

# WebEx Log-In Tips

- Sign in to WebEx with your **full name** so that we can identify all participants
- Audio options:
  - Use computer for audio
  - Have WebEx call your phone
  - Use the Call in number
    - If calling in, connect to WebEx on your computer **before** you call in (see information on next page for using an identifying attendee number)
- You can only choose one. Do not call in if you can use your computer for audio.

Northwest Streamflow Restoration's Personal Room

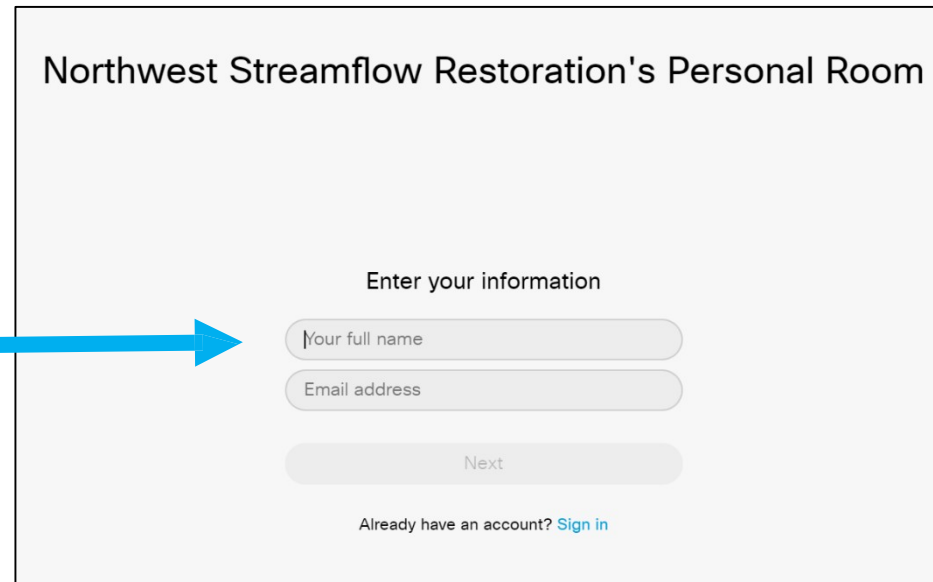
Enter your information

Your full name

Email address

Next

Already have an account? [Sign in](#)



SP

Use video system

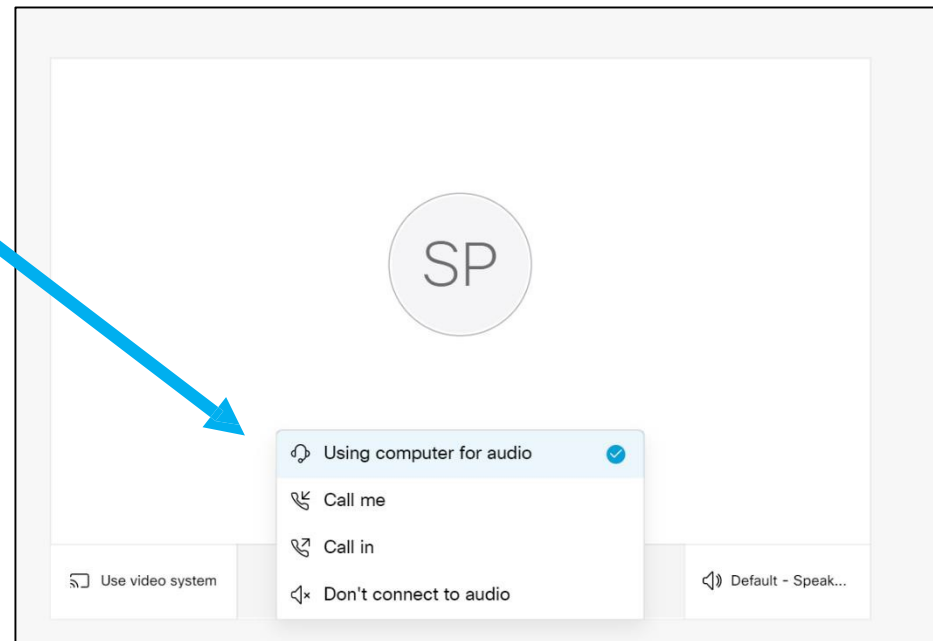
Using computer for audio

Call me

Call in

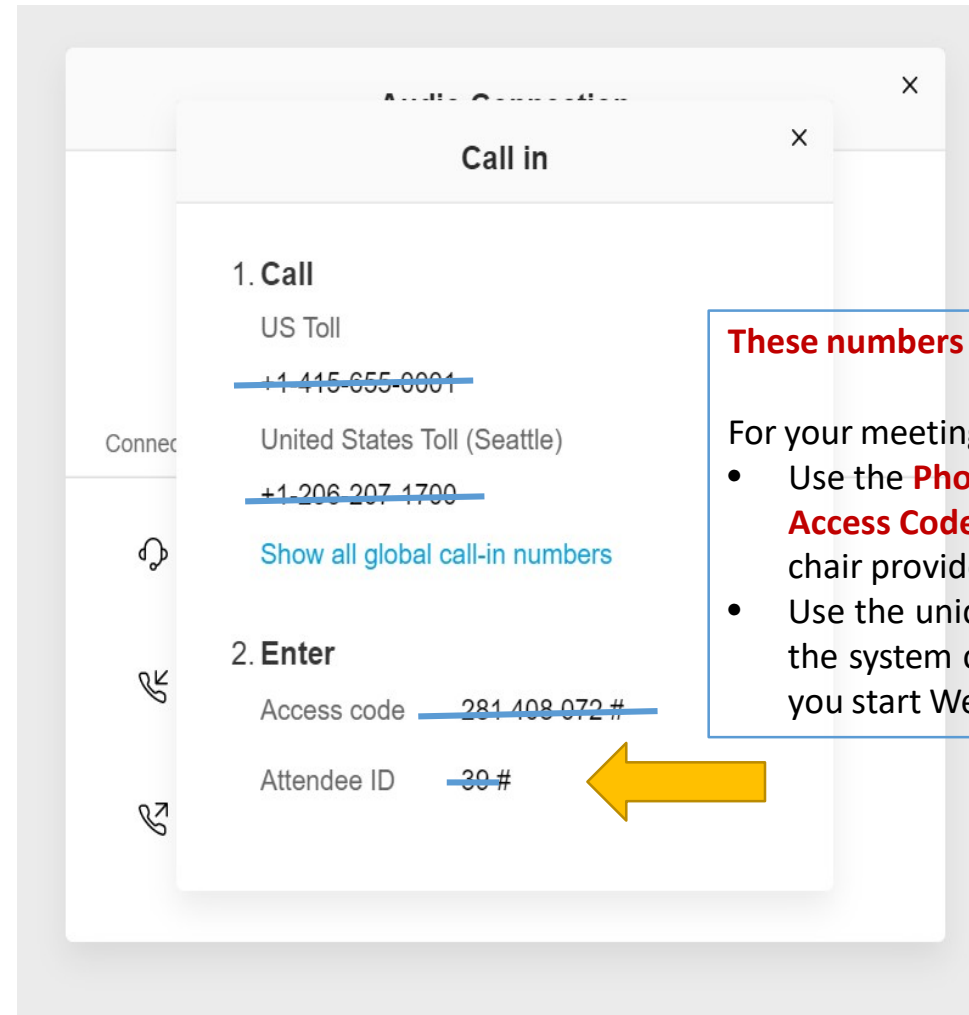
Don't connect to audio

Default - Speak...



# WebEx Log-In Tips

- If using the **Call In Number**, enter the **Attendee ID** number assigned to you from WebEx when prompted
- Using the **Attendee ID** help us identify who is participating and who is talking
- Make sure you are not connected to audio through your computer AND phone by **connecting to WebEx first** and **using the Attendee ID** if you call in.



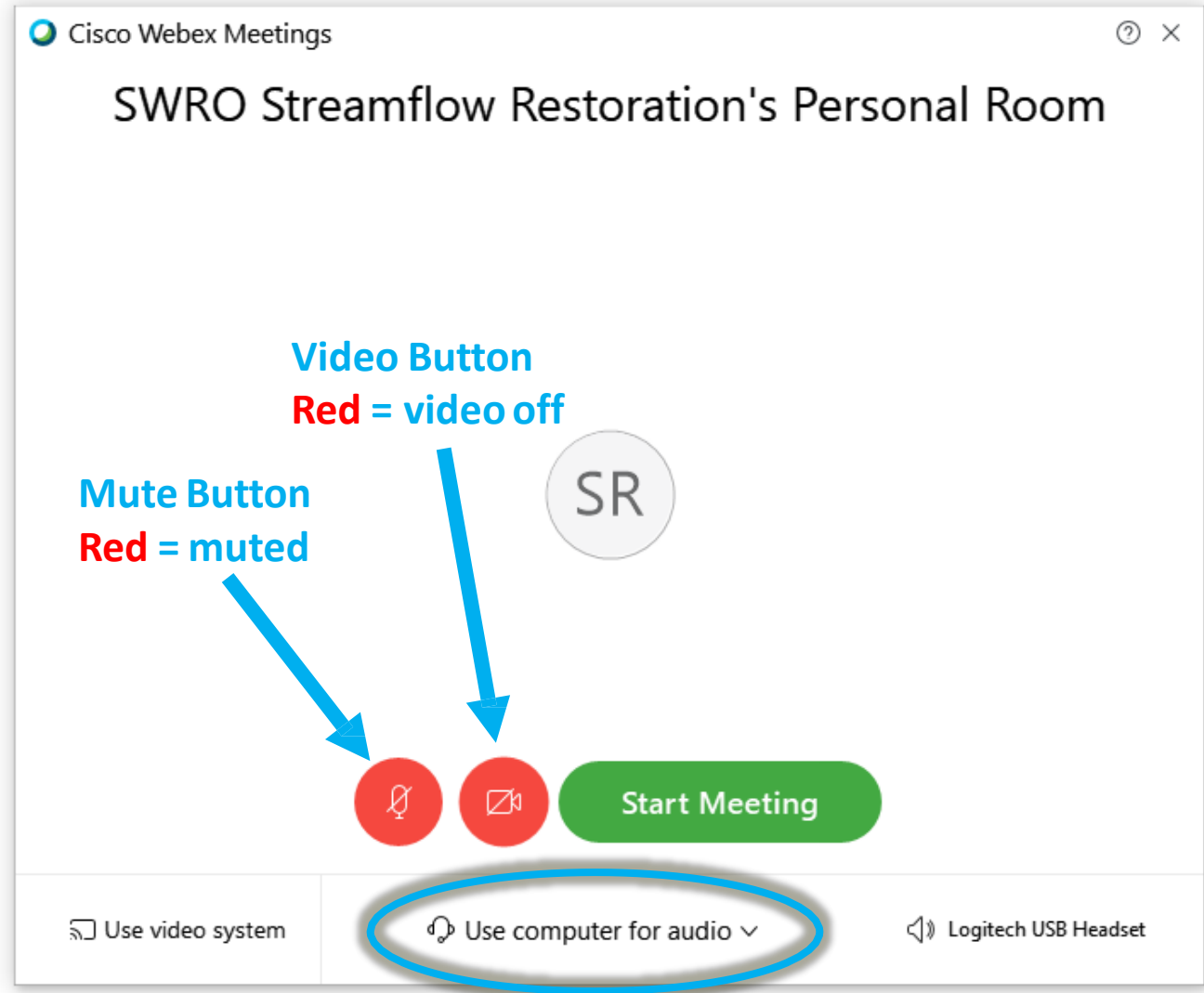
**These numbers are for example only**

For your meeting:

- Use the **Phone Number** and **Access Code** that the Committee chair provided
- Use the unique **Attendee ID** that the system creates for you when you start WebEx

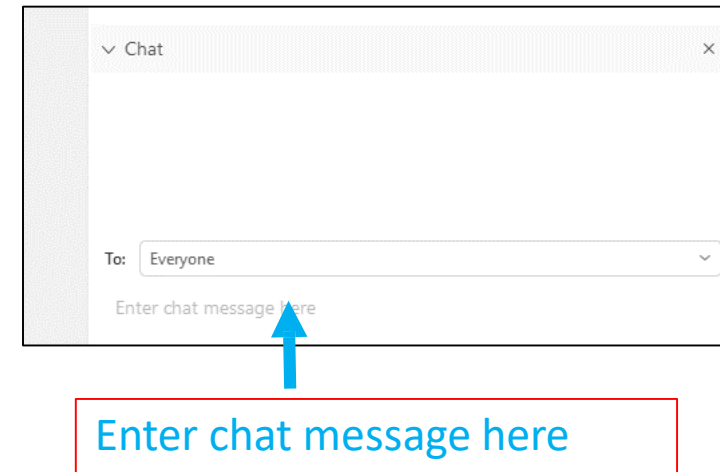
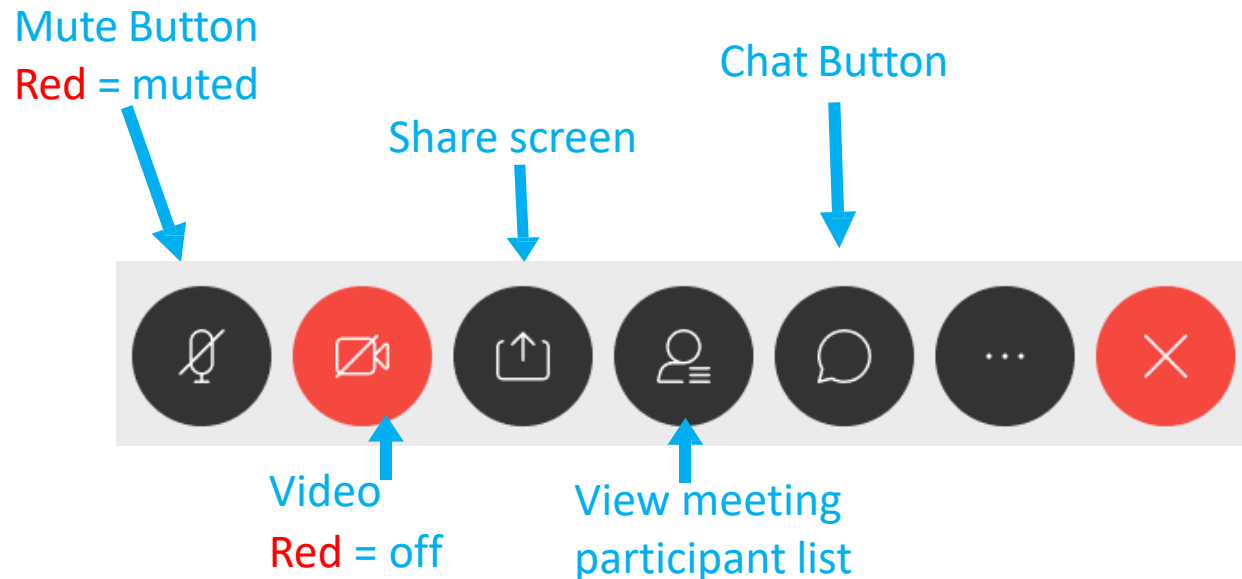
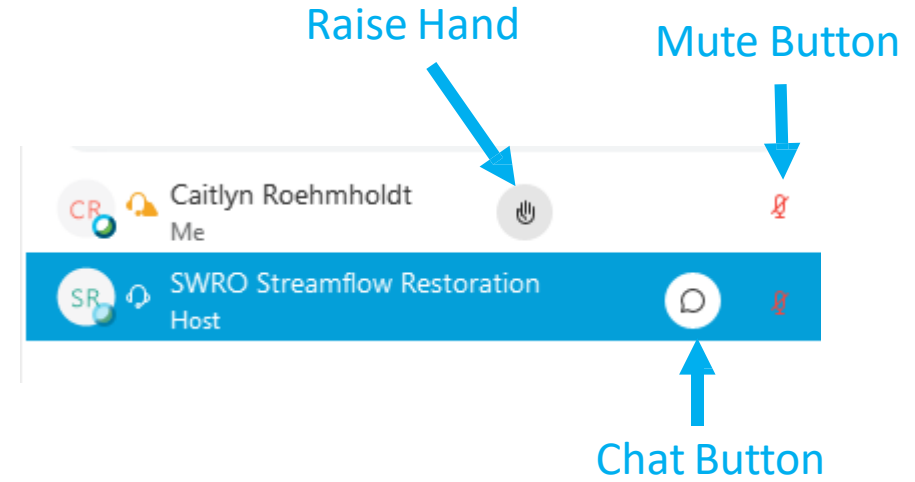
# WebEx Participation Tips

- If possible, use your **computer** to connect to the WebEx audio.
  - **Turn off** computer audio if you are calling on a phone.
- Use a **headset/headphones** or take the call from a quiet space to reduce background noise/echo.
- Keep your phone or headset **muted** unless you are speaking to the group.
- Turn **off video** to conserve bandwidth.



# WebEx Participation Tips

- Use the **chat function** or **hand raise function** to submit questions and comments and/or request to speak to the group
- Remember to **state your name** when you speak.



# Technical Difficulties?

- Get kicked out? Try to log in again
- Trouble logging in or staying connected? Contact the identified tech. support
  - Tech support contact info: Rebecca Brown, rebecca.brown@ecy.wa.gov, 360-584-3977
  - We'll do what we can to help!
- If you're having audio issues but can connect to the meeting, send a note to the host or the group over chat.
- If there is an echo it is most likely because someone is not muted, or has connected to the audio on both their computer and a phone. Check your connection to be sure it's not you!
- If WebEx fails, a back-up phone number will be provided. In the even that this happens, look for an email confirmation from Angela.