Public Attendee Participation Guide for TriMet Virtual Meetings

This guide is intended to help you join our public virtual meetings running on the Cisco Webex platform.

You can join the event from a PC/Laptop (Windows or Mac), or a Smartphone/Tablet (Apple iOS or Android).

We recommend installing the Cisco Webex Meetings application on your computer or mobile device before the start of the meeting. You do not need a Webex account to attend. The Webex Meetings application can be downloaded from the Webex website: https://www.webex.com/downloads.html

**Smartphone/Tablet instructions start on page 4**

**PC/Mac Users**

**Step 1: Open the link to your event**

**Public Attendee Practice Session** - May 26, 2020 (1:00 pm – 2:00 pm):
https://tmshare.webex.com/tmshare/onstage/g.php?MTID=e3371593447c95d6a9b395b1f98b2e481

Password: practice

**TSCC Hearing** - May 27, 2020 (8:00 am – 9:30 am):
https://tmshare.webex.com/tmshare/onstage/g.php?MTID=e41968e6e477a46bd9823dc760dbef27d

Password: trimet

**TriMet Board Meeting** – May 27, 2020 (9:30 am - 1:00 pm):
https://tmshare.webex.com/tmshare/onstage/g.php?MTID=ed3f0ff37e5dac76fc3e16cd41439ab7f

Password: trimet

**Step 2: Enter the required information to join the event**

1. Type your First Name
2. Type your Last Name
3. Type your Email Address
4. Enter the Event Password
5. Click Join Now
Step 3: Set your Audio Options

A preview box will now appear. You will select your audio options here before you enter the meeting:

1. Choose how you will connect to audio.
   a. **Use Computer for Audio** (uses computer speakers/microphone)
   b. **Call Me** (enter your phone number and receive a call from Webex)
   c. **Call In** (dial into the meeting on your phone)

2. Test your speaker and microphone (skip this step if you selected Call Me or Call In).

3. Click **Join Event** to enter the meeting.
   - If you clicked **Call Me**, you’ll now get a phone call. Press 1 to connect audio.
   - If you chose **Call In**, a box will appear inside meeting window with the number to dial.
**Step 4: Participate in the Event**

Once inside the meeting you’ll be muted automatically. You can just listen to the meeting from this point. You can also open the Participants and Chat panels in the meeting to provide public testimony -

1. In the Participants panel, click the Hand icon in the lower right corner to **raise your hand**.

2. A Hand icon will appear next to your name. This signals meeting panelists that you would like to provide public testimony.

3. There is a red strike-through microphone symbol by your name showing you’re muted. When it is your turn to speak, the panelists will unmute you and this icon will disappear. You will also hear 2 beeps that signal you’re unmuted. You can now speak over your audio connection. You’ll be muted again once your turn to speak has ended.

4. You can also send a chat message to the panelists. Make sure to select ‘All Panelists’ as the recipient before sending your message.
Smartphone/Tablet

Step 1: Open the link to your event (see PC/Mac section step 1 for links)

If prompted by your smartphone or tablet about where to open the link, select the Webex Meet app.

Step 2: Click the Join button and enter the required information

1. Click the Join button

2. Type your Name and Email Address

3. Type the Event Password
Step 3: Set your Audio Options and enter the meeting

1. Select Audio Connection option
   a. **Use Internet for Audio** (uses your mobile device’s speaker/microphone)
   b. **Call Me** (enter your phone number and receive a call from Webex)
   c. **Call In** (dial into the meeting on your phone)

2. Click **Join** to enter the meeting.

Step 4: Participate in the Meeting

Once inside the meeting you’ll be muted automatically. You can just listen to the meeting from this point. You can also open the Participants window in the meeting to provide public testimony -

1. Open the **Participants** window

2. Select the **Chat** icon to send a message to the meeting panelists

3. Select the **Raise Hand** icon to notify the panelists you want to be unmuted to provide public testimony