Tech Support

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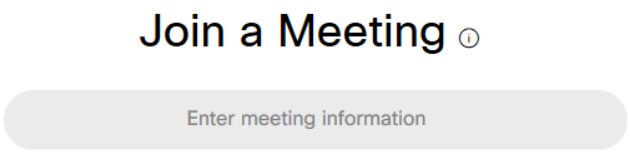
How to use WebEx to participate in a public meeting using a computer

.1 Find the meeting number on the current applications webpage for the file or on the notice or newspaper ad under “Location”.

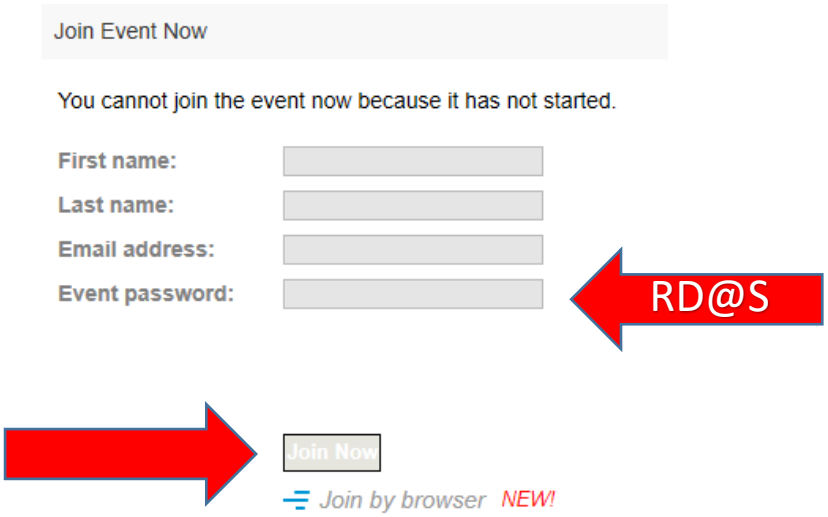
.2 Open a web-page browser (e.g. Microsoft Edge, Google Chrome).

.3 Enter the text included at “Location” (above) into the web-page browser on your computer (https://rdos.webex.com)

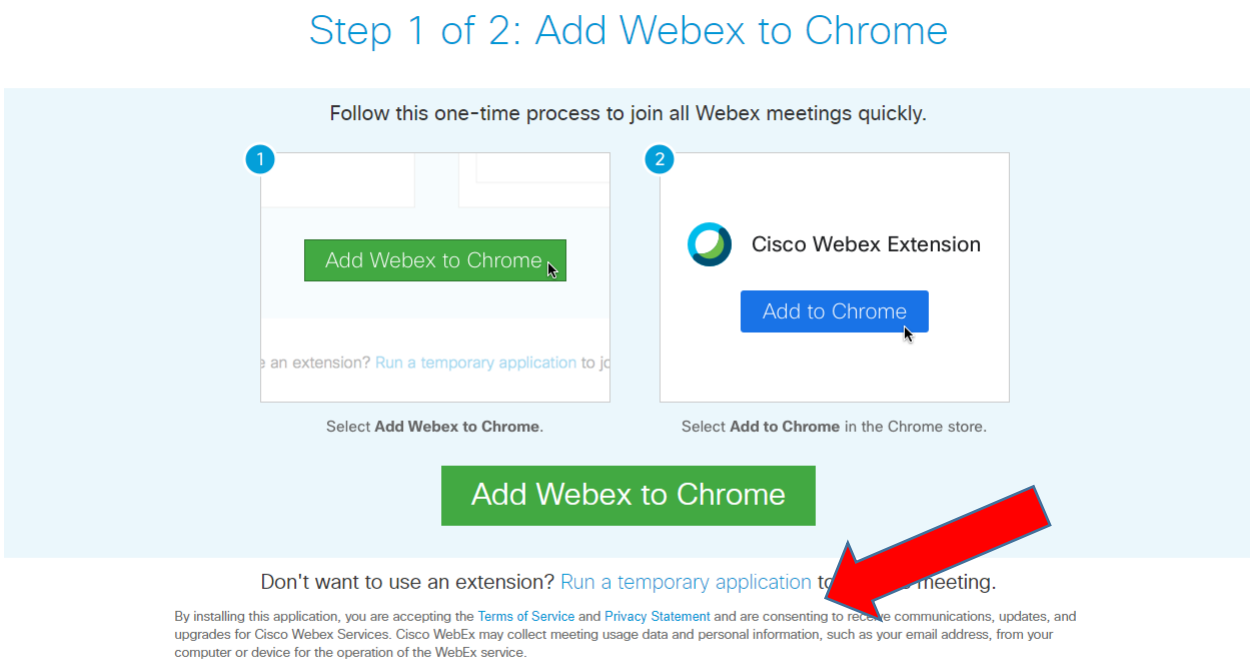
.4 Type the meeting number into the box under “Join a Meeting” and press Enter.



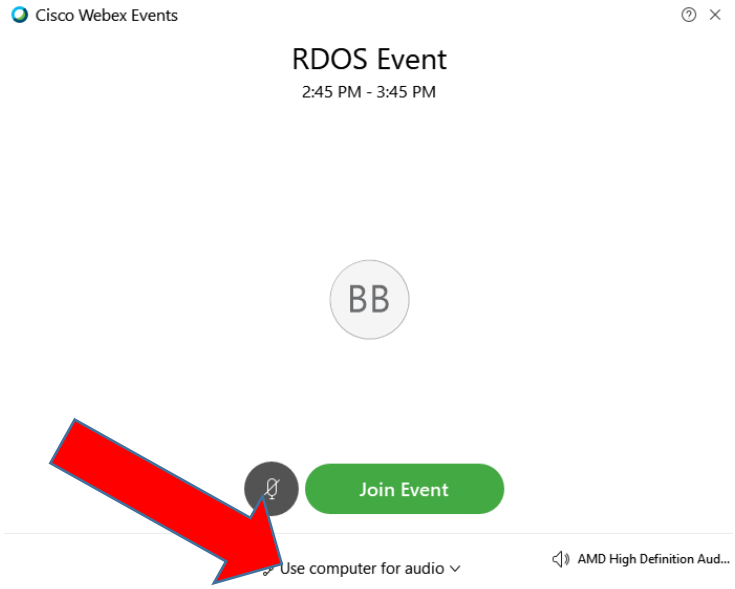
.5 On the resulting web-page, enter your First Name, Last Name, email address and if you're asked for a meeting password please enter “RD@S” without the quotes. Click “Join Now” to use the WebEx app or click “Join by browser” to use your Internet browser;



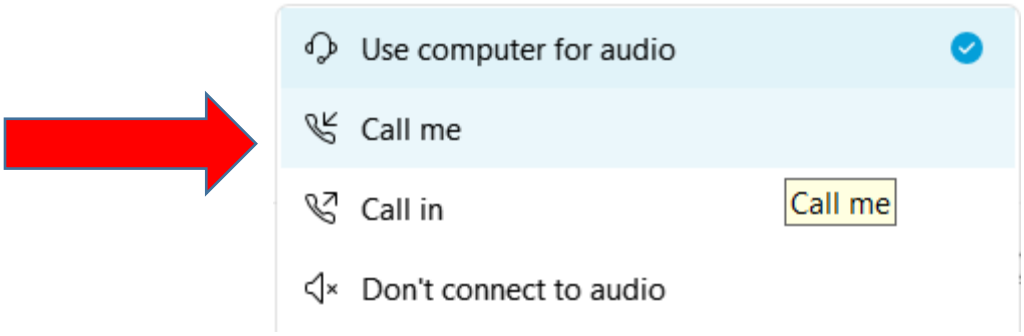
.6 If you have clicked “Join Now”, you will be asked to Add Webex if it isn’t already downloaded on your computer. Please select “Run temporary Application”



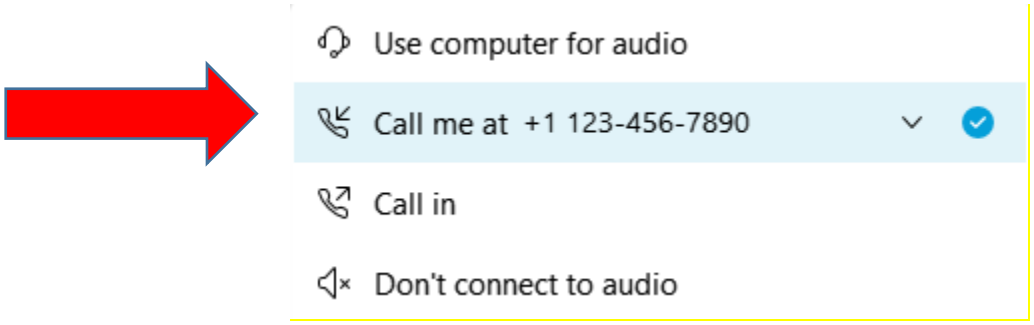
.7 Select how you want to hear the meeting (i.e. “use computer for audio”, “call me”, “call in”)



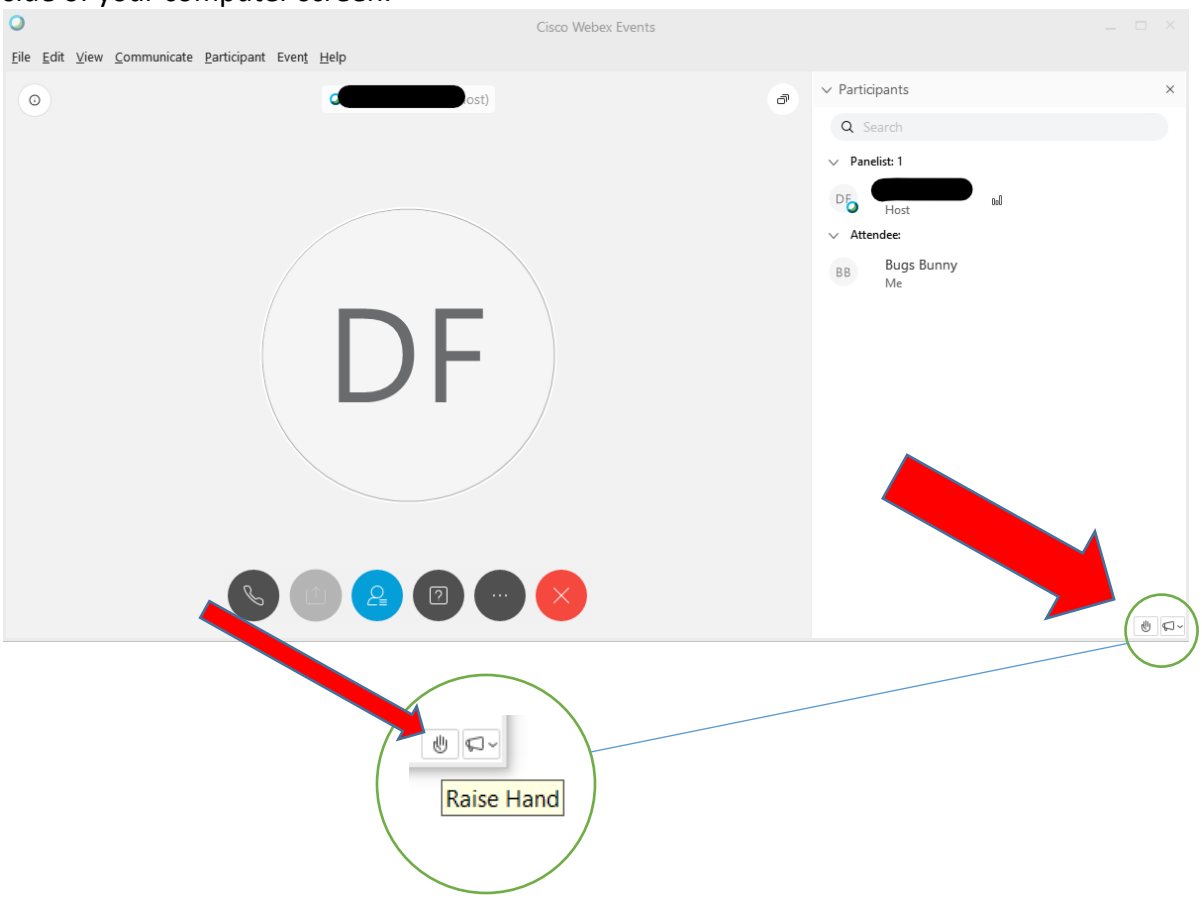
.8 By default Computer Audio is selected. To change the setting to use your phone click on the “Use Computer for Audio” area shown above and select the “Call me” option from the dropdown menu.



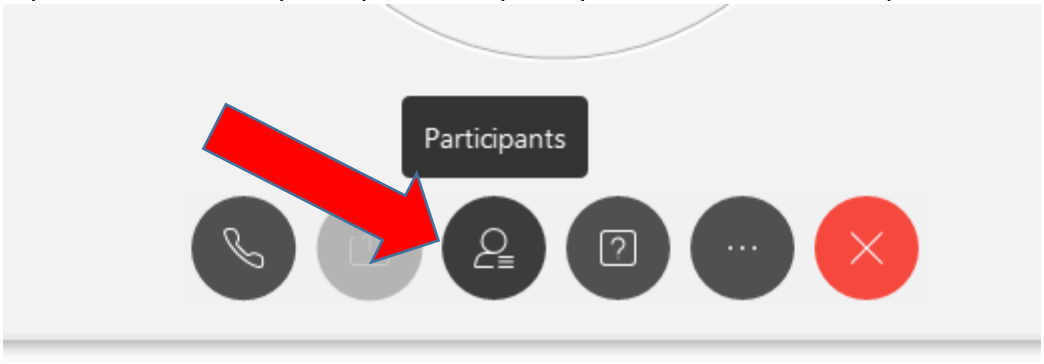
Please enter your phone number and click the blue check mark when done



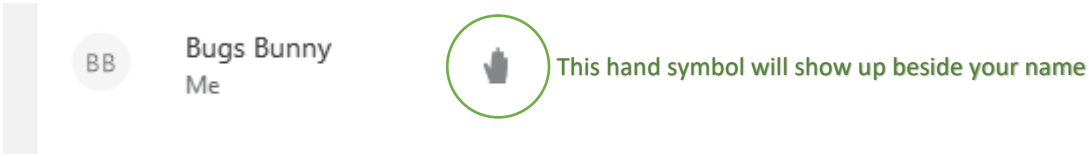
.9 In order to speak, click the “Hand” button in the Participants panel on the right hand side of your computer screen.



.10 If you do not see the participants side panel please select the Participants button:



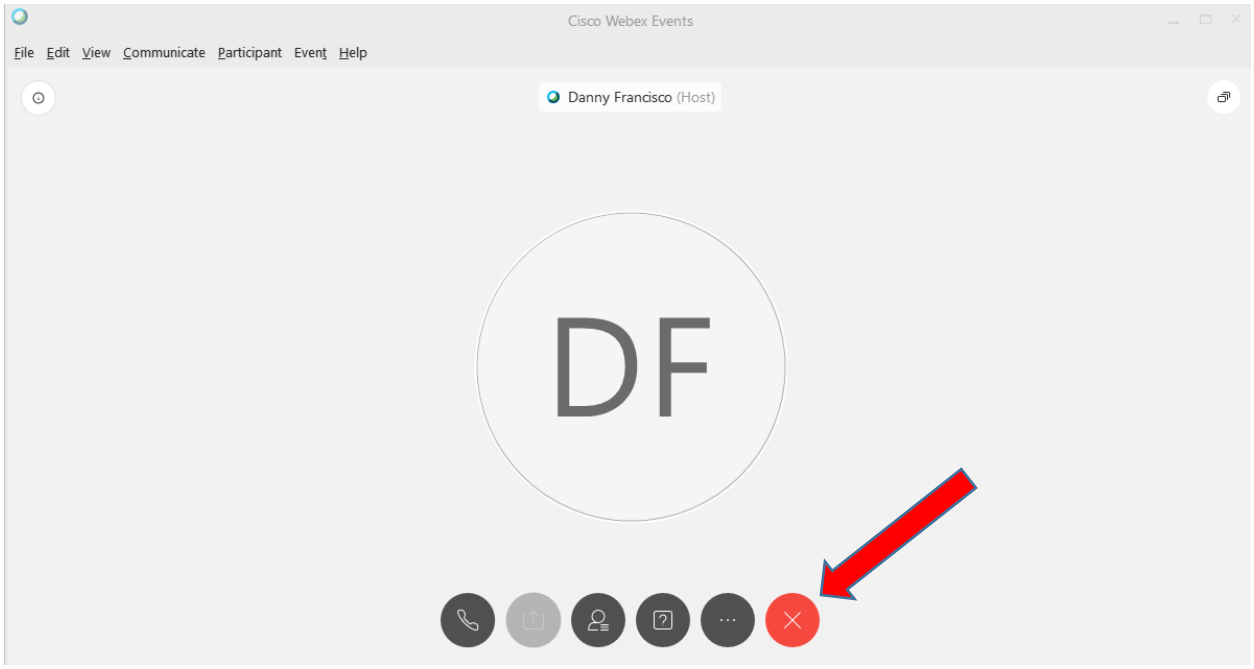
.11 The public meeting Chair will invite participants with a hand raised to speak in turn.



.12 When you are done speaking, click the “Hand” button to “lower” your hand.



.13 To end and leave the meeting please select the “Red X”.



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How to use Webex to participate in a public meeting using a phone

1.dial Toll Free in Canada 1-833-311-4101;

2.when prompted, select your preferred language (i.e. enter "1" for English, followed by #);

3.when prompted, enter the 9-digit meeting Code, followed by #, to enter the meeting;

4.to speak at the meeting, press "*3" on your phone's key pad to indicate to the Chair that you wish to participate. This will "raise your hand" in the meeting;

5.the meeting Chair will invite participants with a hand raised to speak in turn; and

6.when you have finished speaking, please press "*3" on your phone's key pad to "lower your hand".

Helpful hints for electronic public meetings

If a meeting has not yet started, you can wait in the virtual lobby

If using a cell phone, please stay in one place where you have good signal

If you are using computer audio, make sure you have a microphone if you need to talk. (If not, you can still watch the public hearing on your computer and use the call in option to listen/speak using your phone.

If you have audio or video problems, you can switch to the dial in option

You do not have to use the video function to participate in the meeting. You are welcome to use audio only.

Materials that would normally be available at a public meeting will be provided on the proposal's webpage.

Written comments can be emailed to planning@rdos.bc.ca

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