

The following contains instructions on how to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

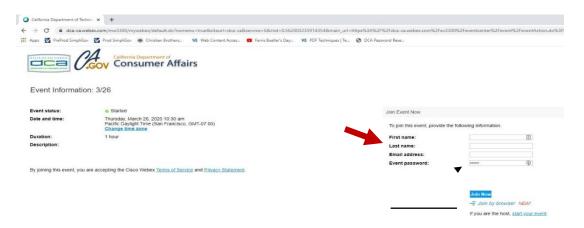
#### Example link:

https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5

California Department of Te	echno × +					
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← → C	webex.com/mw3300/mywebex/default.do?nom	ienu=true&siteurl=dca-ca&servi	ce=6&rnd=0.5620	03235914354&main_url=I	https%3A%2F%2Fdca-ca.webex.com%2Fec33	00%2Feventcenter%2Fevent%2FeventAction.do%3F
🔢 Apps 🛛 PreProd SimpliG	Gov 🛛 Prod SimpliGov 🛞 Christian Brothers	W3 Web Content Acces 💶 I	erris Bueller's Day	W3 PDF Techniques   Te	OCA Password Rese	
	GOV Consumer Affa	irs				
Event Informati	ion: 3/26					
Event status:	Started				Join Event Now	
Date and time:	Thursday, March 26, 2020 10:30 am Pacific Daylight Time (San Francisco Change time zone				To join this event, provide th	e following information.
Duration:	1 hour				First name:	E.
Description:					Last name:	
					Email address:	
					Event password:	·····
By joining this event, you	u are accepting the Cisco Webex Terms of Ser	vice and Privacy Statement.				
						Join Now
						- Join by browser NEW!
						If you are the host, start your event,

2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.

NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.





3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

To join this event, provide the	he following information.	
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ast name:	[	
Email address:		
Event password:		

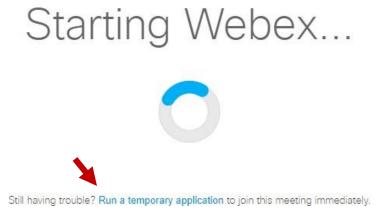
4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.



5. To bypass step 4, click 'Run a temporary application'.



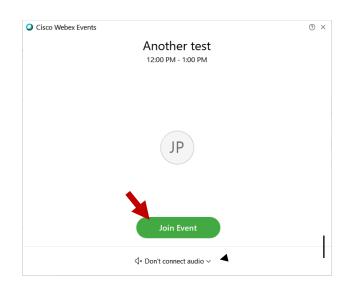
6. A dialog box will appear at the bottom of the page, click 'Run'.

Do you want to run or save .mn,4075687244,513108137.MC.1-1.SDJTSwAAAAAJq8PSQLQ0WuJ18	Los1V67PPCxIUvwI OCEnI-cOzc2exe (293	KB1 from r	min work	bex.com
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The temporary software will run, and the meeting window will open.

NOTE: The preferred audio connection to our event is via telephone conference or headset. Use of an open microphone and speakers through your computer could result in issue with audio clarity and potential feedback/echo.

7. If using a headset plugged into your computer, click the 'Join Event' button.

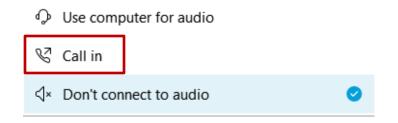




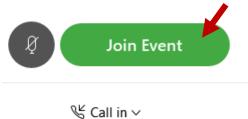
8. If using teleconference via your phone for audio, click the audio menu below the green 'Join Event' button.

Cisco Webex Event	5	0 ×
	Another test 12:00 PM - 1:00 PM	
	JP	
	Join Event	
	√* Don't connect audio ∨	

9. When the audio menu appears click 'Call in'.



10. Click 'Join Event'. The audio conference call in information will be available after you join the Event.





11. Call into the audio conference with the details provided.

Call In	×
Call in from another application 🛈	
1. Call	
US Toll	
Show all global call-in numbers	
2 Enter	
Access code # Attendee ID #	

NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

Congratulations!



NOTE: Your audio line is muted and can only be unmuted by the event host.



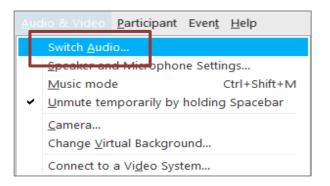
## Selecting Audio Connection After Joining

If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

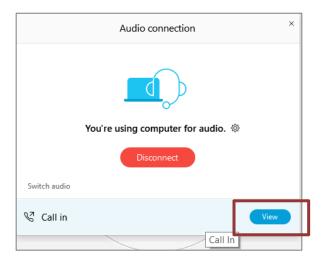
1. Select 'Audio & Video from the menu bar at the top of your screen.

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



3. The 'Call In' information can be displayed by selecting 'View'



You will then be presented the dial in information for you to call in from any phone.

# HOW TO – Join – DCA WebEx Event



### Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment.

### Using the Question & Answer feature (Q&A):

If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

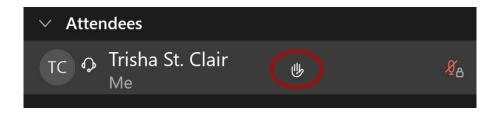
NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

Make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Ask:	All Panelists	$\vee$	
	ect a panelist in the Ask menu t and then type your question		Send

#### Using the hand raise feature:

If the program elects to allow use of the hand raise feature and you would like to make a public comment, click on the hand icon next to your name.



Please click on the hand icon again once your comment has been presented to lower your hand.



Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

When you are identified as the next commenter, the moderator will unmute your line, sending you a request to unmute yourself. Clicking "unmute me" on the pop-up window will open your microphone. You may then begin providing your public comment.



NOTE: Your line will be muted at the end of the allotted public comment duration. You will be given a warning that your time is about to expire.