- 1. Open a Web Browser: Internet Explorer, Microsoft Edge or Chrome.
- 2. IPAD must have IOS 10.0 or better.
- 3. Type in the following. https://meetingsamer.webex.com, press enter.
- 4. You can join the meeting by entering the code, (126 263 0468). Press Enter.
- 5. Click the arrow at the end of the join meeting box.
- 6. You can join the meeting or download the desktop application.
- 7. After joining, you will see the call-in box.
- 8. Please call the number listed with the access code.
- 9. 1-408-418-9388
- 10. Access Code 126 263 0468 followed by #
- 11. Enter Attendee ID which is **126 263 0468**
- 12. By downloading the desktop app, you will have the option to virtually raise your hand only at such time the Chairman opens the floor for public comment.
- 13. Choose use desktop app or web app.
- 14. If you choose web app, click on Join Meeting. The next screen will ask for your name and email address. Please enter the information and press Next.
- 15. Press Skip if you do not want to check out the Audio & Video preview window.
- 16. Click on Join Meeting.
- 17. You can close this dialogue box.
- 18. You will see the meeting video show up.
- 19. If you wish to ask a question you must download the **desktop app!** Go back to step #3 and start over. Follow instructions listed.
- 20. At the appropriate time the Chairman will notify you by chat or over the phone that the floor is open for public comment.
- 21. If you choose the desktop app you will see the download button in the center of the screen.
- 22. Please click on it to download the free software.
- 23. Run the free software install.
- 24. You will be asked to sign in, click on use as guest press enter.
- 25. On the window that opens, put in the meeting ID.
- 26. ID is (126 263 0468), press enter.
- 27. Click on the green button, Join.
- 28. Click on green button, Join Meeting.
- 29. This brings you to the meeting room.
- 30. When finished with the meeting just hit the red "x" and choose exit meeting and you will be logged out.