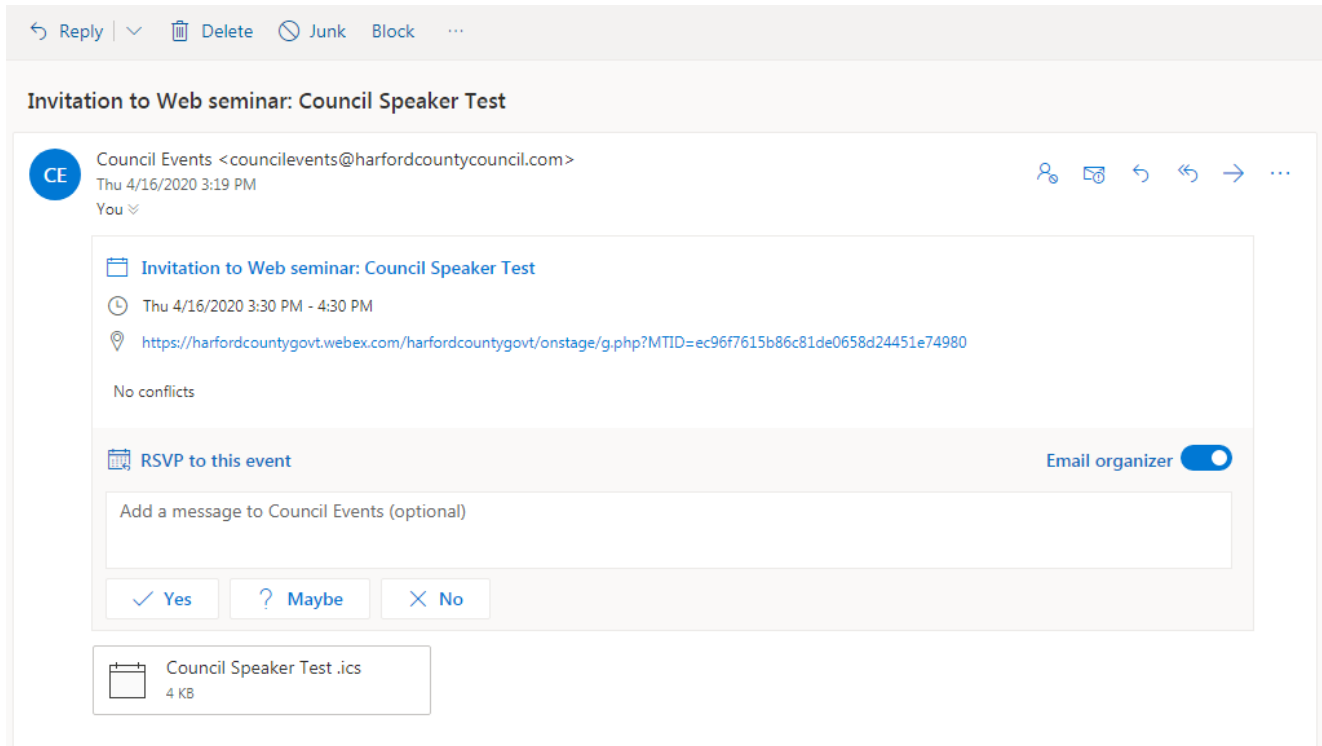


It is recommended that you use a computer **and** your telephone to connect to the Council Meeting (the computer gives you access to the meeting; your phone will allow you to speak). If you chose another method (via your phone only, etc), please note that you will have to follow the prompts given to you by your device and you might be required to download a free app in order to proceed to the meeting.

When using your computer **and** telephone to access the Council Meeting, the directions below will take you step-by-step through the connection process.

How to Connect to a WebEx Meeting using Audio Only

This is the email invitation that you will receive from the Council Event coordinator. Click on the green “Join event” button.



When it's time, join the Webex event here.

Host: Council Events (councilevents@harfordcountycouncil.com)

Event number (access code): 716 411 095

Event password: HDmM6kSxD65

Thursday, April 16, 2020 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)



Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Need help? Go to <http://help.webex.com>

When you click on the green “Join event” button, it will take you to this screen. Put in your name and email address. The event password should self-populate. Click the blue “Join by browser NEW!” link.

Event Information: Council Speaker Test



English : New York Time

Event status: ● Started
Date and time: Thursday, April 16, 2020 3:30 pm
Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)
Duration: 1 hour
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name: 
Last name:
Email address:
Event password:

[Join Now](#)

[Join by browser](#) **NEW!** 

If you are the host, [start your event](#).

Please note: *If you try to join before the Coordinator has started the event or without RSVPing ‘Yes’ from your invitation, you will see this message. The Coordinator will begin the event approximately 15 minutes prior to the meeting start time.*

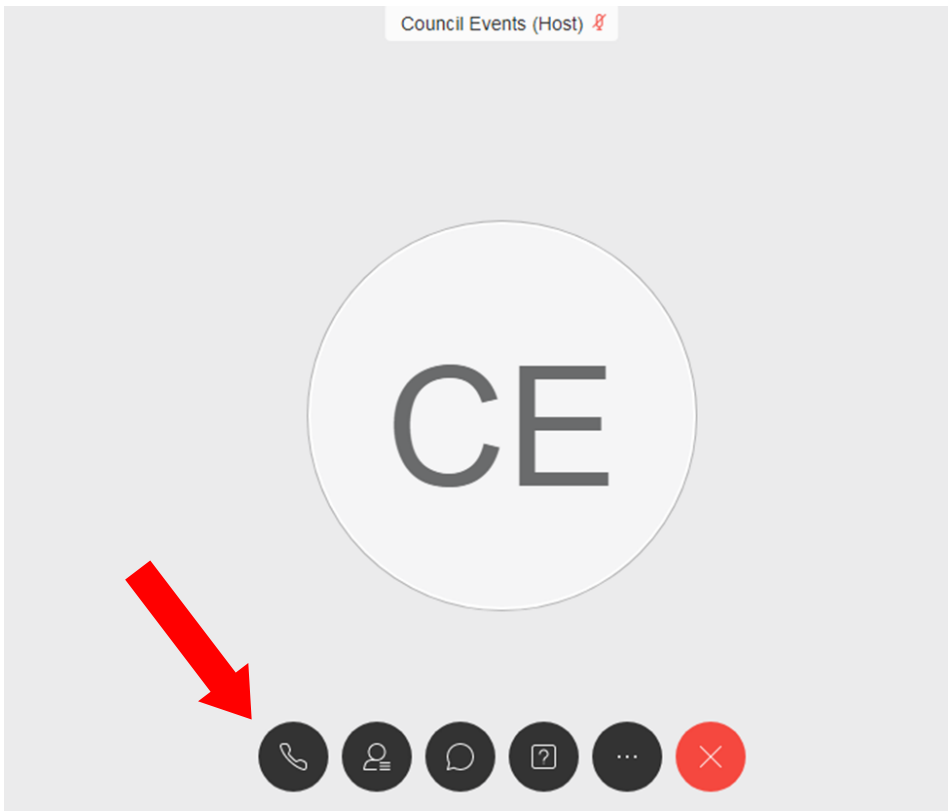


Join Event Now

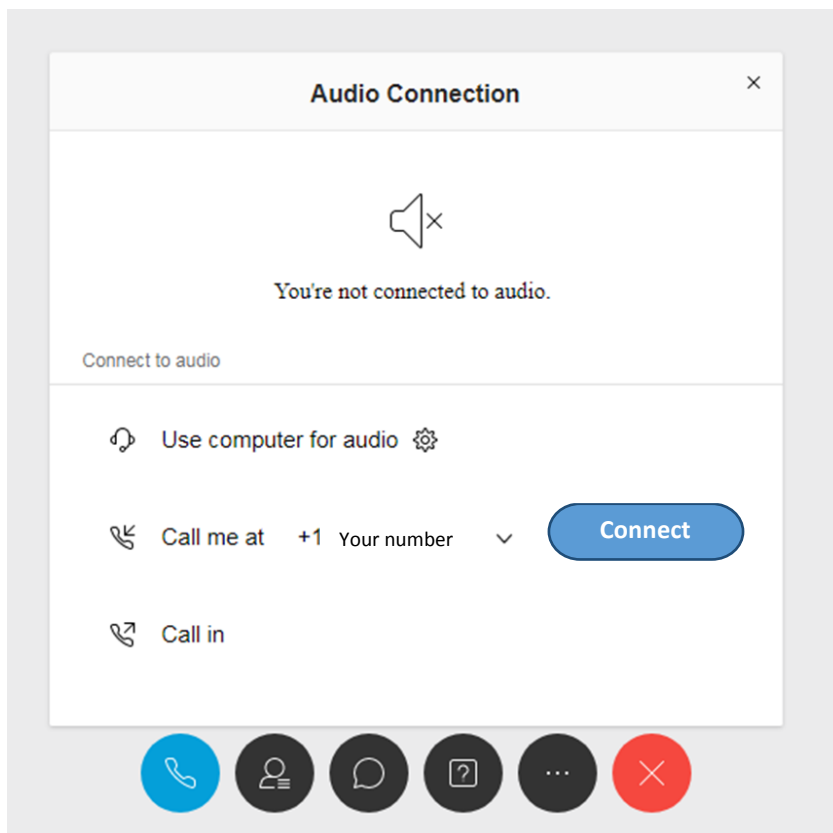
You cannot join the event now because it has not started.

First name:
Last name:
Email address:
Event password:

You have now entered the meeting but you are muted. Click on the telephone icon.



Type your number in the "Call me at" section and click on the blue connect button. It is important to note that you will not be able to speak at the meeting if you do not perform this step or if you use the "Call in" section.



You will be taken back to the meeting, where the event coordinator will be able to “see” you (your name will appear on their screen). Within a couple seconds, you will receive a phone call. When you answer it, the computerized voice will instruct you to press “1”. You will then enter the meeting muted and the event coordinator will unmute you when it is your allotted time to speak.

You **MUST** stay connected on your telephone in order to speak at the meeting. You will be viewing the meeting on your computer browser, but your voice will be relayed via your telephone.

Your computer screen will look like this:

