HOW TO – Join – DCA WebEx Event

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS
OFFICE OF INFORMATION SERVICES

1. Click on the WebEx event link provided by the DCA entity (an example link is provided below for reference) or cut and paste the link into the URL address field of an internet browser. Google Chrome works best.

   Example link:
   https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5

2. The details of the event are presented on the left 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.

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 click the event link provided again.

4. When the audio menu appears, keep it defaulted to use computer audio.

If your computer lacks a microphone or you prefer to call in using a telephone for your audio, select 'Call in' . Click 'Join Event' and follow the directions.