DEPARTMENT OF **ECOLOGY**
State of Washington

Tips and Guidance for WebEx Access

Before the meeting

Register in advance here so we know that you plan to attend.

Add the meeting to your calendar so that you can easily locate event details and WebEx URL. Upon registering for the event, you should receive a confirmation email that will include a calendar invite.

Joining the meeting

Log into the meeting 5-10 minutes before it starts to test your connection to the WebEx platform and resolve any unexpected technical difficulties. You may be prompted to install the WebEx extension within your web browser which may take a few minutes.

Close other applications and web browser windows/tabs, particularly those that connect to the internet, in order to improve WebEx performance on your computer. If you have one, you may also want to disconnect your VPN connection prior to logging into the event as this may limit bandwidth.

Check to make sure your web browser is up to date. We recommend accessing WebEx using either Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari. Webex Meetings Suite System Requirements provides more information about support for operating systems and browsers. If you have encountered connectivity issues using Internet Explorer, we recommend that you try launching WebEx again in a different browser.

Please do not select a call-in option. In order to facilitate active participation over the remote connection, we are requiring that all participants connect through WebEx. Call-in only access will not be supported.

During the meeting

Connect to audio when you enter the meeting with the icon on the left side of the pop-up menu. When prompted, select "Use computer audio" or "Call me" (this requires you to type in your phone number).

Video connections will be disabled for all attendees to improve application performance. Panelists will be connected to video when it is their turn to speak.

Attendees will be automatically muted upon entering the event. There will be opportunities for participation later in the event, at which time the meeting host will unmute speakers when they are recognized.

Please use the *chat box* in the lower right-hand corner of the WebEx interface to communicate questions or connection difficulties to the moderators. If you do not initially see your chat box, it can be called up from the pop-up menu.

We will be recording this meeting through the WebEx app.

Need help?

Contact the WebEx host via email barbara.brooks@ecy.wa.gov, or during the meeting, use the *chat box*.