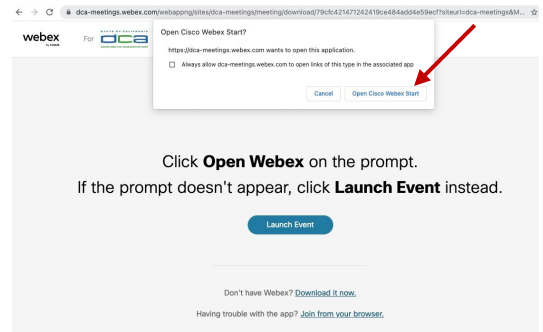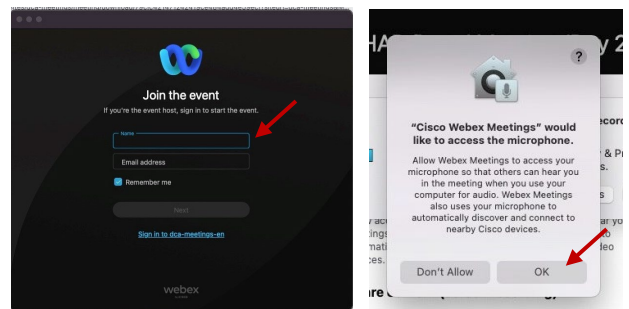# Webex Public Access Guide

If joining using the meeting link

1 Click on the meeting link. This can be found in the meeting notice you received.

2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.
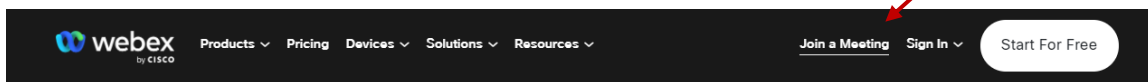
Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Event** instead.

Launch Event

Don't have Webex? Download it now.
Having trouble with the app? Join from your browser.

3 Enter your name and email address. Click "Join as a guest" . Accept any request for permission to use your microphone and/or camera.
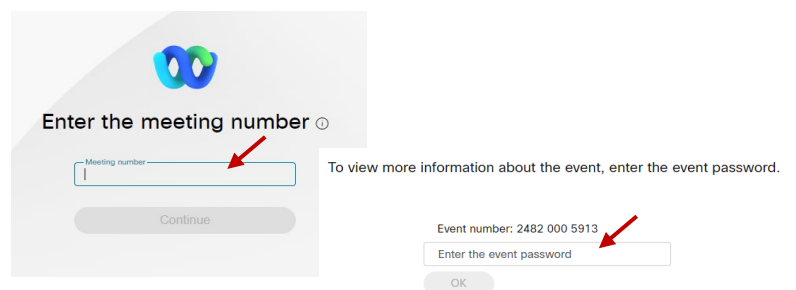
Join the event
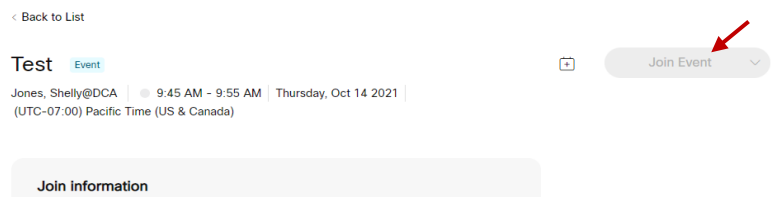If you're the event host, sign in to start the event.

Name
Email address
☑ Remember me
Next
Sign in to dca-meetings-en

webex

"Cisco Webex Meetings" would like to access the microphone.

Allow Webex Meetings to access your microphone so that others can hear you in the meeting when you use your computer for audio. Webex Meetings also uses your microphone to automatically discover and connect to nearby Cisco devices.

Don't Allow   OK

OR

If joining from Webex.com

1 Click on "Join a Meeting" at the top of the Webex window.

webex Products ⌄ Pricing Devices ⌄ Solutions ⌄ Resources ⌄   Join a Meeting   Sign In ⌄   Start For Free

2 Enter the meeting/event number and click "Continue" . Enter the event password and click "OK" . This can be found in the meeting notice you received.

Enter the meeting number ⓘ

Meeting number

Continue

To view more information about the event, enter the event password.

Event number: 2482 000 5913

Enter the event password

OK

3 The meeting information will be displayed. Click "Join Event" .

‹ Back to List

Test Event

Jones, Shelly@DCA   ● 9:45 AM - 9:55 AM | Thursday, Oct 14 2021
(UTC-07:00) Pacific Time (US & Canada)
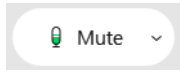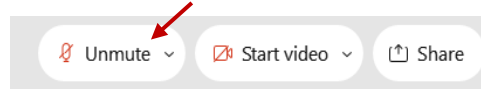
⊞   Join Event ⌄

Join information

OR

Connect via telephone*:
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Webex Public Access Guide

Microphone

Microphone control (mute/unmute button) is located on the command row.

🎤 Unmute ⌄   📹 Start video ⌄   ⬆ Share

🎤 Mute ⌄   Green microphone = Unmuted: People in the meeting can hear you.
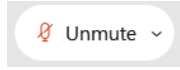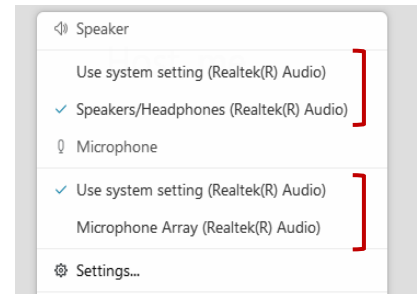
🎤 Unmute ⌄   Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".
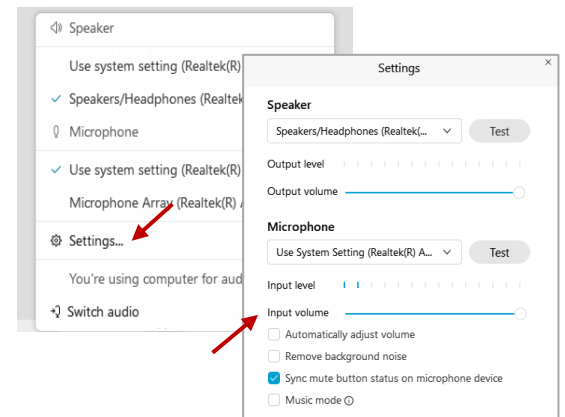
Unmute yourself ✕

You're being asked to unmute yourself.

Unmute me   Stay muted
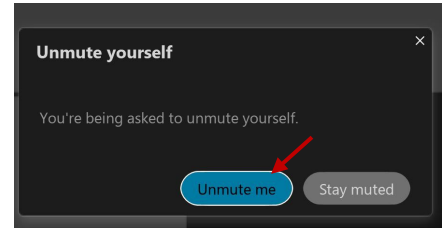
If you cannot hear or be heard

1 Click on the bottom facing arrow located on the Mute/Unmute button.

2 From the pop-up window, select a different:
- Microphone option if participants can't hear you.
- Speaker option if you can't hear participants.

🔊 Speaker

Use system setting (Realtek(R) Audio)
✓ Speakers/Headphones (Realtek(R) Audio)
🎤 Microphone
✓ Use system setting (Realtek(R) Audio)
Microphone Array (Realtek(R) Audio)
⚙ Settings...
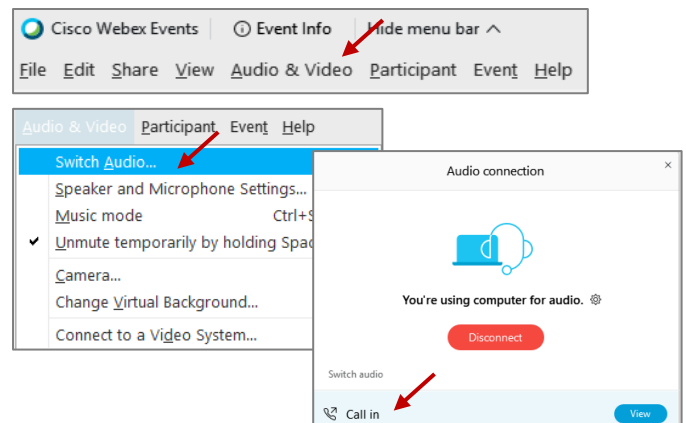
If your microphone volume is too low or too high

1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.

2 From the pop-up window:
- Click on "Settings…":
- Drag the "Input Volume" located under microphone settings to adjust your volume.

🔊 Speaker
Use system setting (Realtek(R)
✓ Speakers/Headphones (Realtek(R)
🎤 Microphone
✓ Use system setting (Realtek(R)
Microphone Array (Realtek(R) A
⚙ Settings...
You're using computer for aud
🔊 Switch audio

Settings ✕

Speaker
Speakers/Headphones (Realtek(...   Test
Output level | | | | | | | | | | | |
Output volume ────────────○

Microphone
Use System Setting (Realtek(R) A...   Test
Input level | | | | | | | | |
Input volume ─────────────○
☐ Automatically adjust volume
☐ Remove background noise
☑ Sync mute button status on microphone device
☐ Music mode ⓘ

Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

1 Click on "Audio & Video" from the menu bar.

🔵 Cisco Webex Events   ⓘ Event Info   Hide menu bar ⌃
File Edit Share View Audio & Video Participant Event Help

Audio & Video Participant Event Help
Switch Audio...
Speaker and Microphone Settings...
Music mode   Ctrl+S
✓ Unmute temporarily by holding Space
Camera...
Change Virtual Background...
Connect to a Video System...

2 Select "Switch Audio" from the drop-down menu.

3 Select the "Call In" option and following the directions.

Audio connection ✕

You're using computer for audio. ⚙
Disconnect

Switch audio
🔌 Call in   View

Webex Public Access Guide Public Comment

The question-and-answer feature (Q&A) is utilized for questions or comments. Upon direction of the meeting facilitator, the moderator will open the Q&A panel for meeting participants to submit questions or comments. *NOTE: This feature is not accessible to those joining the meeting via telephone.*
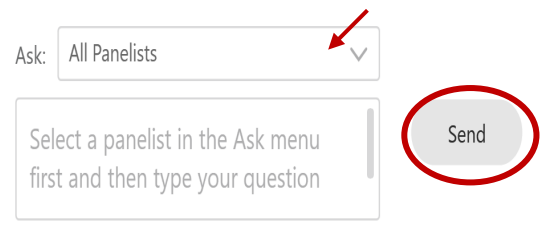
1 Access the Q&A panel at the bottom right of the Webex display:
- Click on the icon that looks like a "?" inside of a square, or
- Click on the 3 dots and select "Q&A".
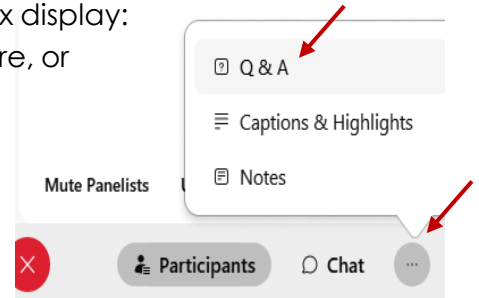
2 In the text box:
- Select "All Panelists" in the dropdown menu,
- Type your question/comment into the text box, and
- Click "Send".

—— OR ——

If connected via telephone:
- Utilize the raise hand feature by pressing *6 to raise your hand.
- Repeat this process to lower your hand.

3 The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:
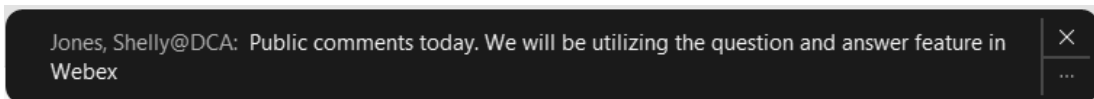- Click the **Unmute me** button on the pop-up box that appears.

—— OR ——
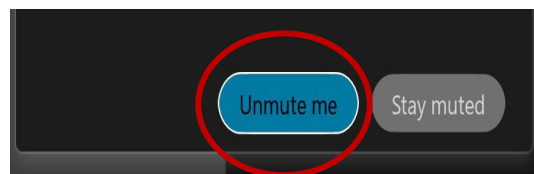
If connected via telephone:
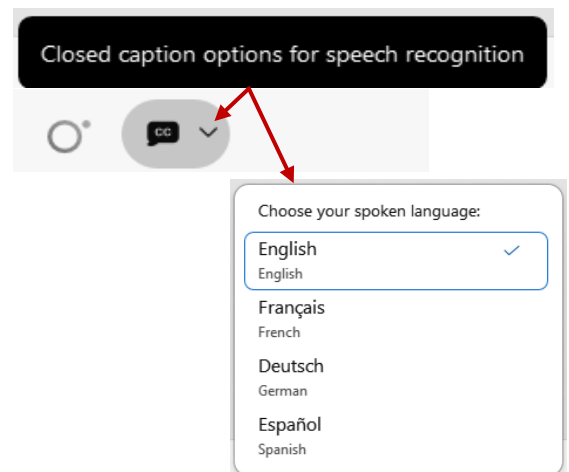- Press *3 to unmute your microphone.

Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.

> Jones, Shelly@DCA: Public comments today. We will be utilizing the question and answer feature in Webex   ×   …

The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.

> Show captions (Ctrl + Shift + A)
>
> Hide captions (Ctrl + Shift + A)
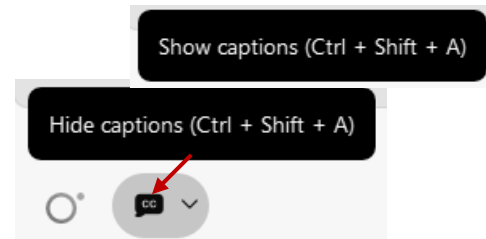
You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.

> Closed caption options for speech recognition

> Choose your spoken language:
>
> **English**   ✓
> English
>
> **Français**
> French
>
> **Deutsch**
> German
>
> **Español**
> Spanish

You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.

> Jones, Shelly@DCA: Public comments today. We will be utilizing the question and answer feature in Webex   ×   …

> Back to default position and size
>
> Use light background
>
> Font size   >
>
> View captions and highlights