Cisco WebEx Instructions

1. Open Web Browser: Internet Explorer, Microsoft Edge or Chrome.
2. IPAD must have IOS 10.0 or better.

    Type in the following, https://boroughofsouthplainfield.my.webex.com

3. Press *Enter*.
4. Join meeting by entering the code, **126 663 1990.** Press *Enter*.
5. Click '***Join Meeting'*** or click on the arrow at the end of the green box.
6. If click on arrow, there is a choice to use browser or download the software (desktop app).
    NOTE: *By downloading the desktop app, you will have the option to virtually raise hand only at such time the Chairman opens the floor for public comment*
7. Make choice, then click on **'*Join Meeting'***.
8. Follow prompts.
9. Press *Enter*.
10. Click on **'*Join Meeting'***.
11. If Host has not joined, will see a blue bar that says **'*Notify Host'***.
12. Click on '***Notify Host'***, enter letters, click '***Notify Host'***.
13. Will be admitted as soon as the Host logs on.
14. Once admitted and do not have audio on your computer, call 1-646-992-2010.
15. Enter Access Code 126 663 1990 followed by pound sign (#).
16. **By downloading the desktop app, you will have the option to virtually raise your hand only at such time the Chairman opens the floor for public comment**.
17. If did not download desktop and would like to, go back to step #6.
18. Choose Use Desktop app or web app.
19. If choose web app, click on '***Join Meeting'***.
20. Enter the information and press Next.
21. Press Skip if you do not want to check out the Audio and Video preview window.
22. Click on '***Join Meeting'***.
23. Close dialogue box.
24. Meeting video will appear.