

Attending a City of Tempe Webex Event



There are multiple ways to join an online Cisco Webex Event through the web app, mobile app, or desktop app using a desktop computer, laptop, or mobile device. Need help joining an event? Go to <https://help.webex.com>

As an **Event Attendee** joining online through Cisco Webex apps, you can view and listen to the meeting online, but your microphone audio is disabled, and you cannot share content. If you have submitted a **Speaker/Comment Card**, the event host will unmute your audio to address the participants at the appropriate time during the meeting.

Joining a Webex Event

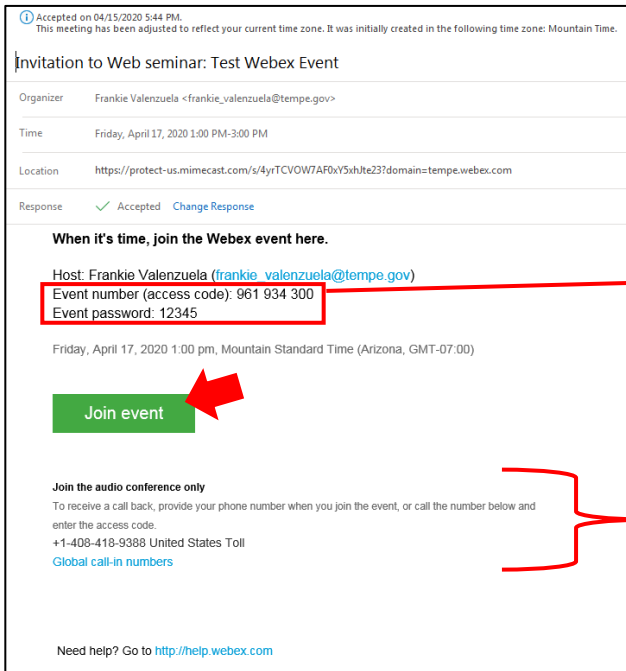
General Public who did not submit a Speaker/Comment Card prior to the beginning of the meeting

1. Click on the **Meeting Virtual Attendance** button located on the [Virtual Boards & Commissions](#) web page via the [Tempe Planning Department](#) web page on [Tempe.gov](#). Note the **Speaker/Comment Card** requirements to address a *scheduled Public Hearing item* on the same web page.

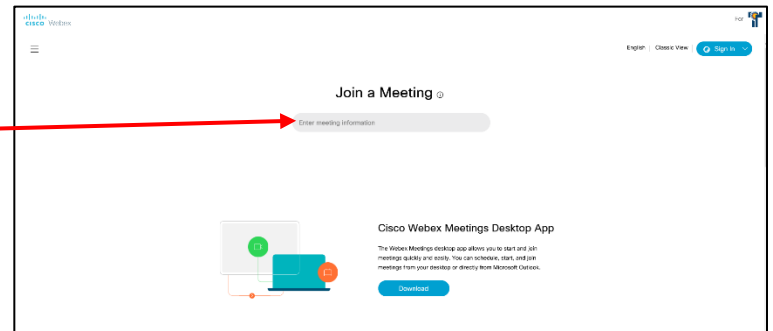
2. On the Event Information page, type your **First Name**, **Last Name**, and **Email Address**. Then click the **Join Now** button. *If the Join Now button is greyed out, the meeting has not started.*

Public member who submitted a Speaker/Comment Card

- Event Attendees who submit a Speaker/Comment Card AND also wish to verbally address the City Council at the meeting, will need to REGISTER for the applicable Cisco Webex meeting button located on the [Tempe City Clerk's Office](#) web page. After you register, you will receive a confirmation email message with instructions on how to join the City Council meeting. Click the **Join Event** button to launch the Event Information page. Type your **First Name**, **Last Name**, and **Email Address**. Then click the **Join Now** button.

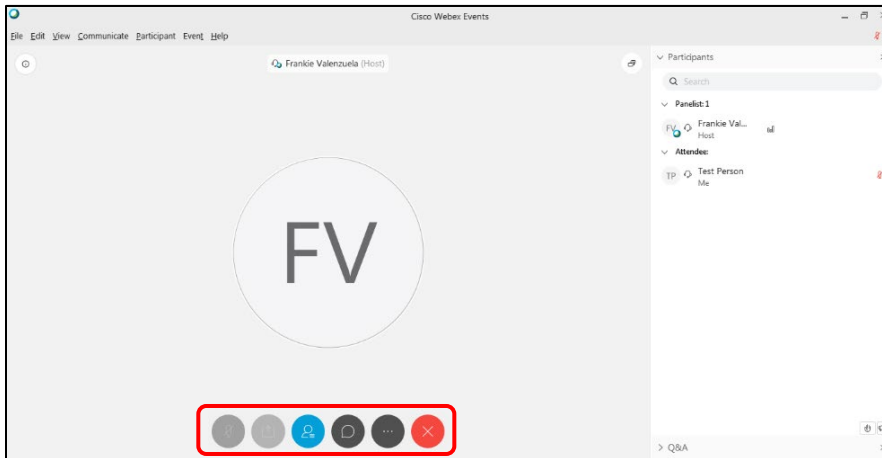


- If the **Join event** button fails to launch Webex, go to <https://tempe.webex.com> and enter the 9-digit **Event Number (access code)** and **Event Password** located on the invitation.



- You can **Join the audio conference only**. You will not be able to see any presentations and the host cannot identify the caller. If you are scheduled speak, you must login on a computer or mobile device that has a microphone and where the host can identify you.

Webex Event Attendee Controls



Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:

- Participant list**—see who is in the meeting. The button is blue when the list is open.
- More Options**— **Audio Connection**, Speaker and microphone settings. If you've joined through the computer but don't have a microphone, click **Audio Connection** to open the **Call Me** feature. Enter your phone number and click the **Switch** button to connect.
- Leave Meeting**—leave the meeting

