

1. Open a Web Browser: Internet Explorer, Microsoft Edge or Chrome.
2. IPAD must have IOS 10.0 or better.
3. Type in the following. **https:\\meetingsamer.webex.com**, press enter.
4. You can join the meeting by entering the code, **(126 263 0468)**. Press Enter.
5. Click the arrow at the end of the join meeting box.
6. You can join the meeting or download the desktop application.
7. After joining, you will see the call-in box.
8. Please call the number listed with the access code.
9. 1-408-418-9388
10. Access Code **126 263 0468** followed by #
11. Enter Attendee ID which is **126 263 0468**
12. **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.**
13. Choose use desktop app or web app.
14. If you choose web app, click on Join Meeting. The next screen will ask for your name and email address. Please enter the information and press Next.
15. Press Skip if you do not want to check out the Audio & Video preview window.
16. Click on Join Meeting.
17. You can close this dialogue box.
18. You will see the meeting video show up.
19. If you wish to ask a question you must download the **desktop app!** Go back to step #3 and start over. Follow instructions listed.
20. At the appropriate time the Chairman will notify you by chat or over the phone that the floor is open for public comment.
21. If you choose the desktop app you will see the download button in the center of the screen.
22. Please click on it to download the free software.
23. Run the free software install.
24. You will be asked to sign in, click on use as guest press enter.
25. On the window that opens, put in the meeting ID.
26. ID is **(126 263 0468)**, press enter.
27. Click on the green button, Join.
28. Click on green button, Join Meeting.
29. This brings you to the meeting room.
30. When finished with the meeting just hit the red “x” and choose exit meeting and you will be logged out.