# Cisco WebEx Meetings Instructions

Thank you for participating in this virtual State Board meeting for Community Corrections. To facilitate this meeting, the Michigan Department of Corrections is using the Cisco WebEx Meetings application. Below are some basic instructions and etiquette for participating in the meeting.

Accessing the Meeting

To access the WebEx meeting you will need to click on the link provided on the meeting invite or MDOC website: https://mdoccoadss.webex.com/join/keckm1 or the **Join Meeting** icon in your email invite.

You may install the application or open it in your browser. Once in, the system will ask for your name and email address. This name will appear in the meeting room for others to see.
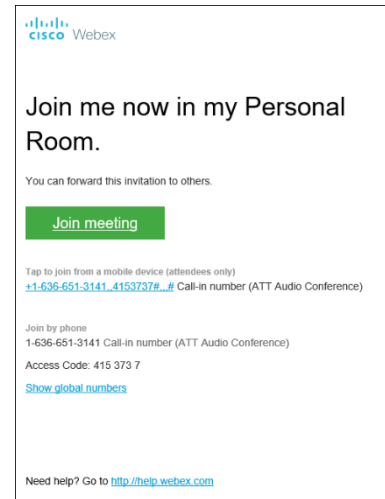

To join the meeting, you will need to connect your audio and video. For the best experience it is recommended that you have the system call you. This will then link your video and audio. *Click* the dropdown **(1)** to select the correct audio option.
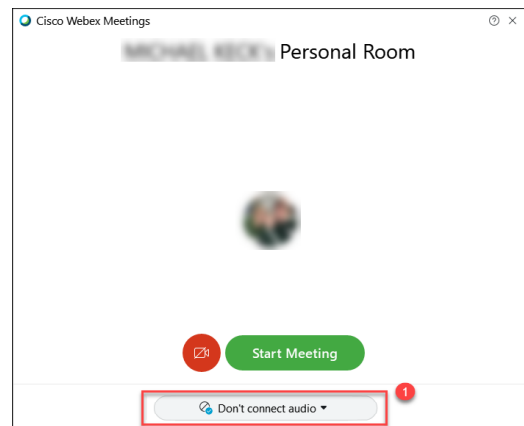
The system will offer several options for connecting audio. We have found that the option that works the best is the **Call me (2)** option. Type your phone number into the box and *click* **Enter** on your computer keyboard.

If you wish to only join by audio you may dial the number provided in the meeting invite. The system will ask you to enter the access code, followed by the # sign. From there you will be connected to the meeting.
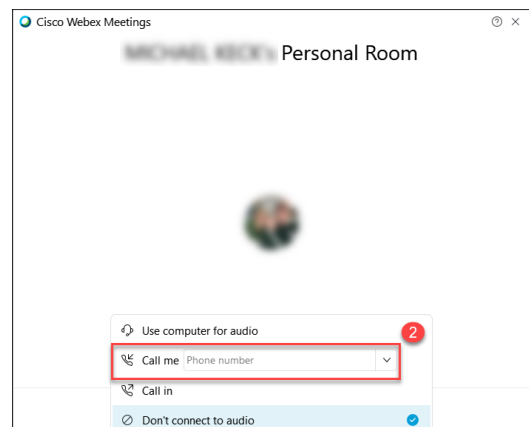
Basic Features of Cisco WebEx Meetings

Once you have entered the meeting room you will find several icons at the bottom of the screen. These icons are used to assist in participating in the meeting.

1. **Connect to Audio/Mute/Unmute:** If not connected, you may connect to the meeting by clicking the icon. Once connected, you may mute/unmute your audio. If the icon has a slash through it and is red, then that means that your audio is on mute. The host has the ability to mute all participants on the call. **NOTE** – Once you connect your audio the telephone icon will change to a microphone icon.
2. **Start/Stop my Video:** You may start/stop your webcam video by clicking the icon. If the icon has a slash through it and is red, then that means that your video is off.
3. **Share Content:** You have the ability to share content from your computer, which includes your computer screen or open applications on your computer. The host can limit access as to who has the ability to share content.
4. **Participants:** This will list all the people that are participating in the meeting
5. **Chat:** This allows you to chat with individuals or the entire list of participants. Once clicked, the chat pane will open on the right side of the screen. A dropdown will allow you to select a participant to chat with or allow your message to be seen by all. The participant list will note who is the host/presenter of the meeting
6. **More Options:** There are other options available, such as a place to take notes, connect audio/video, and the ability to copy the meeting link
7. **Leave Meeting:** This will exit you from the meeting

How to Ask a Question

To ask a question, it is requested that each participant first submit their question to the host via the **Chat** option. Click the Chat icon to open the Chat pane on your computer. As a reminder, when using the **Chat** option, only send the question to the host.
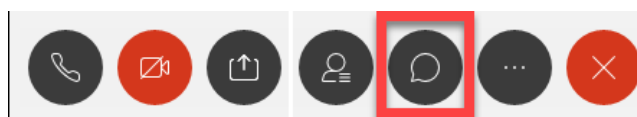
The question will be passed to the Moderator, who will then address the question or ask the participant to ask their question. If called upon, remember to unmute your microphone.

If you are only using the phone option for the meeting, you can send your questions to Molly Maynard MaynardM@michigan.gov or Dawn Karfonta karfontad@michigan.gov. They will forward the question to the Moderator.

Meeting Etiquette

There are some basic rules of etiquette when participating in an online meeting. To help ensure a positive experience for all, it is recommended that the following rules be adhered to during the meeting:

1. Please place your microphone on mute. Background noise can prevent other participants from hearing the presentation. As stated above, clicking on the microphone icon will mute your

microphone. Once it is your turn to speak you simply need to click the icon and your microphone will unmute. The host will have the ability to mute all participants if there is too much noise.

2. Excessive profanity/vulgarity, inappropriate images, or verbal attacks against participants will not be tolerated. The host may expel a participant if they fail to conduct themselves in a civil manner.