Winchester Virginia
innovation & information services

How to Join a Webex Meeting using the Web

1. Download the Cisco Webex Meetings app. You could download it here: https://www.webex.com/downloads.html.

2. Once you have the app downloaded on your desktop or laptop, visit the City's online meeting calendar (https://www.winchesterva.gov/city-events/month) to get the meeting information.

3. On the online meeting calendar, you have the option to select any of the upcoming events for additional details. Click the blue text on the corresponding event.

August 2020 [Prev] [Next]

Event Type
- Any -   [Apply]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3 Old Town Advancement Commission Promotions Committee - Canceled Aug 03, 2020, 05:30 pm	4 Old Town Advancement Commission Economic Vitality Committee - Canceled Aug 04, 2020, 12:00 pm Planning Commission Work Session Aug 04, 2020, 03:00 pm	5	6 Parking Authority Special Meeting Aug 06, 2020, 07:30 am Old Town Advancement Commission Organization Committee - Canceled Aug 06, 2020, 09:00 am Board of Architectural Review-Canceled Aug 06, 2020, 04:00 pm Old Town Advancement Commission Aug 06, 2020, 05:30 pm	7	8
9	10	11 City Council Regular Meeting & Work Session Aug 11, 2020, 06:00 pm	12 Board of Zoning Appeals Aug 12, 2020, 04:00 pm	13 Community Policy and Management Team Aug 13, 2020, 02:00 pm Board of Architectural Review Special Meeting Aug 13, 2020, 04:00 pm	14	15

4. Then you will be redirected to a page with the meeting information. It should look similar to this:

*Location subject to change.

Meeting number (access code): 132 428 2083

Meeting password: ssab (7722 from phones and video systems)

Join meeting

Join by phone

- Tap to call in from a mobile device (attendees only)
- +1-408-418-9388 United States Toll
- Global call-in numbers

#### Join by video system, application or Skype for business

- Dial 1324282083@webex.com
- You can also dial 173.243.2.68 and enter your meeting number

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

5. You simply select the "**Join meeting**" and a pop up window will appear on the top part of the screen. Select "**OK**".

www.winchesterva.gov says

You are about to leave winchesterva.gov. Any link (including hyperlinks, buttons, or referral devices of any kind) used on this or any other City of Winchester site is provided for the use and convenience of the visitor. The appearance of a link on this or any other City of Winchester site does not constitute an endorsement, recommendation, or certification by the City of Winchester of the third party site, nor should the presence of a link in any way be construed as a suggestion that the site has any relationship with the City of Winchester. The City of Winchester does not endorse these sites, is not responsible for their content, and can not assure that the

OK   Cancel

Departments   Government

Meeting number (access code): 132 179

Meeting password: EDA1 (3321 from phones and video systems)

Join meeting

Tap to join from a mobile device (attendees only)

- +1-408-418-9388,,1321790219#3321# United States Toll
- Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

- +1-408-418-9388 United States Toll
- Global call-in numbers

6. Then, the Cisco Webex window will appear. Select "**Join Meeting**". It will automatically add you to the meeting.
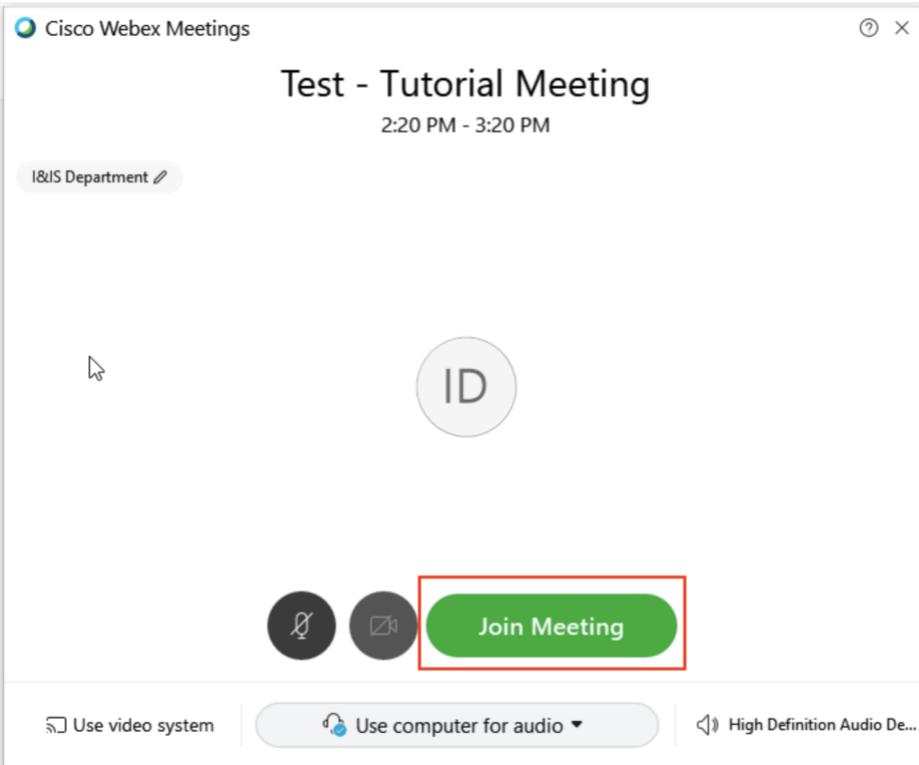
Note:

In the meeting, you do have the option to unmute/mute yourself, turn your camera on and off, and disconnect from the meeting whenever you'd like. You can do this using the controls on the bottom of the screen:
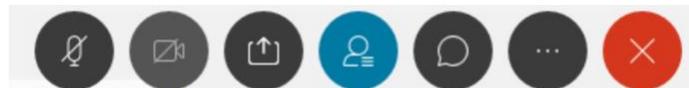
On the upper right-hand corner of the screen, you will see a list of participants. Next to your name, you will see a hand-icon. You may select this option if you need to speak to Council during Public Comments or Public Hearing.