

Town of Fairfield, Connecticut

How to Join a Virtual Community Meeting

In order to help protect your safety and health, we will be conducting Community meetings virtually until further notice using Webex.

Two ways to join:

Join the Community meeting from a **web browser on a computer**:

Go to: <https://tofit.my.webex.com/meet/community>

Most computers will automatically download the Webex software, if you don't already have it, and connect you to the meeting.

– or –

Join the Community meeting from your **cell phone or tablet**:

1. Download the Cisco Webex Meetings app from the app store for your device
2. Join the meeting: **tofit.my.webex.com/join/community**

Notes:

- This will be a new adventure for us, so please bear with us as we work out any kinks.
- Please be sure to configure your Webex software with your **name** so that if you wish to participate in the meeting, the moderator can call on you.
- When you join the meeting, your microphone may be muted by the conference call coordinator in order to minimize background noise on the call. Please do not un-mute your microphone until the meeting moderator calls on you.
- Please call in from a quiet location where you will not be disturbed during the meeting.
- If you wish to speak, or respond to a question from the moderator, please use the CHAT feature within Webex to request to speak. A meeting host will monitor the chat stream for your requests.