

# WebEx Meeting Instructions

## Historic Preservation Review Board Virtual Public Meeting September 24 and October 1, 2020 9:30 a.m.

### To watch or listen to the meeting via WebEx:

1. Click on the URL link provided below:

September 24 meeting

Link: <https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e6a9e91b63aa942ef3aa073cdb7783c97>

Call-in number: 1-650-479-3208

Access code: 172 052 6570

Event Password: mUEvsjCj474

October 1 meeting

Link: <https://dcnet.webex.com/dcnet/onstage/g.php?MTID=edfd06222dd967935e94c84a69c51cfe5>

Call-in number: 1-650-479-3208

Access code: 172 526 8788

Event Password: mpNpNjWP332

2. When the web page loads, click on "Join Event Now"

3. If the meeting has started, enter your First name, Last name and Email address. The Event Password field should be auto-filled; if it is not, enter the password (above). Click "Join Now".

\*Note: if the meeting has not started yet, you will not be able to join the meeting and the contact fields will be greyed out. You should be able to join the meeting 20 minutes before it starts.

4. On the next screen, if you do not have the WebEx application installed on your device, select "Run a temporary application" on your browser page.

5. When the temporary application has downloaded, click the downloaded file at the bottom of the browser if it does not automatically open.

6. The WebEx application will open and a preview screen will appear. Click "Join Event."

7. As an attendee, you will have "listen-only" capabilities during the WebEx meeting.

**\*\*Note: You must use Chrome, Internet Explorer, or Mozilla browsers\*\***

### To listen to the meeting by calling in via telephone:

1. Call the dial-in phone number provided below for the scheduled meeting:

September 24 Call-in number: 1-650-479-3208

Access code: 172 052 6570

October 1 Call-in number: 1-650-479-3208

Access code: 172 526 8788

2. When prompted, enter the Access Code for the meeting above and press #.
3. When asked for Attendee ID number, press # again to access the meeting.

4. As an attendee, you will have “listen-only” capabilities during the WebEx meeting.