

# WebEx Meeting Instructions

## Historic Preservation Review Board Virtual Public Meeting April 30, 2020

9:30 a.m.

### To watch or listen to the meeting via WebEx:

**\*\*Note: You must use Chrome, Internet Explorer, or Mozilla browsers\*\***

1. Click on the URL link provided below:

<https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e33a6bfeea2c28385a7d372580ed150a6>

2. When the web page loads, click on "Join Event Now"
3. If the meeting has started, enter your First name, Last name and Email address. The Event Password field should be auto-filled; if it is not, enter: RRn7ZEA9rC6. Click "Join Now".  
\*Note: if the meeting has not started yet, you will not be able to join the meeting and the contact fields will be greyed out.
4. On the next screen, if you do not have the WebEx application installed on your device, select "Run a temporary application" on your browser page.
5. When the temporary application has downloaded, click the downloaded file at the bottom of the browser if it does not automatically open.
6. The WebEx application will open and a preview screen will appear. Click "Join Event."
7. As an attendee, you will have "listen-only" capabilities during the WebEx meeting.

### To listen to the meeting by calling in via telephone:

1. Call the dial-in phone number provided below for the scheduled meeting:

**Call in number: 1-650-479-3208**

2. When prompted, enter the Access Code below and press #.

**Access code: 470 525 034 #**

3. When asked for Attendee ID number, press # again to access the meeting.
4. As an attendee, you will have "listen-only" capabilities during the WebEx meeting.