

# Town of Bennett Board of Trustees Study Session and Meeting April 14, 2020



welcome neighbors.

**LINK:** <https://it-626.my.webex.com/it-626.my/j.php?MTID=m708450238c2afedd53128621e492e873>

**Call in Number:** +1-650-215-5226 United States Toll

**Meeting Number:** 149 408 378

**Meeting password:** FSgci22qqf3

The Town of Bennett Board of Trustees meeting is going virtual! You can join us from your computer, mobile device, or video system by using the link above.

If you would like to join from a traditional phone, you can dial into the meeting as well by using this phone number +1-650-215-5226 Access code: 149 408 378. This can also be used in connection with a computer that does not have a microphone.

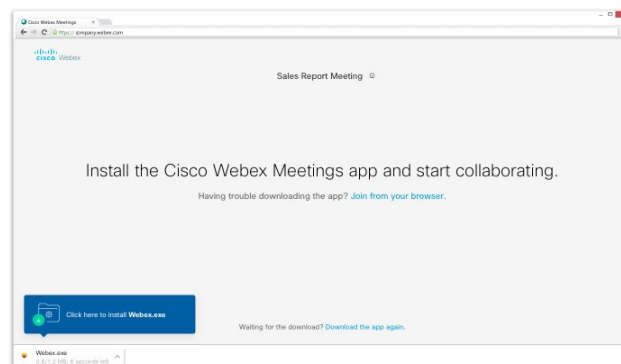
When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

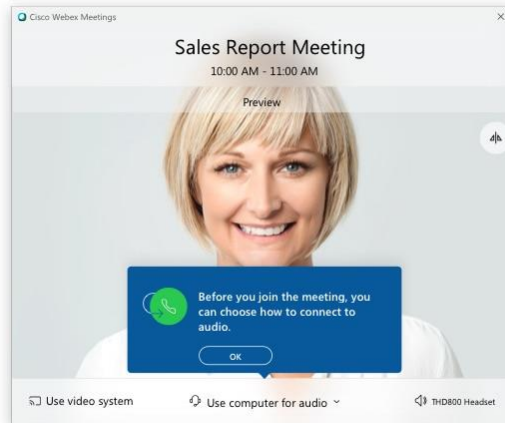
Tip: If you don't have an account, or require an installation that will open the meeting, you can still join the meeting as a guest.

## Desktop Instructions:

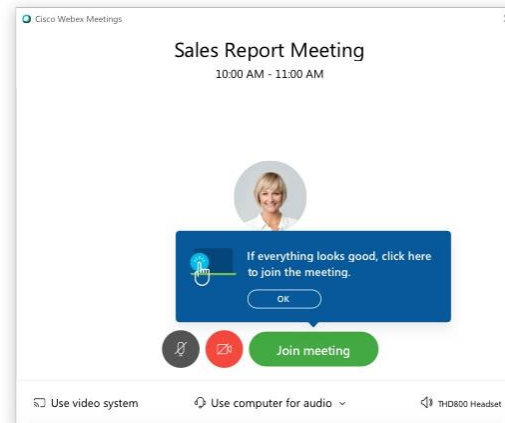
1. Follow the link <https://it-626.my.webex.com/it-626.my/j.php?MTID=mcbde4f566b72f87ff125a5ca98978df2> here
2. Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.



3. If you have trouble downloading the app, click Download the app again. If you can't download the app, click Join from your browser.
4. Enter your name and email address and click Next.
5. You will see a video preview of how you'll look to others.



6. Change your audio and video settings before joining your meeting.
7. Click Connect to a device to join the meeting from a compatible video device.
8. Click Join Meeting.



9. To leave the meeting select Leave X > Leave Meeting.

**Mobile Instructions:**

1. Follow the link <https://it-626.my.webex.com/it-626.my/j.php?MTID=mcbe4f566b72f87ff125a5ca98978df2> here
2. Tap Download to install the Cisco Webex Meetings app and join the video conference.
3. To join the meeting by phone only, tap the number on your screen.
4. Tap Open after the app is installed and accept the Terms of Service and Privacy Statement.
5. Tap Join Meeting
6. When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.
7. Change your audio and video settings before joining your meeting.
8. Click Connect to a device to join the meeting from a compatible video device.
9. Tap Join.

***If you would like to make a public comment, please "Sign Up" in the comment section. When it is time for public comment the host will unmute your microphone and you will be able to make a comment.***