Attend TriMet Board Meeting on your PC through Cisco Webex Meetings

This guide shows how to join our April 22 Board of Directors meeting and provide public testimony when called upon.

B. You’ll be directed to the Webex Events webpage on your web browser. We recommend using Google Chrome for this. The following information is needed to join the meeting:
   1. Type your First Name
   2. Type your Last Name
   3. Your Email address
   4. Enter the event password: trimet
   5. Click the Join Now button

C. An Audio Broadcast will start. You will listen to the meeting through your computer speakers until Public Testimony begins.

If you wish to speak during public testimony you must register.
2. Call into the meeting to provide testimony with your phone

For this example, John Doe is the person requesting to provide testimony

A. Open the Participant side panel from the bottom Menu bar:

![Participant side panel]

B. You will see your name in the Attendee list (John Doe is the example for this guide)

In the bottom corner, click the Request Audio icon:

![Request Audio icon]

C. The host will see your request and allow you to call into the meeting (this may take a minute or two).

The Phone Icon in your Menu bar can now be selected. You will click it:
D. An **Audio Connection** dialogue box will appear. Type in your phone number next to the ‘Call Me at’ line, then click the blue Connect button:

![Audio Connection Dialogue Box](image)

E. You will now receive a phone call from Webex. When you answer the system will say “Welcome to Webex. Press 1 to be connected to your meeting.” **Press 1** to connect your phone to the meeting.

F. You will now hear the meeting audio through your phone instead of your computer. You are **muted** upon connecting. **No one can hear you until it is your turn to speak.**

G. When it is your turn speak, the host will unmute your phone. You will hear a beep tone confirming you are unmuted, and you now can provide your testimony.

H. The host will mute you again when you have finished speaking.

**Thank you for participating.**