

How to Join a Virtual Town Meeting

In order to help protect your safety and health, and that of our residents, we will be conducting Town meetings virtually until further notice using Webex.

This document describes how to install Webex on your computer, and dial into the conference bridge to join a meeting. Although Webex can use your computer's microphone and speakers, **PLEASE DIAL IN BY PHONE AS DESCRIBED IN STEP 4**, preferably a landline if available, for the best and most reliable sound.

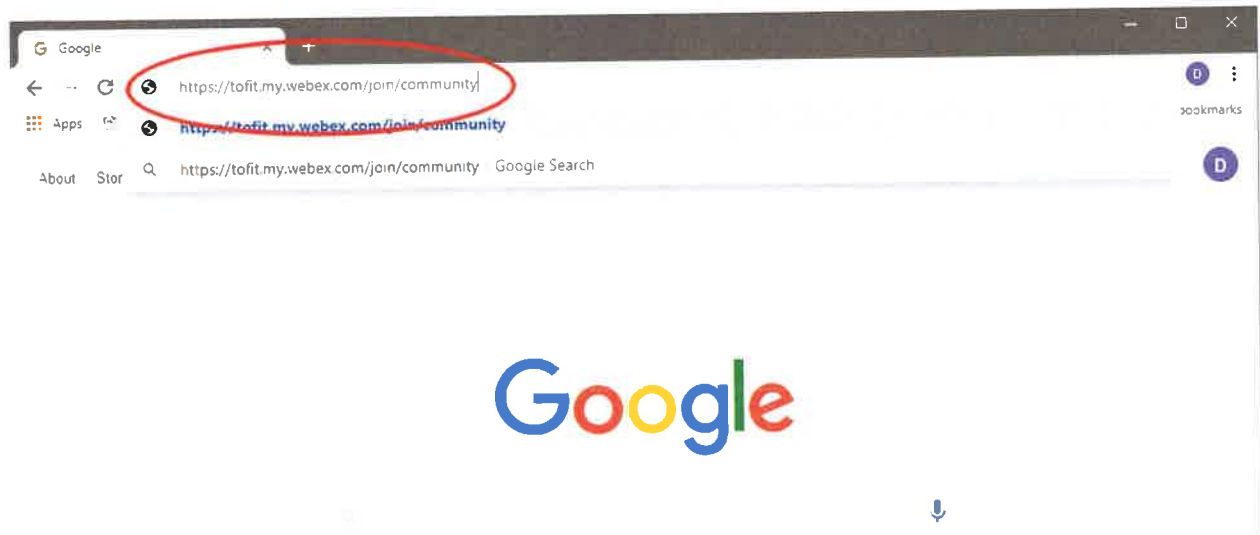
These instructions describe how to install the Webex app on a Windows 10 PC using the Chrome web browser. You may need to make some adjustments if you are using another web browser or a Macintosh computer.

Notes:

- **PLEASE FOLLOW STEP 4 THESE INSTRUCTIONS CAREFULLY AND USE YOUR PHONE TO CALL IN FOR THE AUDIO – NOT YOUR COMPUTER'S MICROPHONE AND SPEAKERS.**
- **PLEASE DO NOT USE A SPEAKERPHONE.** If your phone has earbuds with a microphone, or a headset and microphone, using those would be ideal.
- This will be a new adventure for us, so please bear with us as we work out any kinks.
- When you join the meeting, your phone may be muted by the conference call coordinator in order to minimize background noise on the call.
- Please call in from a quiet location where you will not be disturbed during the meeting.
- If you are monitoring the meeting on FairTV to determine when to call in, please turn the volume of FairTV down before calling in to avoid feedback.
- If your phone is muted, and you wish to speak, you can use the CHAT feature to get the conference call coordinator's attention.
- For meetings with smaller numbers of attendees, we may leave everyone's phones unmuted and you'll be able to speak more naturally.
- During the meeting, when you hear a:
 - SINGLE BEEP – your phone is muted
 - DOUBLE BEEP – your phone is un-muted and you can speak

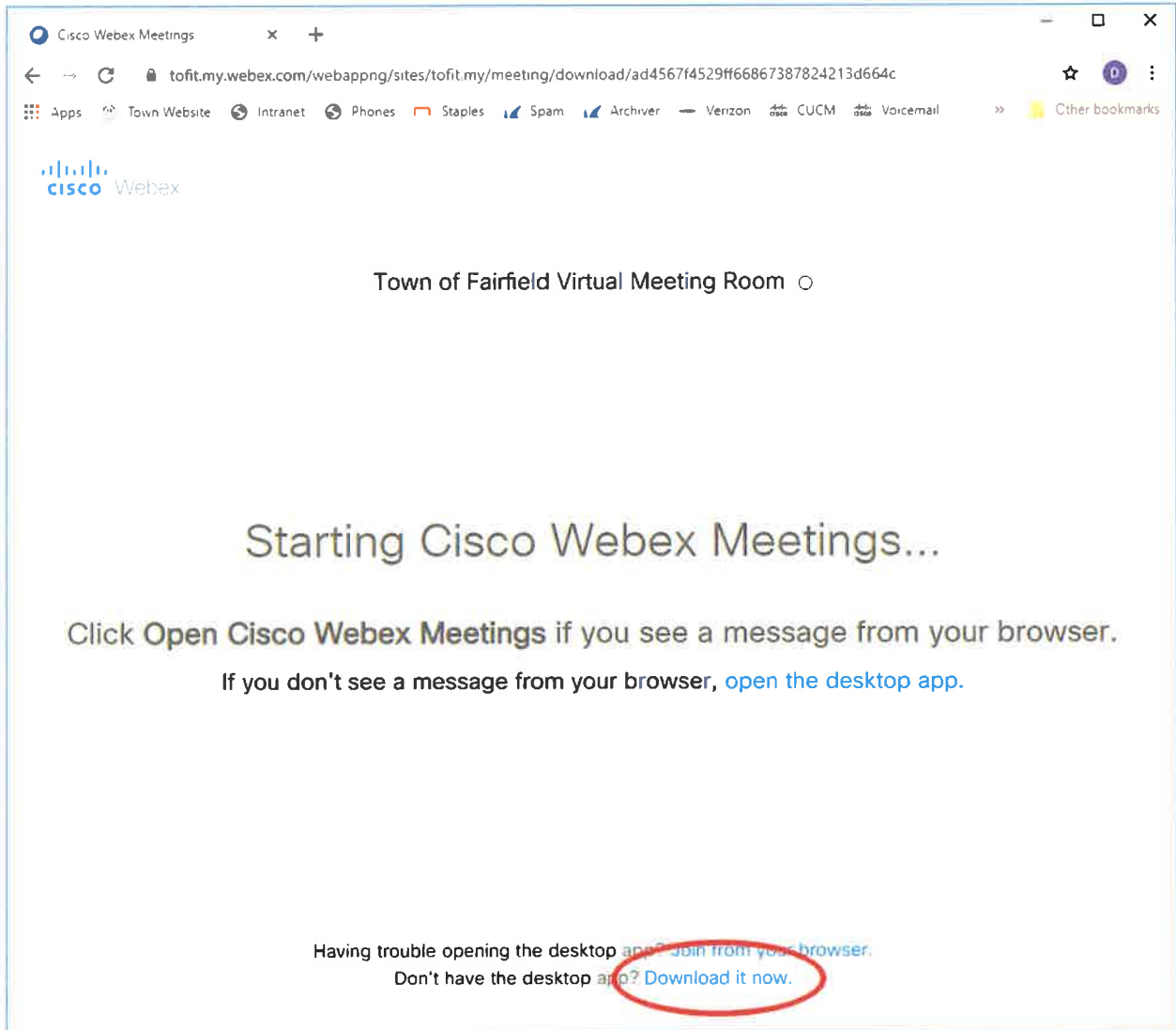
Step 1

Go to the Town's Webex website at: <https://tofit.my.webex.com/join/community>



Step 2

If you do not already have the Webex app on your computer, you will be presented with a link to download and install it. Click "Download it now." (If you already have the app, you may be prompted to allow it to start and you can skip ahead to **Step 4**.)



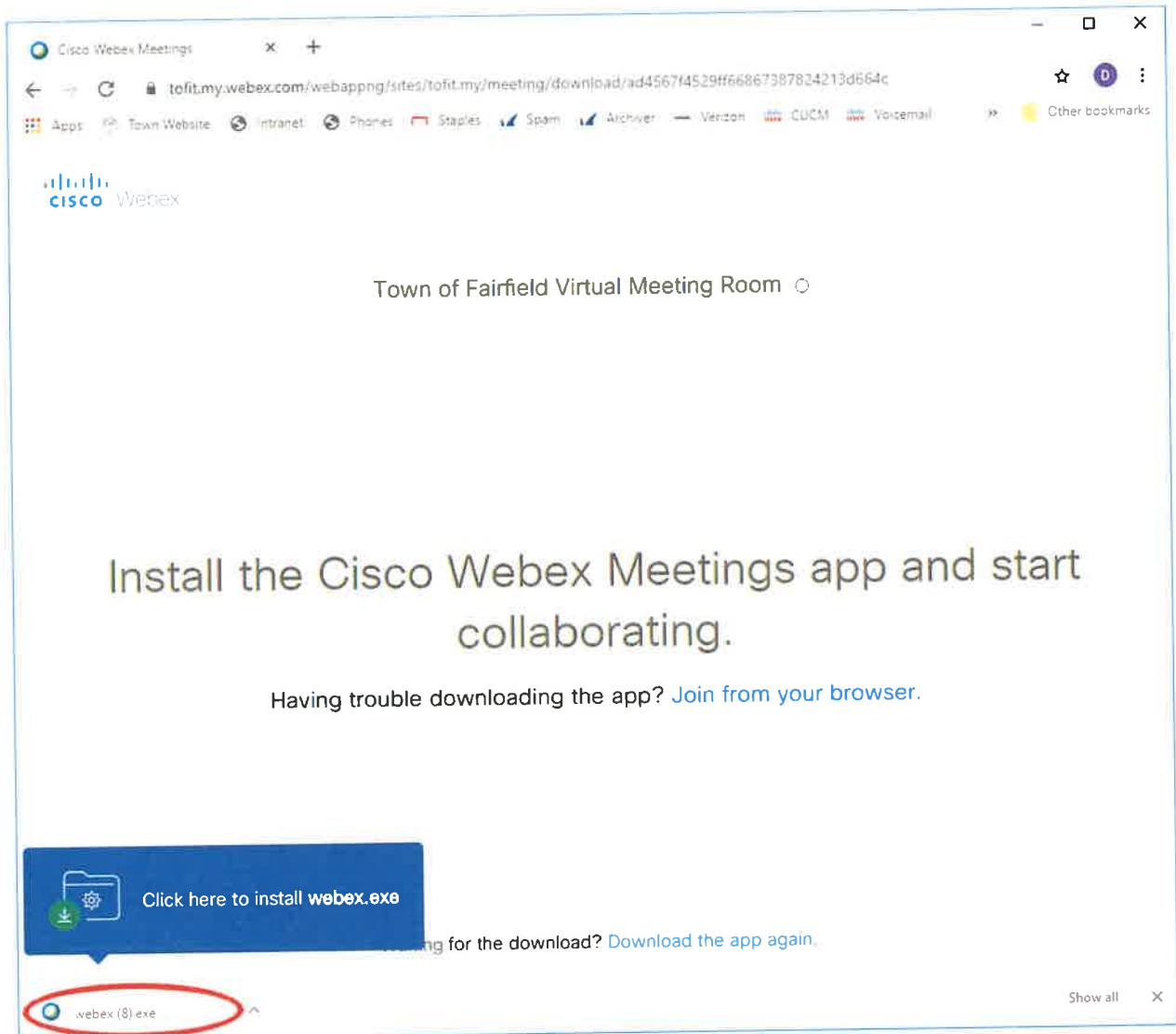
The screenshot shows a web browser window with the following content:

- Browser title: Cisco Webex Meetings
- Address bar: tofit.my.webex.com/webappng/sites/tofit.my/meeting/download/ad4567f4529ff66867387824213d664c
- Navigation bar: Apps, Town Website, Intranet, Phones, Staples, Spam, Archiver, Verizon, CUCM, Voicemail, Other bookmarks
- Logo: Cisco Webex
- Meeting title: Town of Fairfield Virtual Meeting Room
- Section: Starting Cisco Webex Meetings...
- Text: Click **Open Cisco Webex Meetings** if you see a message from your browser.
- Text: If you don't see a message from your browser, [open the desktop app](#).
- Text: Having trouble opening the desktop app? [Join from your browser](#).
- Text: Don't have the desktop app? [Download it now](#).

The link "Download it now" is circled in red.

Step 3

Once the installer is downloaded, click it to install it.



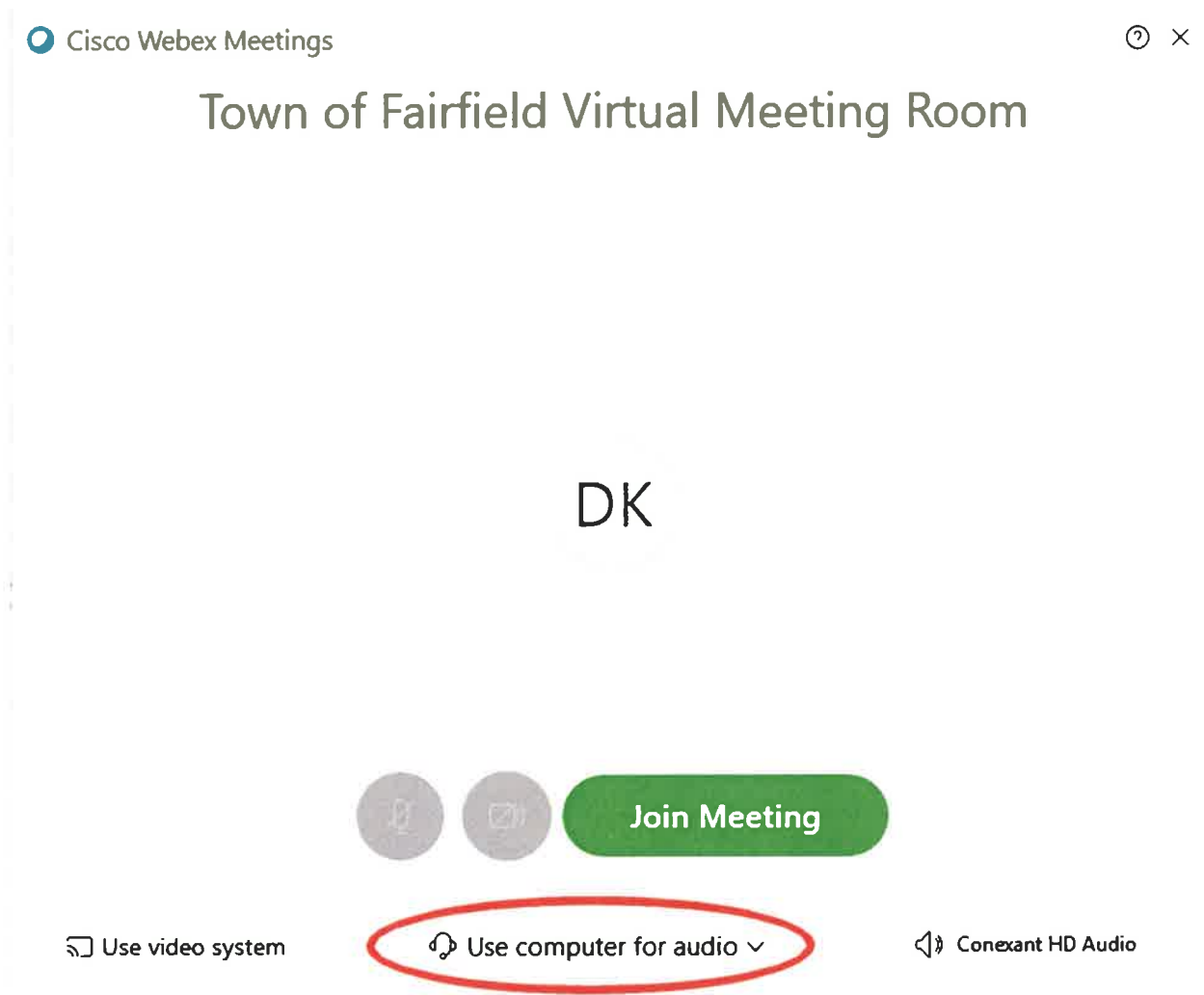
Step 4

The Webex app will install and start.

If you have just installed the app for the first time in the steps above, you will be prompted to enter your name and email address. **Please type your name fully and correctly so that the conference call coordinator can identify you, recognize that your “hand is raised” during the meeting, un-mute your phone so that you can speak, and record your votes.**

Most likely, the app will offer to use your computer’s microphone and speakers to join the meeting. If your computer has a particularly good microphone and speakers, you may use them, but **we strongly recommend calling in from a good phone** (preferably a landline if you have one) instead.

To do so, click where it says “Use computer for audio” and change it to “Call in” as shown below.



Town of Fairfield Virtual Meeting Room


DK

Use video system Use computer for audio Call in Don't connect to audio Call In

The control bar features three audio mode options: 'Use computer for audio' (grey), 'Call in' (green, circled in red), and 'Don't connect to audio' (grey). A 'Call In' button is also present on the right side of the bar.

Step 5

Click the "Join Meeting" button.



The screenshot shows the Cisco Webex Meetings interface for a meeting titled "Town of Fairfield Virtual Meeting Room". At the top left, it says "Cisco Webex Meetings" with a help icon and a close icon. In the center, there is a large "DK" placeholder for a video thumbnail. At the bottom, there are three buttons: a microphone icon, a video camera icon, and a green "Join Meeting" button. The "Join Meeting" button is circled in red. Below the buttons, there are two options: "Use video system" with a monitor icon and "Call in" with a telephone icon and a dropdown arrow.

Step 6

An information box should appear which provides the dial-in number, the meeting Access Code, and **your Attendee ID**.

(If this screen does not appear automatically, or if your call drops and you need to call back in, you can press the “ellipsis” (three dots) button and then choose “Audio connection” and then “Call in” and then “View” to make the information box reappear.)



Call In



Call in from another application ⓘ

1 Call



USA Toll
+1-510-338-9438

Show all global call-in numbers

2 Enter

Access code 126 944 3035 #
Attendee ID : #

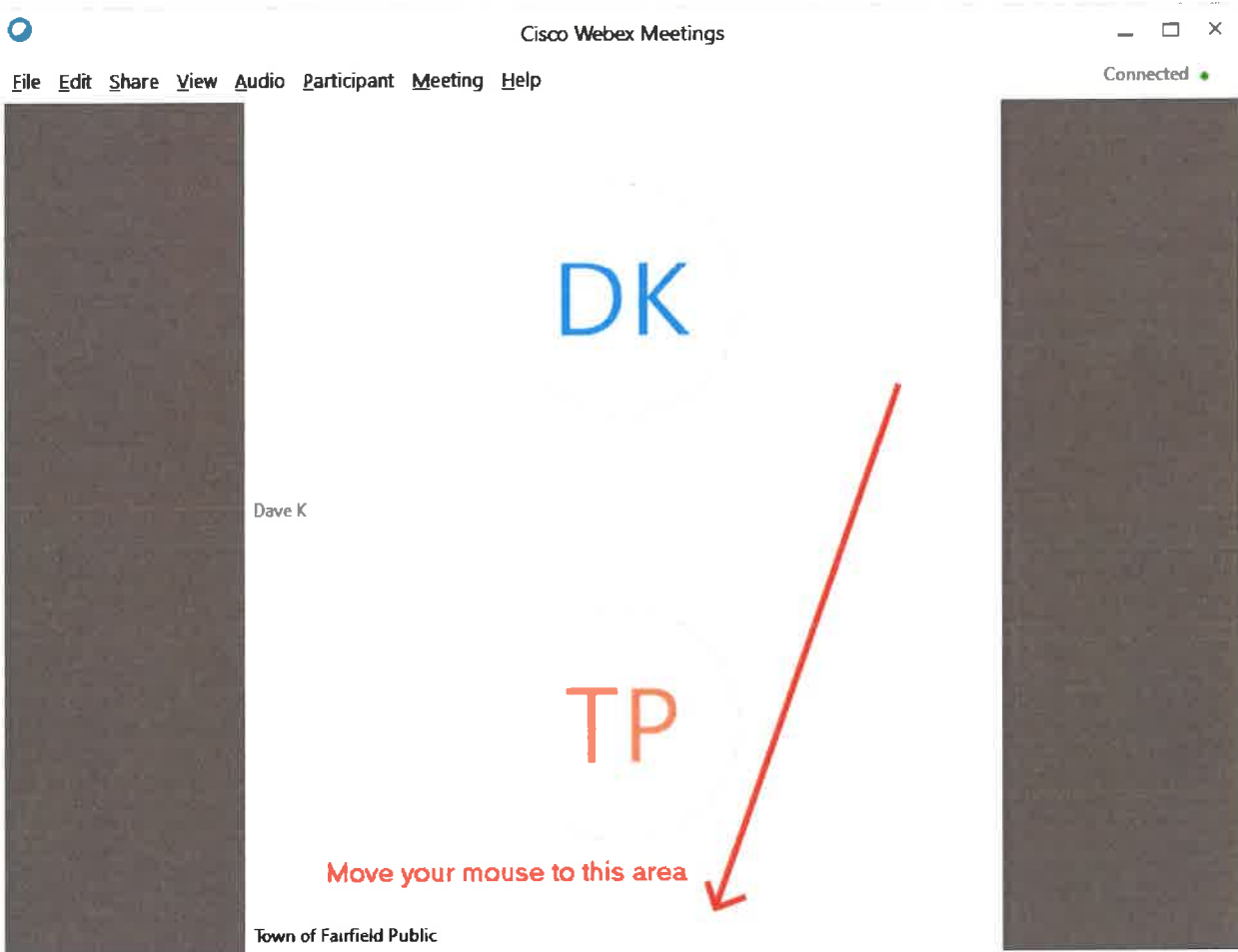
Generally, the phone number, and the Access code will not change, but the Attendee ID will change every time you join a meeting.

Step 7

Call the number, and when prompted, enter the Access code followed by “#” and then enter your Attendee ID followed by “#”.

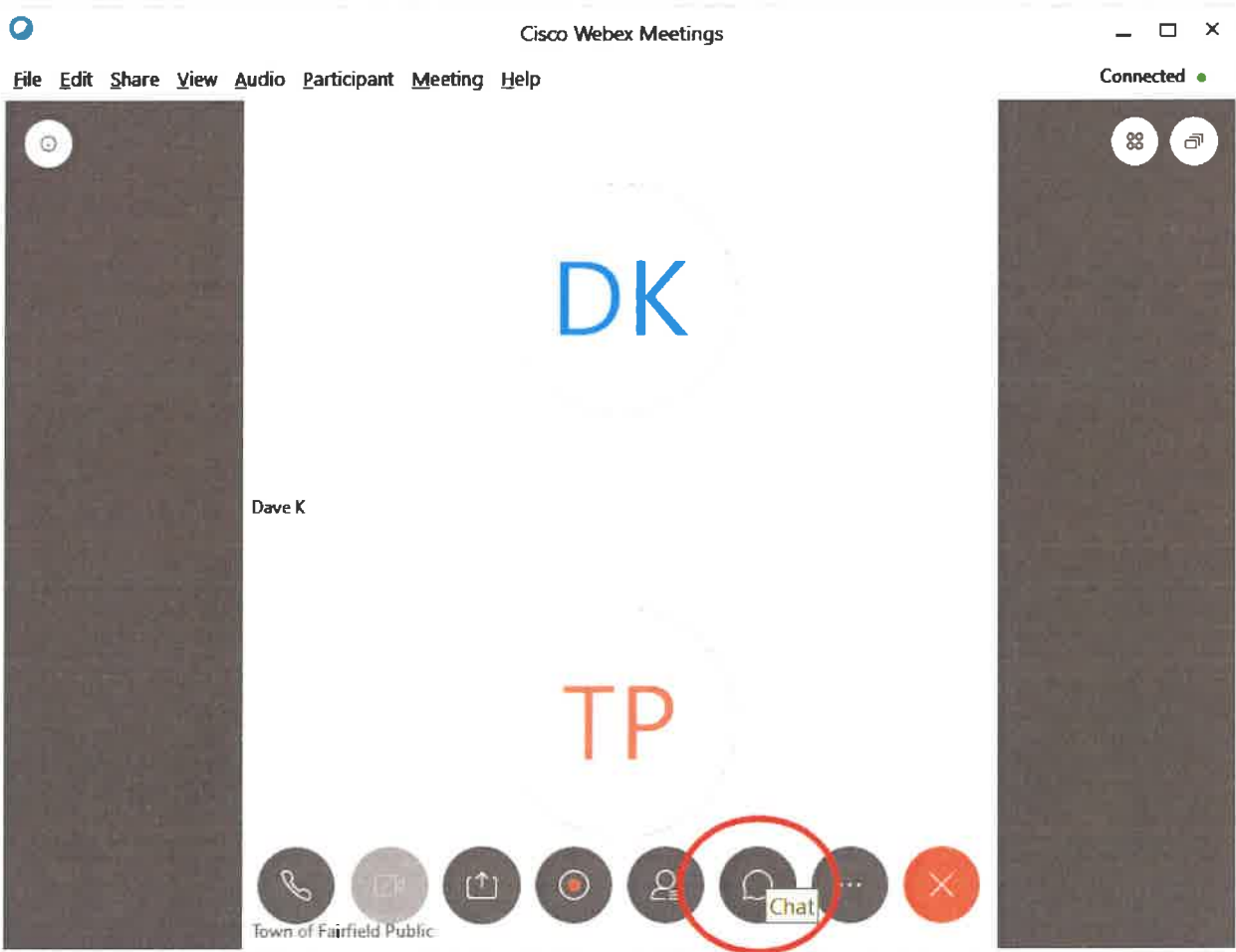
Step 8

To open Webex's Chat Window so that you can seek recognition by the chairperson, move your mouse toward the bottom of the Webex window to reveal the control buttons:

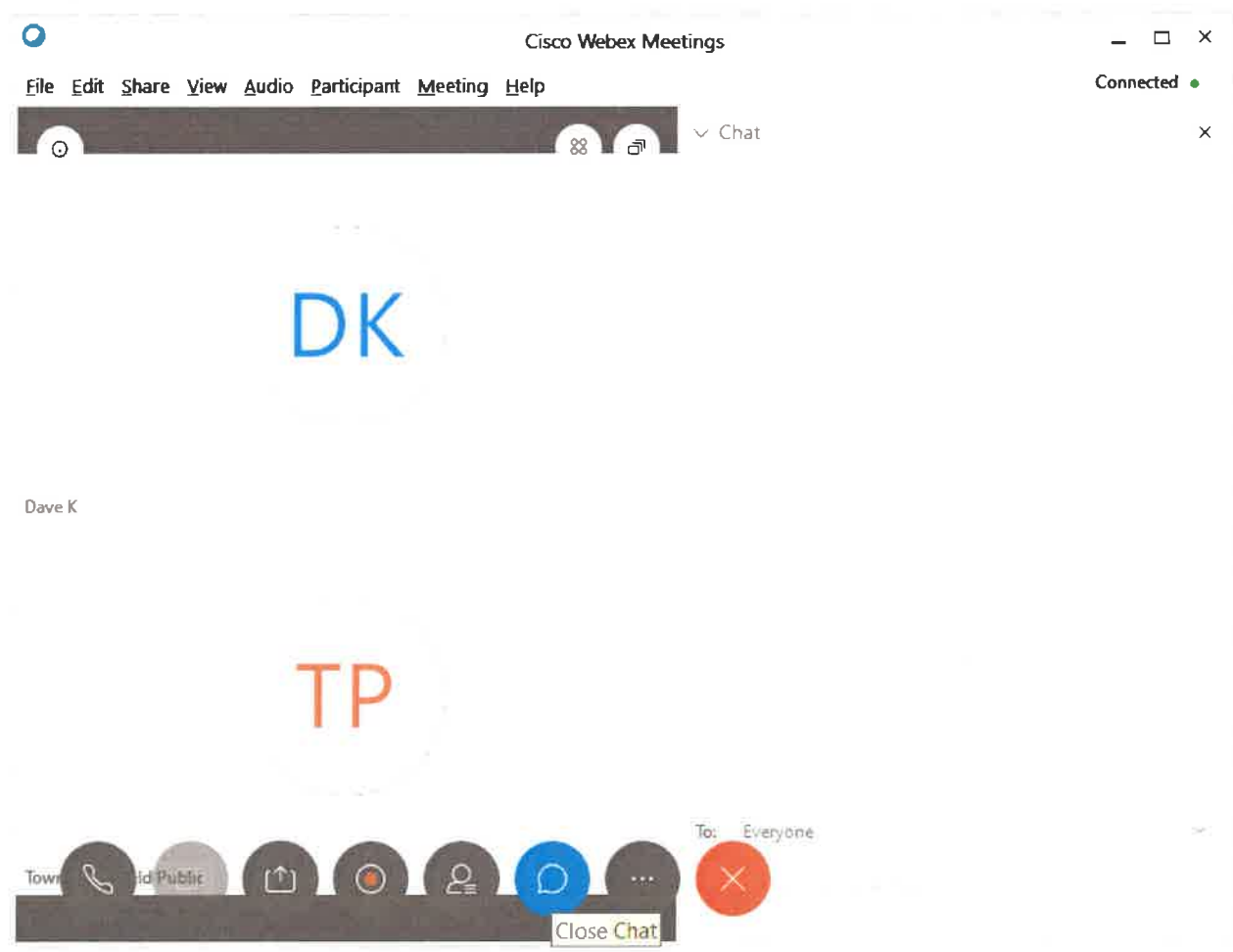


Step 9:

Click the Chat button:



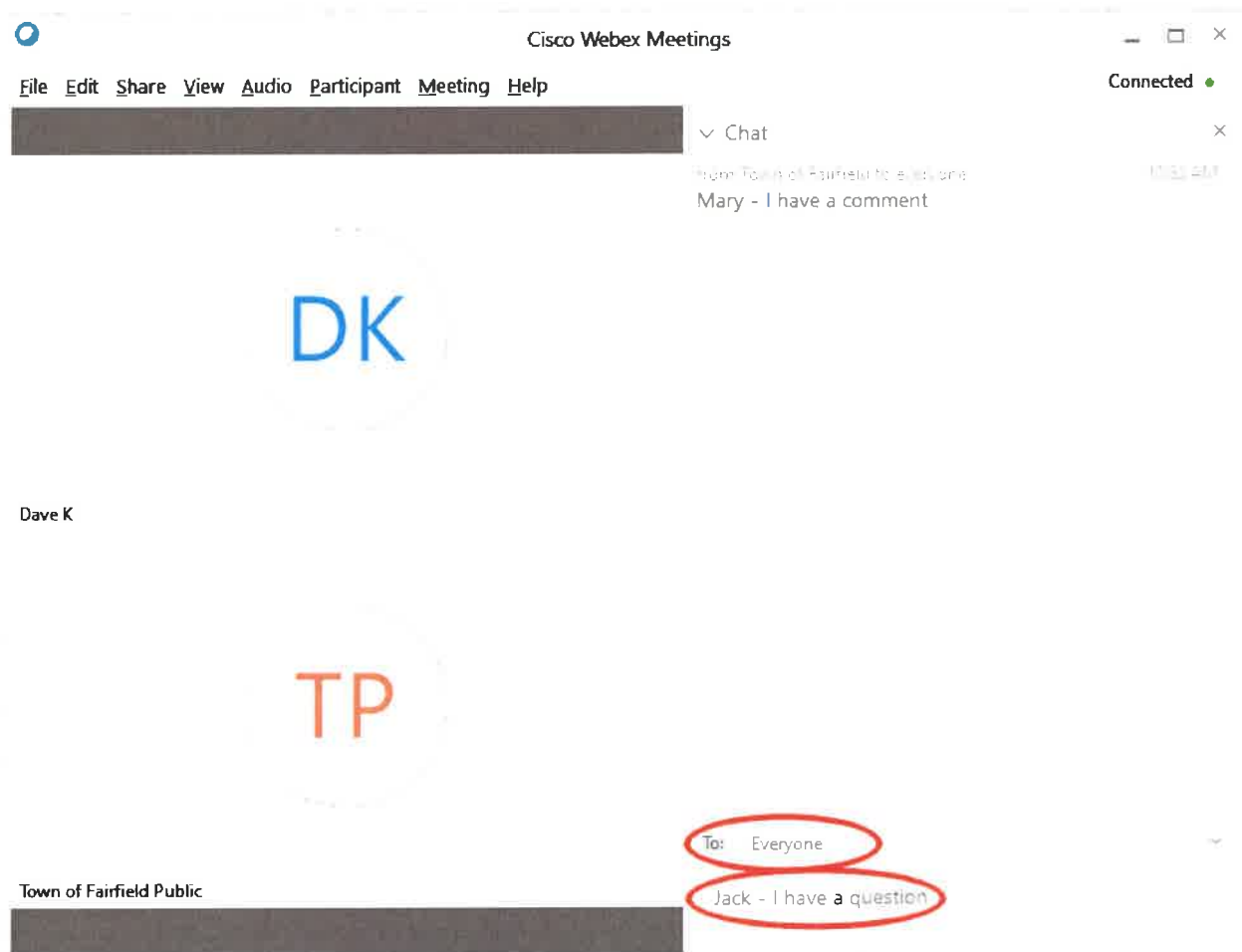
The Chat window will appear:



Step 10:

When you seek recognition:

1. Ensure that the "To:" field is set to "Everyone"
2. Enter your name followed by your request to ask a question or make a comment



The screenshot shows a Cisco Webex Meetings interface. At the top, there is a menu bar with 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below the menu bar, there is a chat window titled 'Chat' with a close button. The chat window shows a message from 'Town of Fairfield' with the text 'Mary - I have a comment'. Below this, there is a large circular avatar with the initials 'DK' and the name 'Dave K'. Below that, there is another large circular avatar with the initials 'TP' and the name 'Town of Fairfield Public'. At the bottom of the chat window, there is a message from 'Jack' with the text 'Jack - I have a question'. The 'To:' field is set to 'Everyone'. The message 'Jack - I have a question' is circled in red.

The chairperson(s) will monitor the chat stream for your requests.