

Join the Event from your Computer Using the Webex Desktop App

Click on the link provided to join the meeting. *If you want to join with the Desktop App, you will either need to have the app downloaded, or download it when prompted after clicking Join.*

Enter your first name, last name, and email address.

Click **Join Now**.

The screenshot shows the Webex event page for "St. Louis County Board Meeting". The event status is "Started" on Thursday, April 9, 2020, at 3:45 pm. The duration is 1 hour. A "Join Event Now" form is displayed, asking for the following information:

- First name:
- Last name:
- Email address:
- Event password:

A red box highlights the "Join Now" button, which is pointed to by a black arrow. Below the button, there is a link for "If you are the host, start your event".

If you have not yet registered, you will need to register now. Fill in each field. When you are finished, click **Submit**.

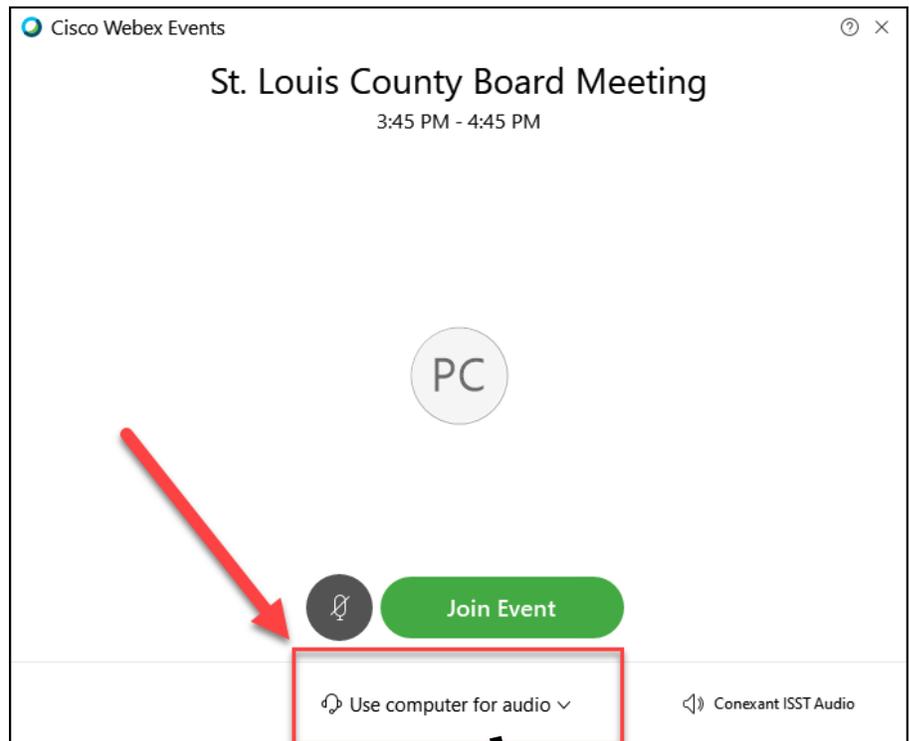
The screenshot shows the Webex registration page for "St. Louis County Board Meeting". The page asks the user to complete the form to register for the event. The form includes the following fields:

- * First name:
- * Email address:
- * Confirm email address:
- * Address 1:
- * Address 2:
- * City: Duluth
- * ZIP/postal code: 55811
- Last name:
- State/province: MN-Minnesota

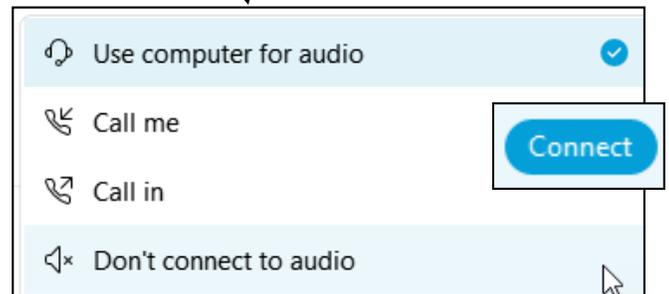
A red box highlights the "Submit" button. Below the button, there is a link for "If you are the host, start your event".

You will see this window when the Desktop App launches. You will need to choose whether to connect your audio before joining the meeting.

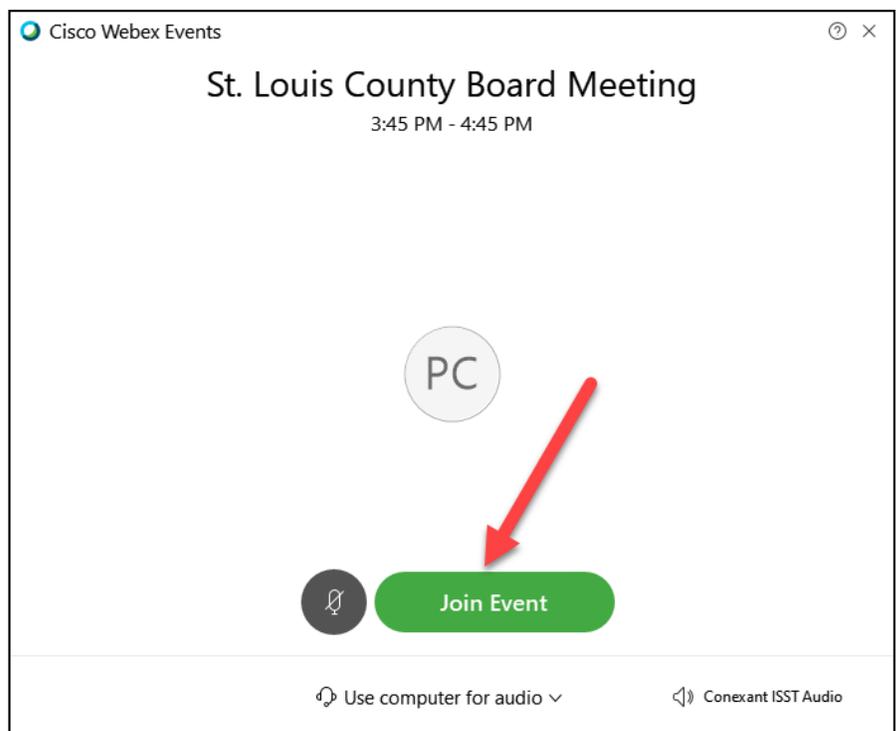
To choose how to connect your audio, click on the box at the bottom middle of the window. (*Outlined in red*).



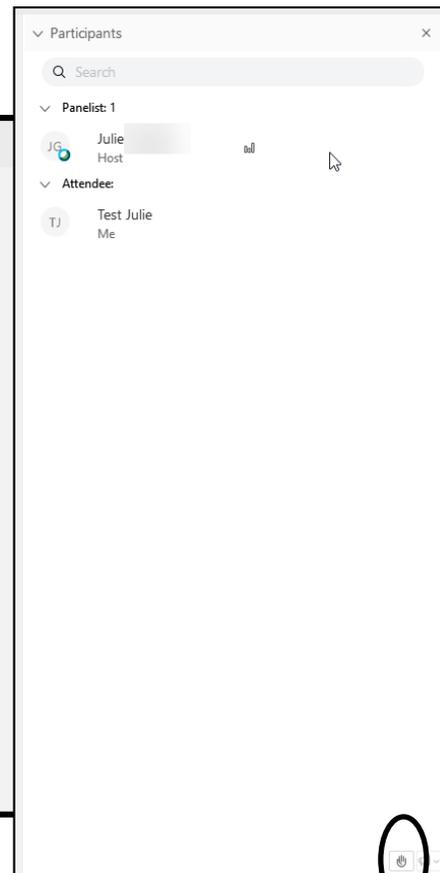
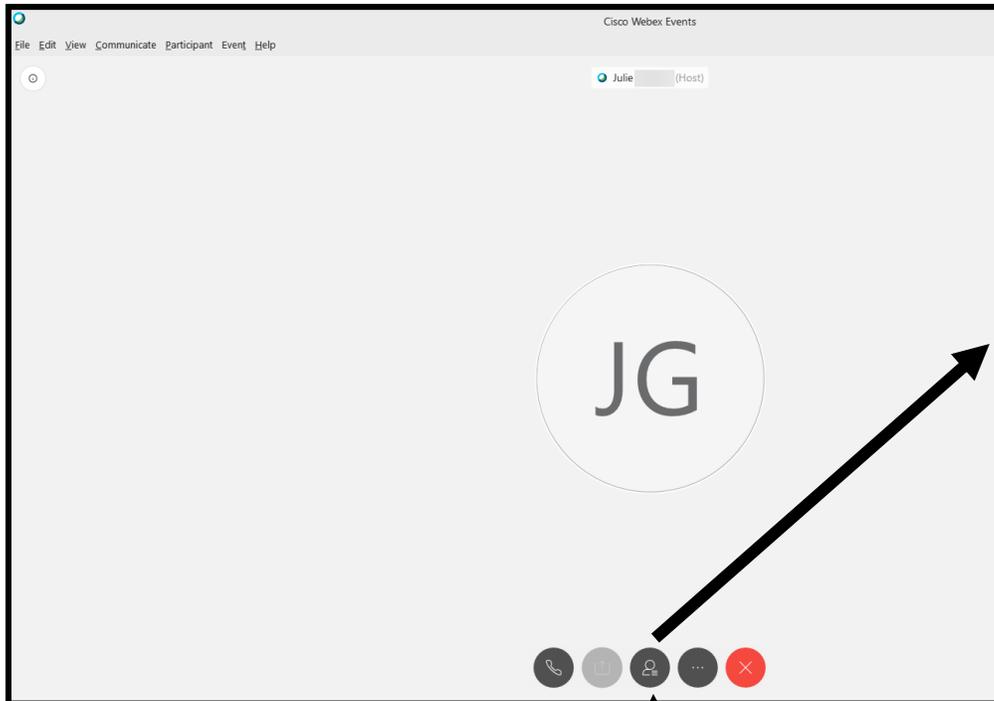
This is where you can connect your audio. If you have a microphone and speaker on the computer you are using, you can choose **Use Computer for Audio** and click **Connect**. Otherwise, you can choose **Call Me** and enter your phone number (with area code) and then click **Connect**. Otherwise, click **View** next to **Call in** for information to call in. You can also choose **Don't Connect to Audio** if you don't want to connect audio.



Once you have chosen your audio connection, click on the green **Join Event** button.

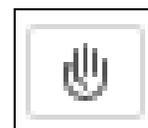


After you enter the Webex meeting, you will have a few icons across the bottom of your screen. If you can't see the icons, move your mouse around on the screen and they will reappear.



This will let you view the Participants Panel on the right side of the screen, which will show you a list of the panelists in the event. You will also find the **Hand Raise** feature at the bottom of that panel.

This is where the **Raise Hand** feature is. When the Board asks for public comment, if you hope to speak you can click on this to raise your hand. After you have spoken or if you no longer hope to, you can click on this again to turn it off.



Remember that however you connect your audio, you will remain muted throughout the meeting unless you are addressed, and then you will be unmuted.