For EPE’s Public Participation Meetings, EPE will be using Cisco WebEx.

It is highly recommended to use the link below to test your device for WebEx compatibility prior the meeting: <https://www.webex.com/test-meeting.html>

You will receive an e-mail asking for you to register for the event. This is in order to track attendance. Providing your company name is helpful but optional.

Once registered, you will receive an e-mail with the information to join the event. Please use meeting link included in your approval e-mail to log into WebEx. If you click on the ‘Join event’ button prior to the meeting started, you will be able to download the meeting documentation.

Once the event has started, you will have the option to ‘Join now’ which will require an installation of the Cisco WebEx software.

Participants can use either their computer audio or phone to connect to the meeting audio.

* Before joining the meeting, you will be presented with a screen with the ability to select your audio settings. These can be changed at any time after joining the meeting by selecting ‘More options’ (…) and ‘Audio connections’. The options are:
	+ Use computer for audio
	+ Call in
* Use computer for audio
	+ When selected, you will have the option to select which audio device you want your computer to use:
		- 
	+ Please click ‘Settings’ and choose which device you would like to use for your speakers and microphone. You will be able to test your speakers here.
* Call in
	+ When selected, you will be presented with call-in instructions after you join the meeting. Please be aware the pop-up may take a few moments to appears
	+ The information will contain:
		- Toll-Free number to call into the meeting
		- Access code – This will be used to join the meeting
		- Attendee ID – This is used to associate your phone number with your login

Event documentation will be accessible within the WebEx application by selecting ‘File’ > ‘Transfer’.

Participants will be muted but are able to submit questions through the Q&A panel:

* On the floating menu bar at the bottom of the screen, click on the ‘More options’ (…) button.
* Select “Q&A” and the Q&A panel will appear on your desktop.
* Be sure to keep scrolling down to see questions that are submitted.
* Questions can be entered and submitted via the chat box in the Q&A panel.
* Please address all questions to ‘All Panelists’ in the ‘Ask’ field.
* Clarifying questions may be answered during the presentation if able.
* Non-clarifying questions will be answered at the end of the presentation as time permits.
* Any questions not addressed during the event will be answered in writing.

Please be respectful to presenters and other attendees during this event.