Cleveland City Planning Commission
601 Lakeside Ave. Room 501
Cleveland, Ohio 44114
http://planning.city.cleveland.oh.us
216.664.2210

How do I join a WebEx meeting?

At the City Planning Commission, we are doing our part to protect the health and safety of our staff by working remotely, holding virtual meetings and rescheduling all nonessential in-person meetings and events.

Please allow 30 minutes prior to joining a meeting to pre-check for the WebEx app, audio and video requirements.

We are utilizing the **WebEx Meetings platform** to conduct virtual meetings.

At the beginning of each meeting the Secretary or Chairperson will outline the procedures for the virtual meeting. There will also be a written description displayed on the screen once you login, of how the meeting will be conducted.

In order to view the presentations and the Board/Commission members you will need to use one of the following methods to connect to the virtual meeting: Desktop App, Mobile App, or Web Browser Plug-in. Links to download those apps and instructions on how to connect are below.

You can download the WebEx Desktop App or the mobile App from the WebEx website at https://www.webex.com/downloads.html/

Instructions to enable a browser plug-in for Chrome or Firefox can be found here: https://help.webex.com/en-us/WBX77970/How-Do-I-Enable-the-Webex-Plug-in-to-Join-a-Meeting-Using-Chrome-or-Firefox

For instruction's to join the call you can go to here. https://help.webex.com/en-us/bksp8r/Join-a-Meeting-from-the-Webex-Meetings-Desktop-App-or-Mobile-App

Desktop Version

If you have an invite to join a Webex meeting, the desktop app automatically downloads when you click Join. If you don't have a Webex account, don't worry. It's easy to join and participate in the meeting as a guest.

1) Click Join in your email invitation to join the video conference.
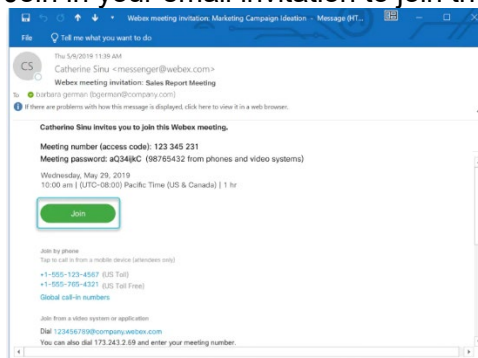
2) Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.
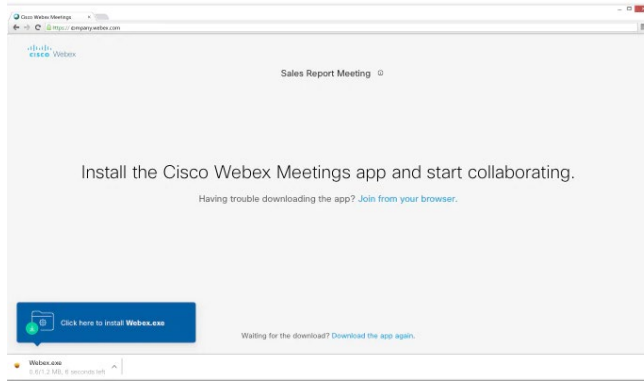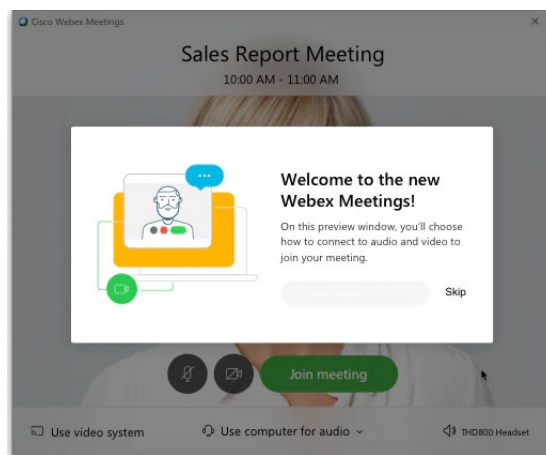

If you have trouble downloading the app, click Download the app again. If you can't download the app, click Join from your browser.
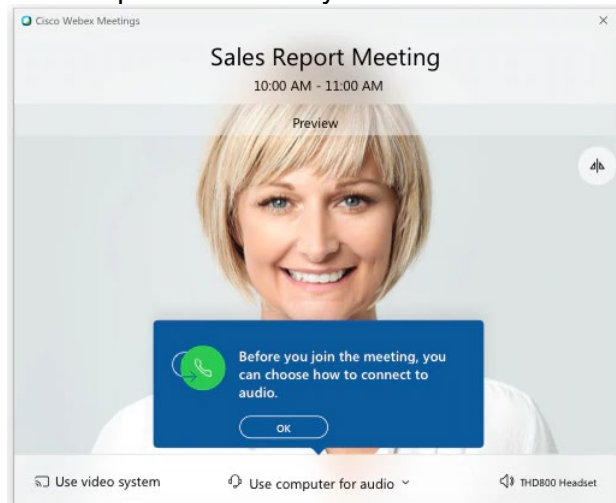
3) Enter your name and email address and click Next.

4) Enter the meeting password (optional) -- it's in the email invitation—and click Next.
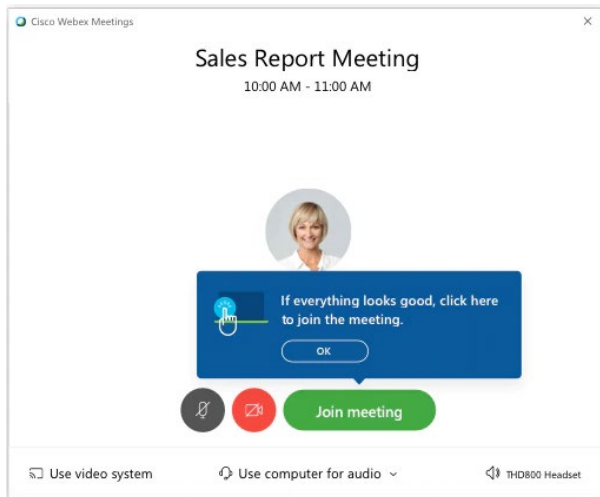5) Click Show me what's new for a quick tour or select Skip.

You see a video preview of how you'll look to others.

6) Change your audio and video settings before joining your meeting.

7) Click Connect to a device to join the meeting from a compatible video device.
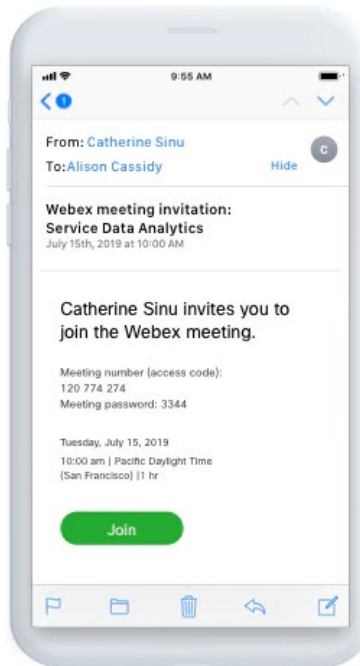
8) Click Join Meeting.

If you connected to a device, the device joins the meeting too.

When you want leave the meeting press the red X.

Mobile Version

1) Tap Join in your email invitation when it's time to join the meeting.

2) Tap Download to install the Cisco Webex Meetings app and join the video conference.

To join the meeting by phone only, tap the number on your screen.

3) Tap Open after the app is installed and accept the Terms of Service and Privacy Statement.

4) Tap Join Meeting, enter the meeting number—it's in the email invitation—and tap Join.

5) Enter the meeting password (optional) —it's in the email invitation—and tap OK.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

6) Change your audio and video settings before joining your meeting.

7) Click Connect to a device to join the meeting from a compatible video device.

8) Tap Join.

Web Browser
If you have an invite to join a Webex meeting, and you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, it launches in your web browser.
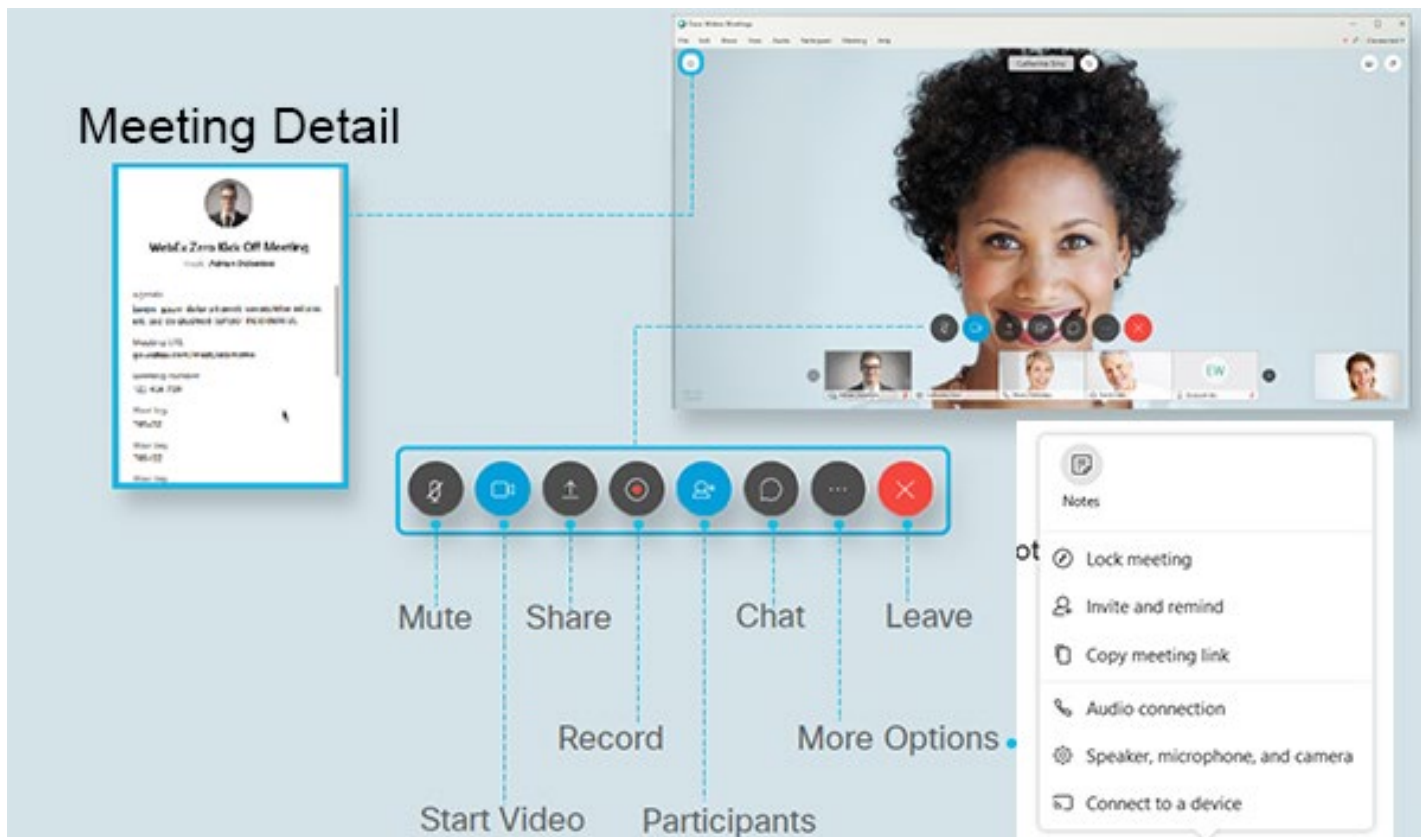
1) If you can't download the app, or if you prefer not to install anything, click Join from your browser.

The web app opens in your browser and you can join the meeting
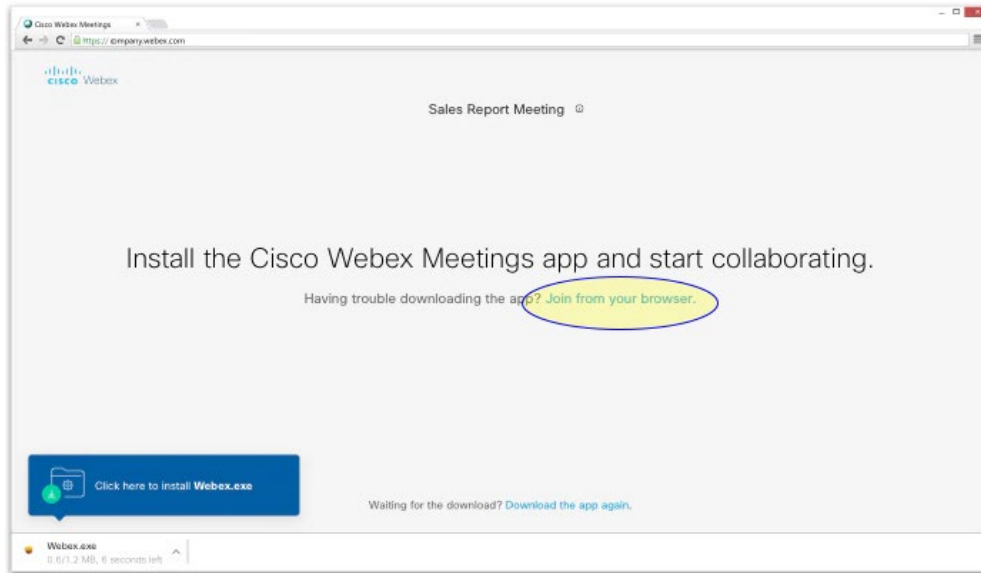
2) Change your audio and video settings before joining your meeting.

WebEx Controls

The **attendee controls** appear at the **bottom** of your screen if you're not currently screen sharing.

- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **Share Content:** Allows you to share your screen, application or file.
- **Record Meeting:** If you are the host, you can record the session.

- **Participants:** See who's currently in the meeting and invite others. You can also access to these options:
  Rename: Hover over your name and click Rename to change your screen name displayed to other participants.
  Chat: Access the chat window to chat with the participants.

- **Chat:** Access the chat window to chat with the participants.

- **More Options:** This menu gives you additional options like: changing your audio connection, configure your speaker, microphone and camera.

- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
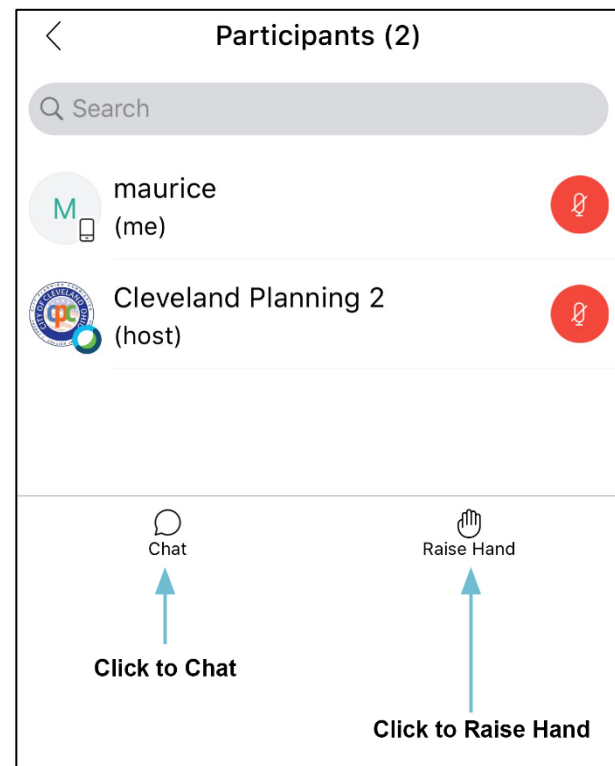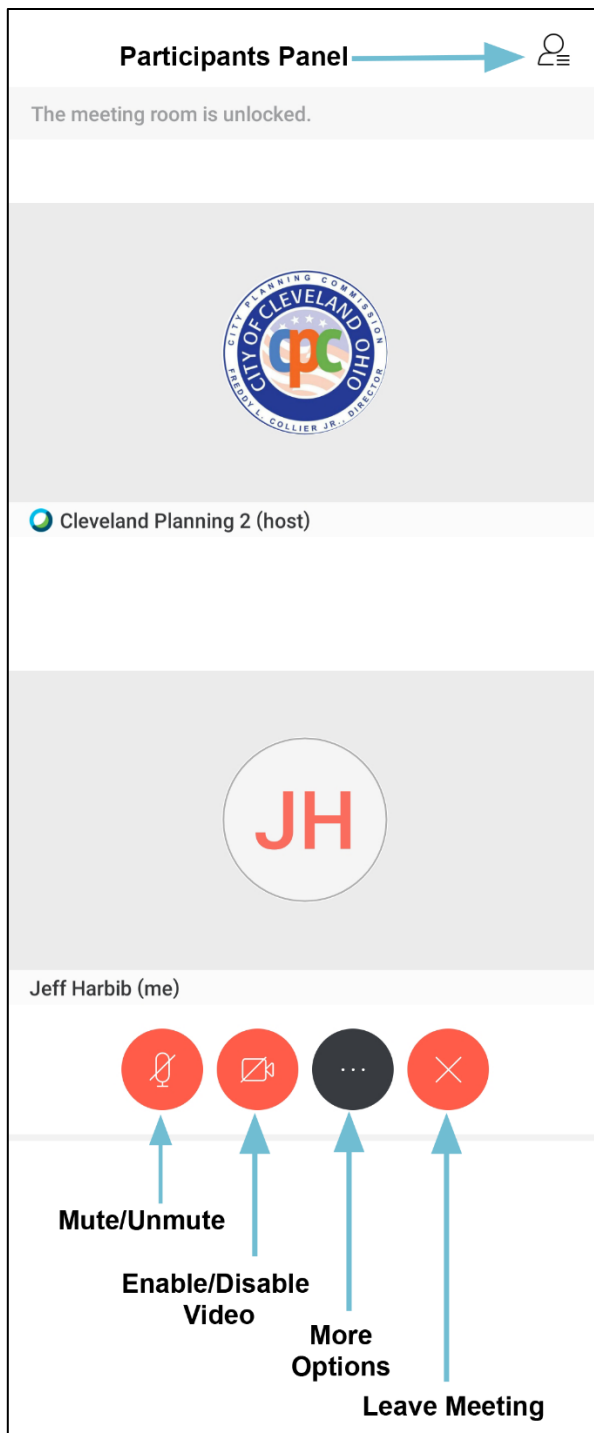

Participant Panel Options
From the participants panel you can use the raise hand feature and mute/unmute your microphone.
- The raise hand feature in a Webinar allows attendees to raise their hand to indicate that they need something from the host or panelists.

Mobile Controls on next page.

Mobile Controls

- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **More Options:** This menu gives you additional options like: changing your audio connection, configure your speaker, microphone and camera.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Participant Panel Options

From the participant's panel you can use the raise hand feature and mute/unmute your microphone.

- The raise hand feature in a Webinar allows attendees to raise their hand to indicate that they need something from the host or panelists.
- **Chat:** Access the chat window to chat with the participants.