

# Electronic Meeting Access

## There are two options for attending an electronic meeting:

1. Listen to the live audio broadcast; or
2. Virtually attend the meeting using Webex

## Either option:

- Requires a phone or computer with internet access; and
- Is accessed through the committee's webpage

## Example committee webpage:

UTAH STATE LEGISLATURE

Legislators Bills Code

Year 2020

Committee Retirement and Independent Entities Interim Committee

### 2020 Retirement and Independent Entities Int

Meetings Members Legislation Overview

Upcoming Meetings

Fri. Sep 11, 8:30 AM (Electronic Meeting)

Notice Agenda

Live Audio

View Meeting Materials List

Virtual Meeting Access ?



# Steps to Virtually Attend an Electronic Meeting

**Follow these steps to virtually attend an electronic meeting. Each step is explained on the following pages.**

- 1. On the committee’s webpage, click on “Virtual Meeting Access”**
- 2. Enter your first name, last name, and email address (this information is required)**
- 3. Click “Join Now” and you will enter the Webex meeting as an attendee**
- 4. Check your audio settings and then click “Join Event”**
- 5. Listen and watch the meeting**
  - Adjust your view and open the “participants” list**
  - Please be advised: your microphone will be muted which means committee members and other attendees will not be able to hear or see you during the meeting.**
  - If the chair allows public comment and you want to comment on the agenda item, virtually “raise your hand”.**
  - Once called on by the chair, your microphone will be unmuted and you may provide your comment. You may provide comment on more than one agenda item, if the chair allows for public comment.**
- 6. Leave the meeting when you are finished watching**

# 1 – Click on “Virtual Meeting Access”

- Go to the committee’s webpage

- Approximately 15 minutes before the meeting is scheduled to begin, click “Virtual Meeting Access”

UTAH STATE LEGISLATURE

Legislators Bills Code **Committees** Audits Budget Research and Legal

2020 Retirement and Independent Entities Interim Committee

Meetings Members Legislation Overview Studies and Recommendations Related Links Subscribe

Upcoming Meetings

Fri. Sep 11, 8:30 AM (Electronic Meeting)

Notice Agenda

View Meeting Materials List

**Virtual Meeting Access ?**

Past Meetings

Fri. Aug 14, 8:30 AM (Electronic Meeting)

Notice Agenda Draft Minutes

PDF | With Audio Links

Audio/Video

View Meeting Materials List

Mon. Jun 22, 8:30 AM (Electronic Meeting)

Notice Agenda Approved Minutes

PDF | With Audio Links

Audio/Video

Click the “?” to read the public comment procedures and guidelines

# 2 – Sign In

- Your first name, last name, and email address are required
- After entering your information, click “Join Now”
- Do not change or delete the “event password”

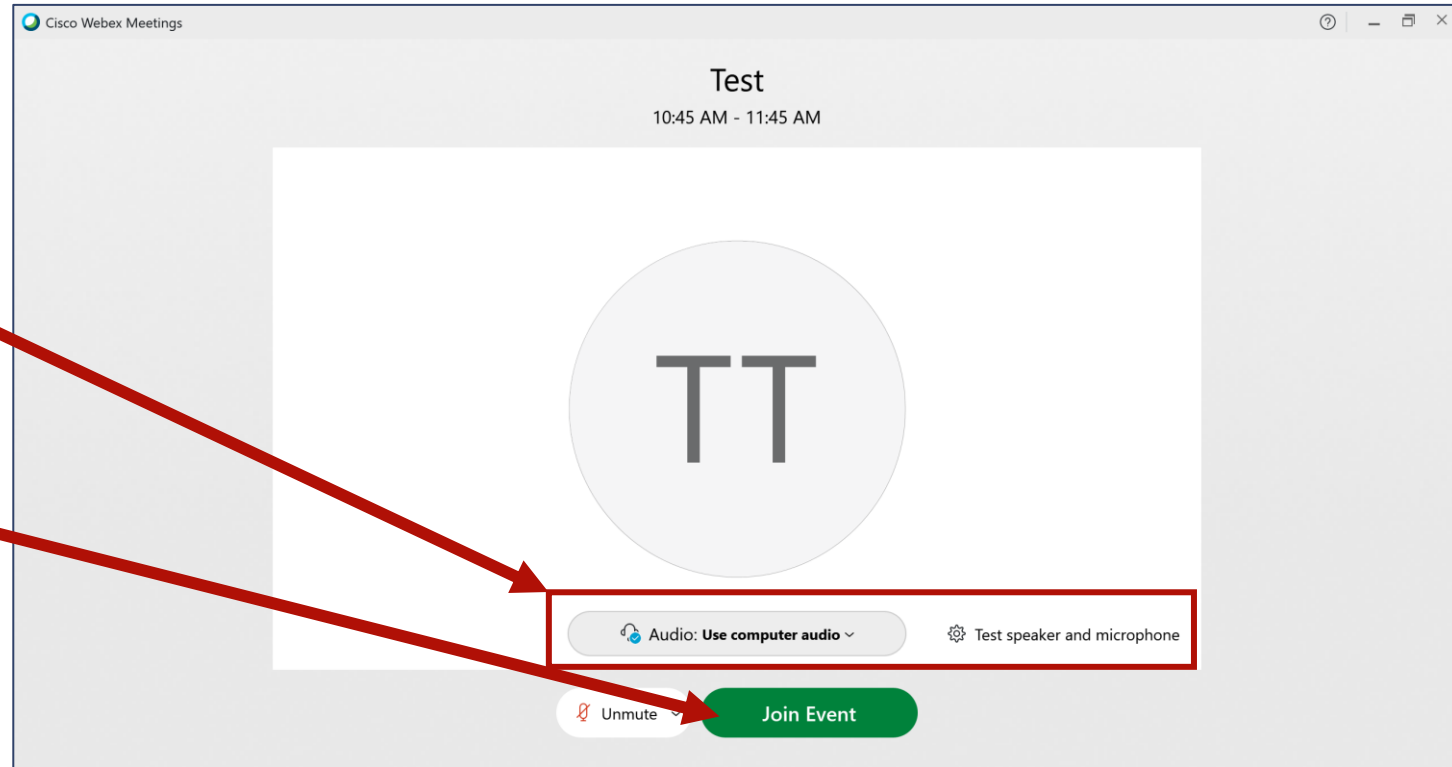
The screenshot shows the UEN (Utah Education Network) Webex Events page. The header includes the UEN logo and navigation links: Home, Webex Meetings, Webex Events (selected), Webex Support, Webex Training, and My Webex. The main content area displays event information for an event titled "Test". The event status is "Started", and the date and time is "Wednesday, September 9, 2020 10:45 am Mountain Daylight Time (Denver, GMT-06:00)". The duration is "1 hour". The description is empty. Below the event information is a "Join Event Now" section with a form to provide personal information. The form fields are: First name, Last name, Email address, and Event password. A "Join Now" button is located at the bottom right of the form, along with a "Remember me on this computer" checkbox and a "Join by browser NEW!" link.

This screenshot shows the same UEN Webex Events page, but with the event status changed to "Not started". The "Event status" field is circled in red. The "Join Event Now" section displays a message: "You cannot join the event now because it has not started." This message is also circled in red. The registration form fields (First name, Last name, Email address, Event password) and the "Join Now" button are visible below the message.

Please be advised: you cannot enter the meeting until the event is started. If you're unable to enter the meeting, wait until approximately 15 minutes before the meeting is scheduled to begin and try again.

# 4 – Check Settings and Join Event

- **Check audio settings and adjust, if needed**
- **Click “Join Event”**



# 5 – Listen and Watch the Meeting

- The committee and other meeting attendees will not be able to hear or see you when you enter the meeting.
- If called on by the chair to provide comment, your microphone will be unmuted and the members and attendees will hear you.
- When you are finished providing comment, your microphone will be muted again.

Click here to adjust your view

Click here to see the participants list and the “raise hand” button

Click here to “raise your hand” if you want to provide public comment on an agenda item. Please be advised: public comment is at the chair’s discretion.

The screenshot shows the Cisco Webex Events interface. At the top, there is a header with 'Cisco Webex Events', 'Event Info', and 'Show menu bar'. The main area displays a large 'WF' logo. On the right, a 'Participants' sidebar is visible, showing a search bar and a list of participants: 'Panelist: 1' (Will Flowers, Host) and 'Attendee:' (Test Test, Me). At the bottom, a control bar contains buttons for 'Unmute', 'Share', 'Participants', and 'Chat'. Red boxes and arrows highlight specific features: a box around the 'Unmute' button, a box around the 'Participants' button, a box around the 'raise hand' button in the bottom right corner, and a box around the view adjustment icons (camera and screen) in the top right corner. A red circle highlights the 'raise hand' button in the bottom right corner.

# 6 – Leave the Meeting

- **After providing comment, you may keep watching and provide comment on subsequent agenda items, if the chair allows**
- **You may leave the meeting anytime by clicking the red “X”**

