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.
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.

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.

These numbers are for example only.
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 User Interface](image)
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.