● No

Submit   Cancel

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Webex

Registration Confirmed
Thank you for registering.

You are now registered for the event: **Cleveland Metroparks Board Meeting**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 8:00 am New York Time on April 16, 2020.
Please join the event on time.

Done

Invite a Friend

To invite a friend to this event, enter your friend's email address.

Send

Set Up Webex Events

To participate in fully interactive events, please click here for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to Verify Rich Media Players.

To view system requirements, go to www.webex.com.

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Making Public Comments During the Event

There are several ways to "raise your hand" in the Event, depending on how you are connected. Screen shots from the *Webex desktop app* and the *Join by browser* option are shown below.

In the Webex desktop app:

Join Now ⬅

≡ *Join by browser* *NEW!*

**To Open the Participant Panel to view list of Panelists and Attendees:**
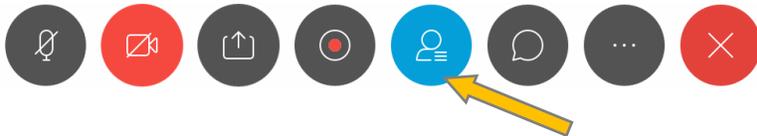
To raise your hand during Public Comments, click the hand icon next to your name in the Attendee list:

∨ Attendee:

AH ☎ Adam Harvey
Me
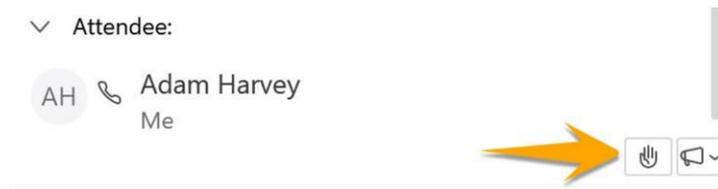
A hand will appear next to your name if your hand is raised:

∨ Attendee:

AH ☎ Adam Harvey
Me

To open the Chat panel:

To open the Q&A panel:

❓
Q&A

📋 Copy event link

☎ Audio connection

⚙ Speaker and microphone
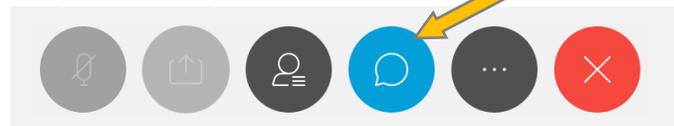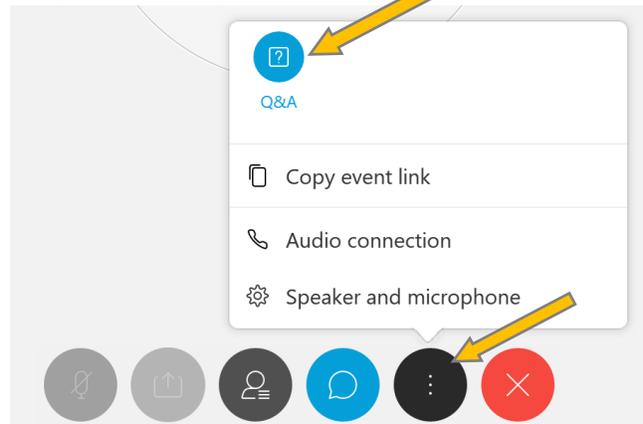
The event host will unmute you, or you may enter your comments in the Q&A Panel or the Chat Panel:
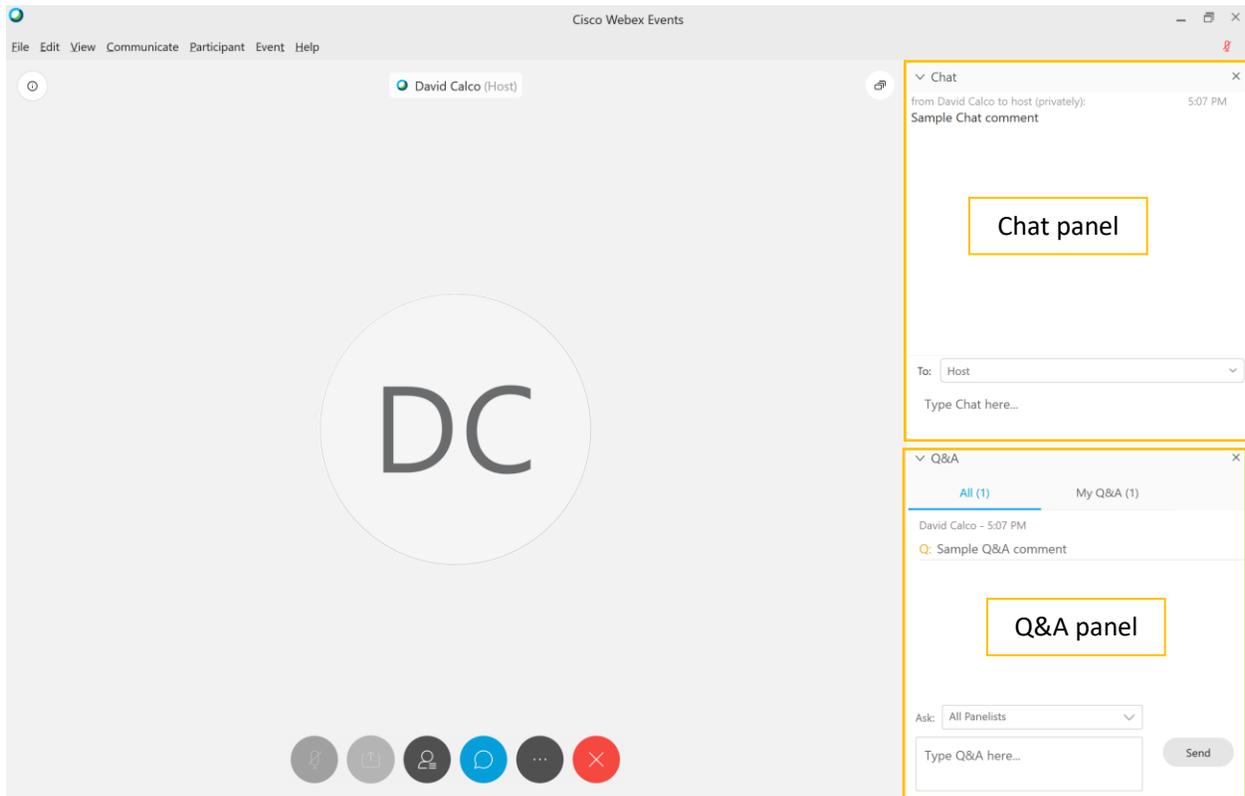
Use the Send button or the Enter key on your keyboard to submit your text comments.

A meeting host will unmute you for voice comments, or will read your comments from the Chat panel or the Q&A panel

In the Webex browser app (*Join by browser)*:

Join Now

≡ *Join by browser* *NEW!* ⬅

To raise your hand during Public Comments:

🖐 Raise Hand

📣 Feedback

📞 Audio connection

🖥 Switch to desktop app

📞   👤≡   💬   [?]   ⋮   ✕

To open the Chat panel:

📞   👤≡   💬   [?]   ⋯   ✕
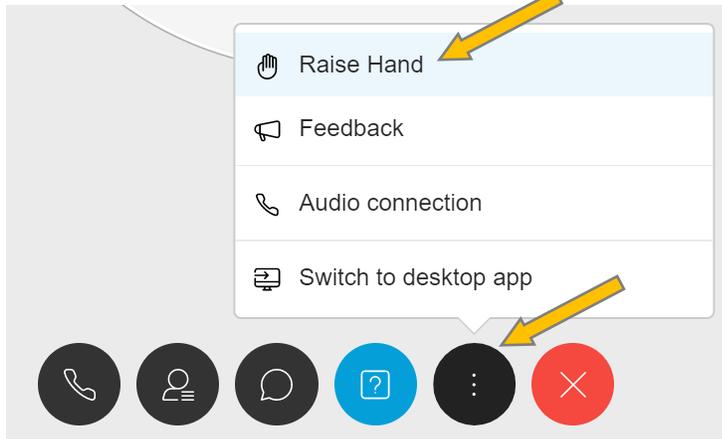
To open the Q&A panel:

📞   👤≡   💬   [?]   ⋯   ✕
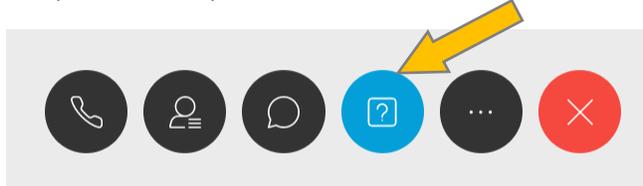
In *Join by browser*, only one of the text panels will be visible at a time (Chat OR Q&A).

Use the Send button or the Enter key on your keyboard to submit your text comments.

A meeting host will unmute you for voice comments, or will read your comments from the Chat panel or the Q&A panel