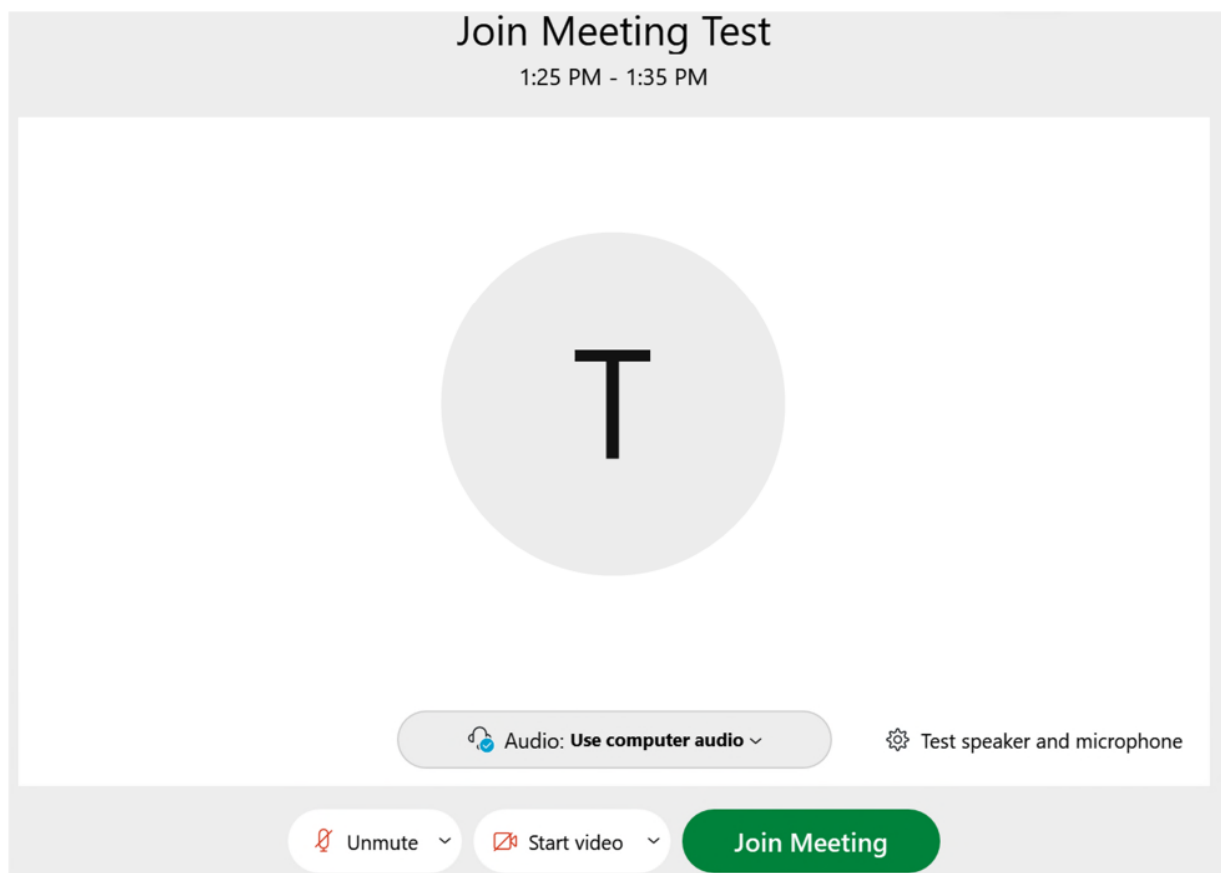
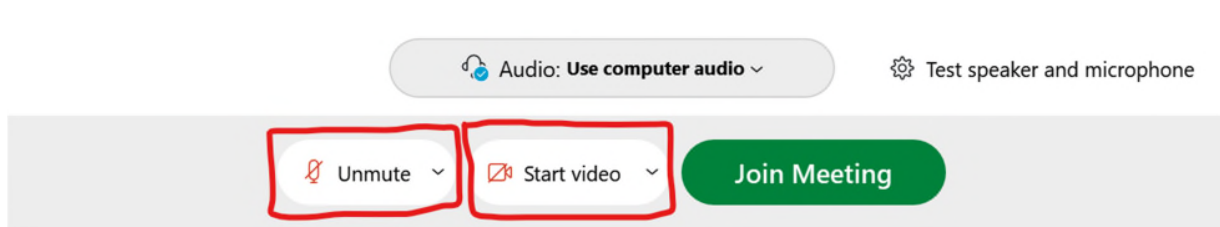


Tips for Using WebEx for City of Camrose Council Meetings

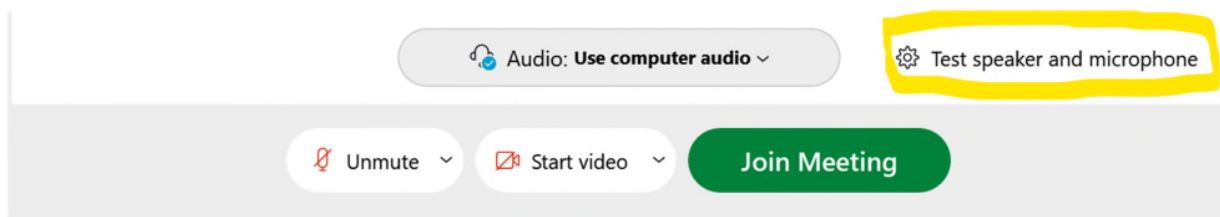
- Before the meeting, you'll be sent an email invite with the meeting link—when the meeting (or the part of the meeting you plan to participate in) starts, click the green “Join” button in the invite.
- If you have not used WebEx before, you may be prompted to download the Cisco WebEx app onto your device—alternatively, you can join the meeting from your browser window.
- You'll be asked to provide your name and email address, so that everyone in the meeting will know who you are – this information will be saved in the system for the next time you join a meeting, so you'll only need to provide it once, and it will not be used for any other purpose.
- Once you've provided your name and email address, you'll arrive at the following screen (please note, this screenshot is for a test meeting; the actual meeting you join will have a different title and initials in the centre):



- For both Committee of the Whole and Regular Council meetings, please make sure you are muted and that your camera is turned off, as shown below:



- It is recommended that you use an audio headset when participating in meetings, to minimize the background noise.
- If you are speaking or presenting during the meeting, please unmute yourself only when it is your turn to do so. You can do this by clicking the “Unmute” button towards the bottom of the screen, or by holding the space bar while speaking.
- Before joining the meeting, please click the “Test Speaker and Microphone” option on the bottom right of the screen (as shown below), to make sure that you will be able to hear what is being said in the meeting and make yourself heard when called upon.



- If you are making a presentation and have been asked to share materials during the meeting, you can do so by using the “Share” option on the bottom of the screen, as shown below.
- If you wish to leave the meeting before it comes to a close, please click the circular red “X” in the bottom right of the screen, as shown below.

