

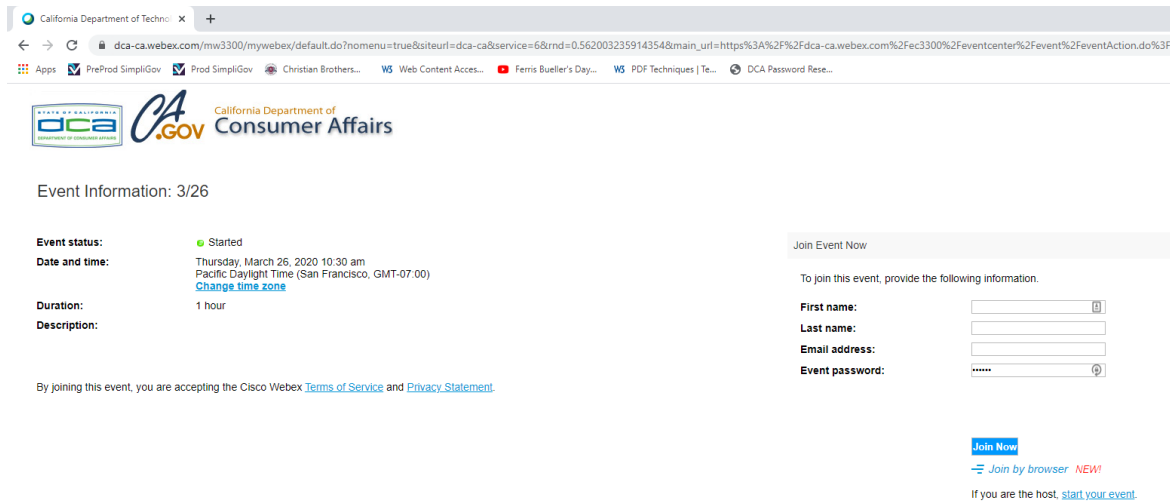
HOW TO – Join – DCA WebEx Event



NOTE: The preferred audio connection to the meeting is via telephone but you may use the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the Cemetery and Funeral (link is provided below for reference) via an internet browser.

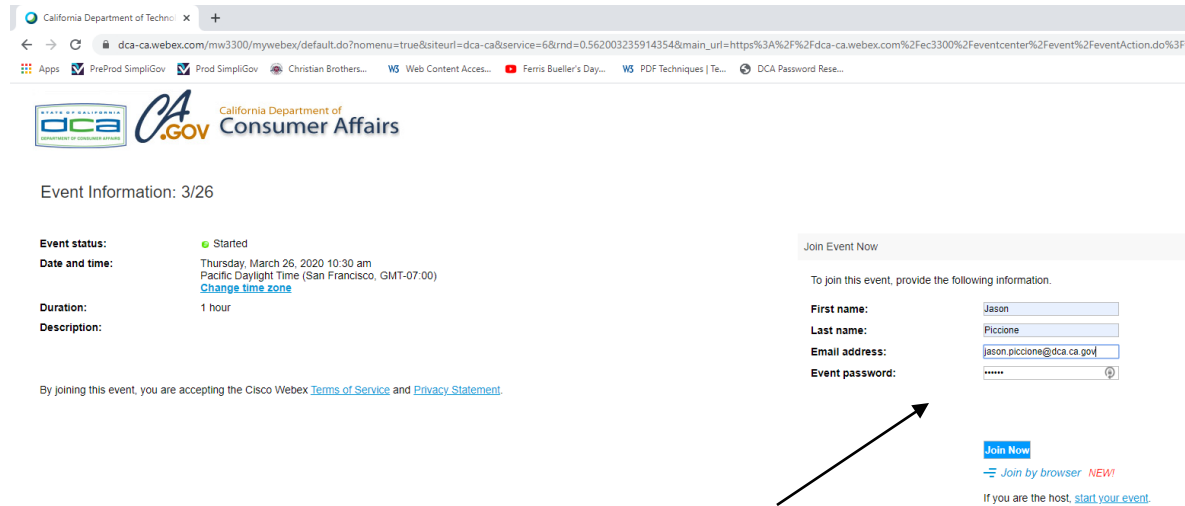
Link: <https://dca-meetings.webex.com/dca-meetings/onstage/g.php?MTID=e2eb0d9fc478a7e5e0ca85787012a7973>



2. The event page will open with details on the left side of the screen and the required information for you to complete is on the right.

NOTE: The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity however; if you will be participating during a Public Comment period, the moderator will use the name or moniker entered here to identify you and unmute your line to allow participants to hear your comment.

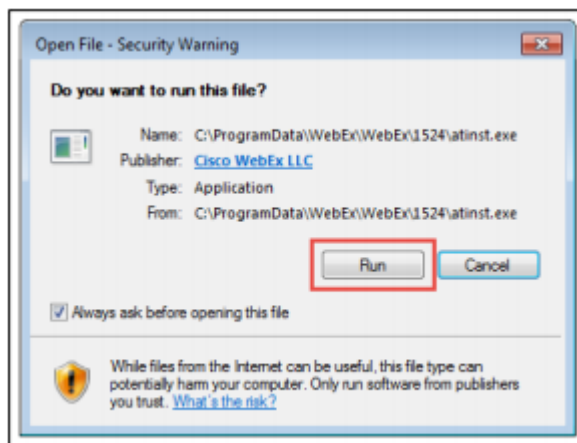
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3. Click the 'Join Now' button.

NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and start over.

4. If you need to install the WebEx applet, a new window may open, so ensure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.



Note: If you are blocked from running the necessary software, click 'Cancel' and return to the browser tab that looks like the window below (top of page 3).

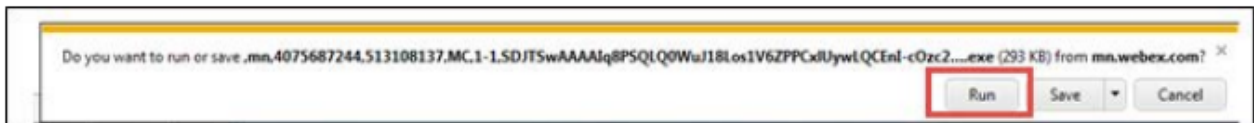
You will have to bypass the above process outlined in steps 5. and 6.

Starting Webex...



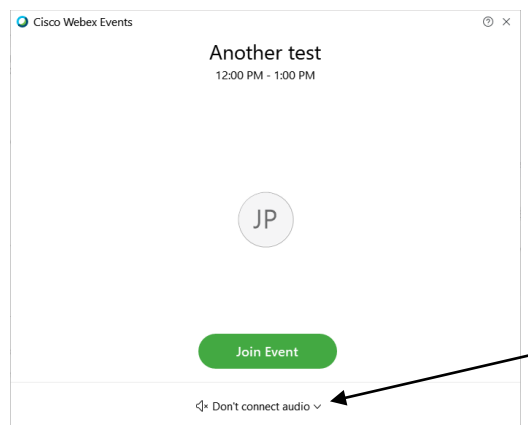
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.
6. A dialog box will appear at the bottom of the page, click 'Run'.



The temporary software will run, and the meeting window will now open.

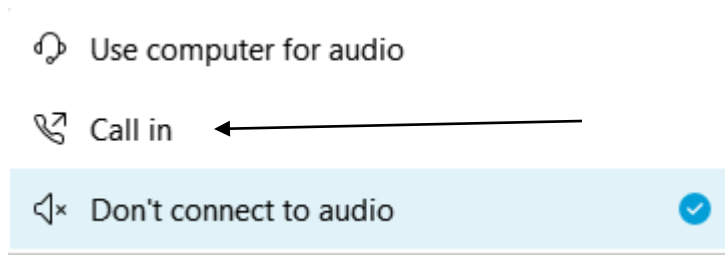
7. If you prefer to use your computer audio, click 'Join Event'.



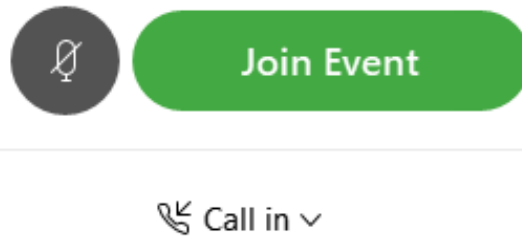
To use the recommended telephone audio, Click below the green 'Join Event' button.

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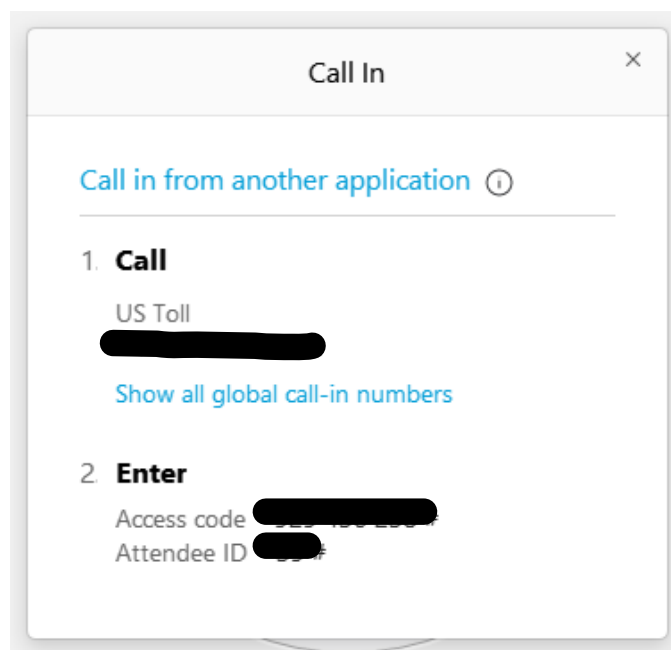
8. When the audio menu appears click 'Call in'.



9. Now click 'Join Event'. The telephone call-in information will be available after you join the event.



10. Call into the meeting from your phone with the details provided.

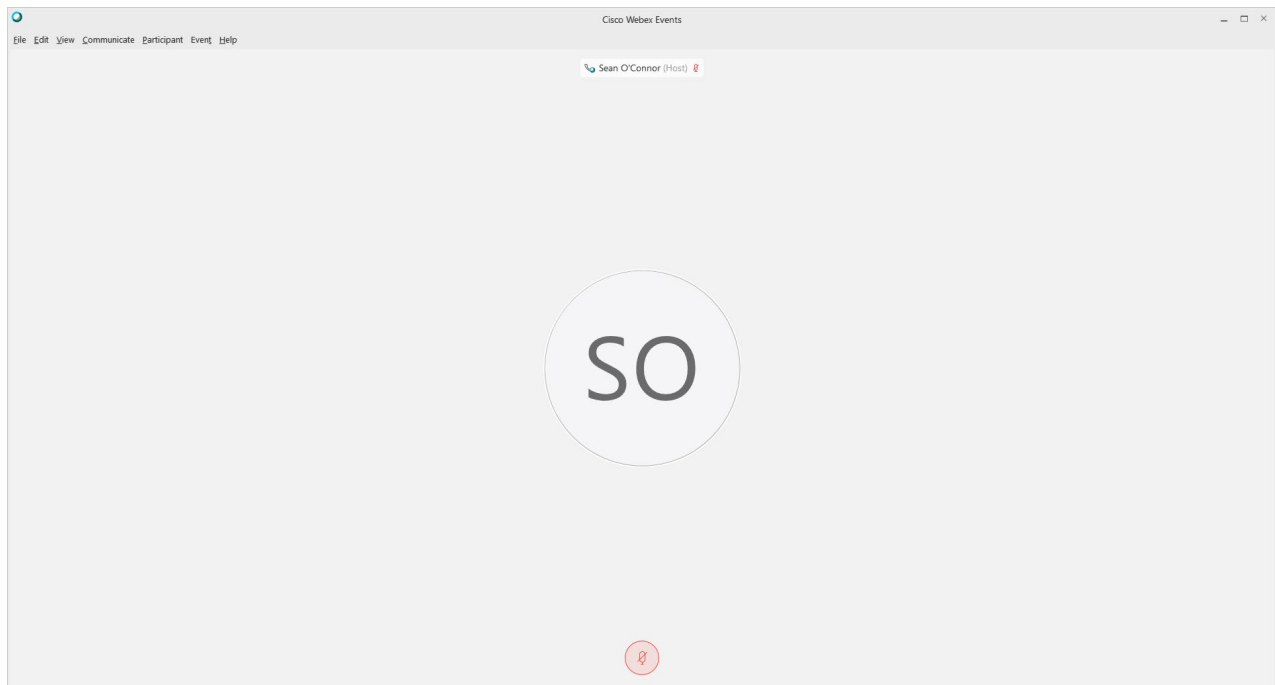


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NOTE: Using your audio via a telephone is the preferred method. Using your computer's microphone and speakers is not recommended.

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.

Congratulations!

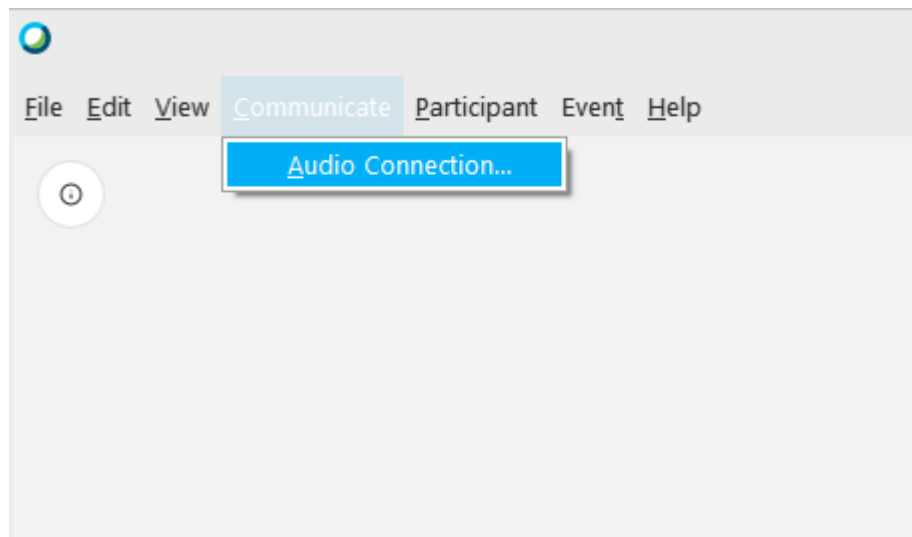


NOTE: Your audio line is muted and can only be unmuted by the event host.

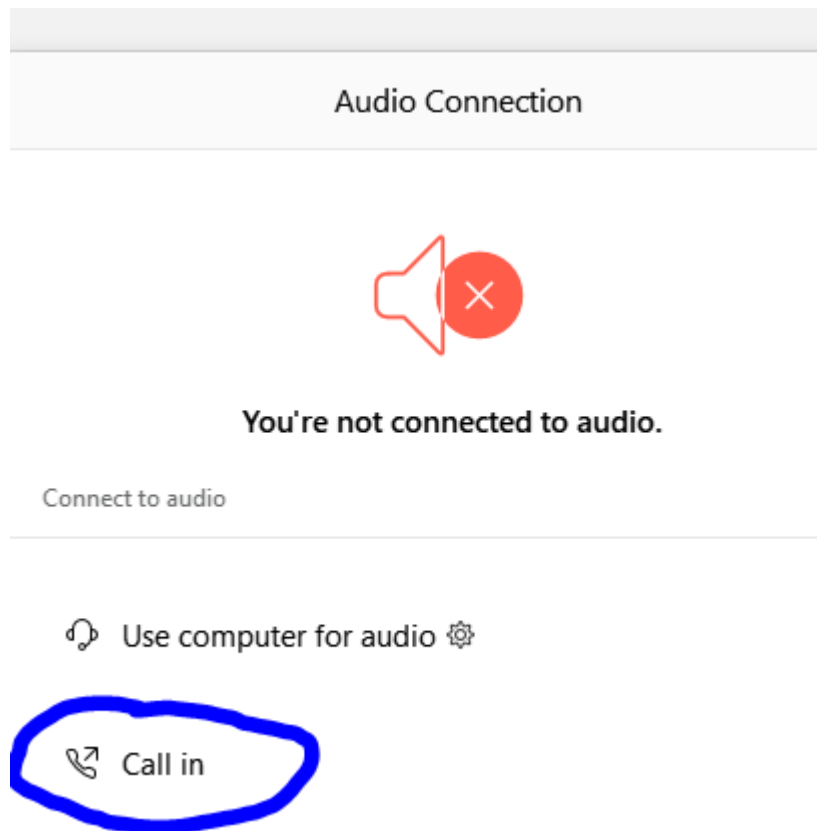
If you join the meeting and did not connect to audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

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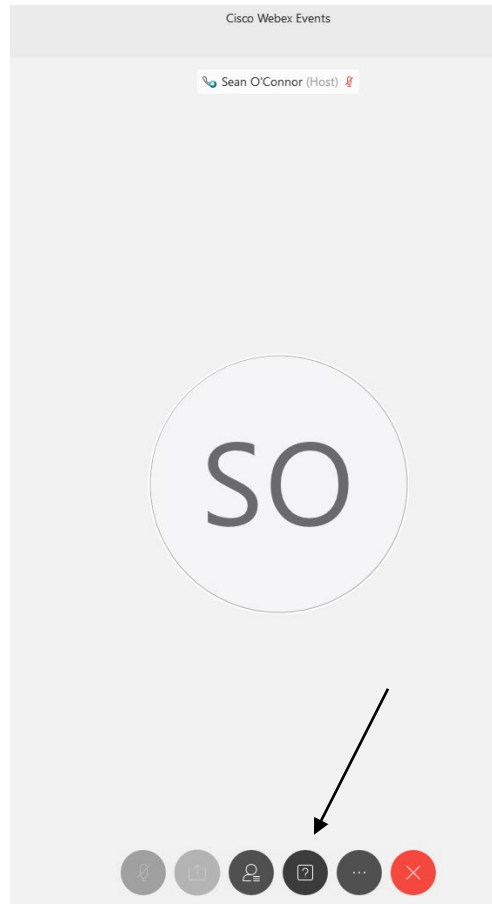
The 'Call In' information can be displayed by selecting 'Call in' then 'View'



You will then be presented the dial in information for you to call in from any phone.

Participating During a Public Comment Period

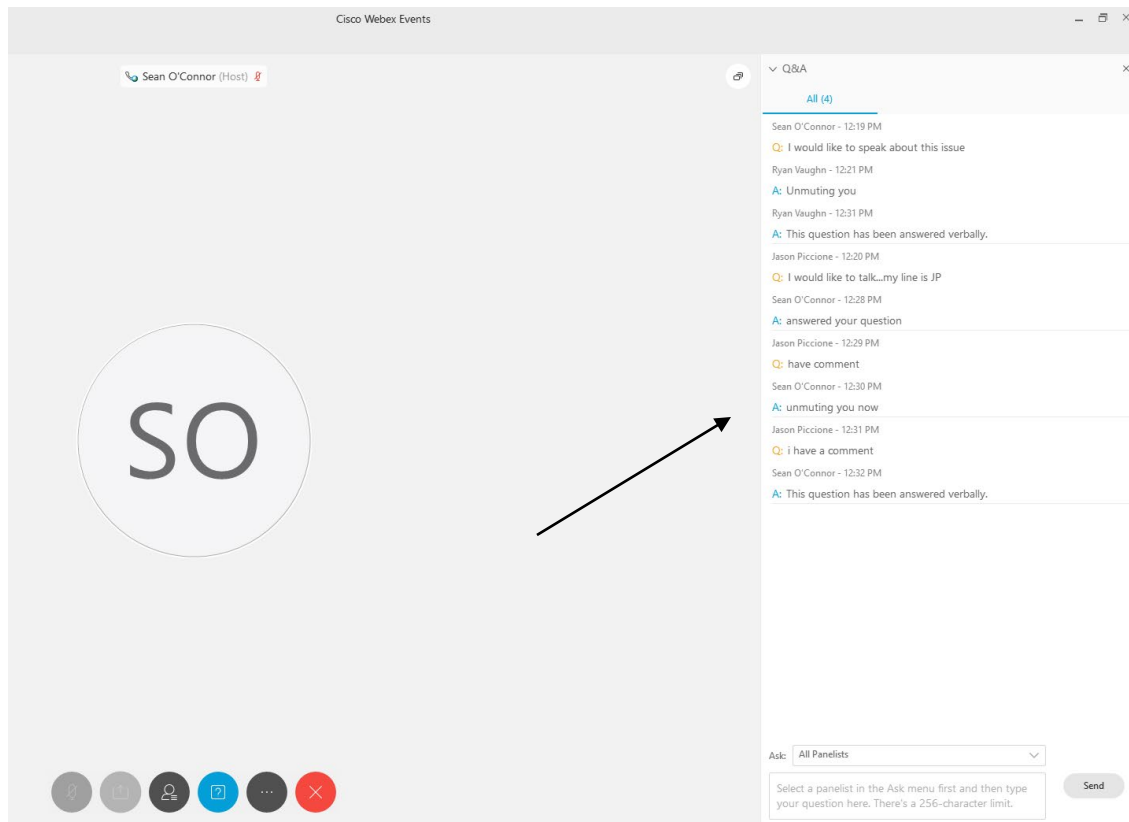
At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.



This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

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To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.