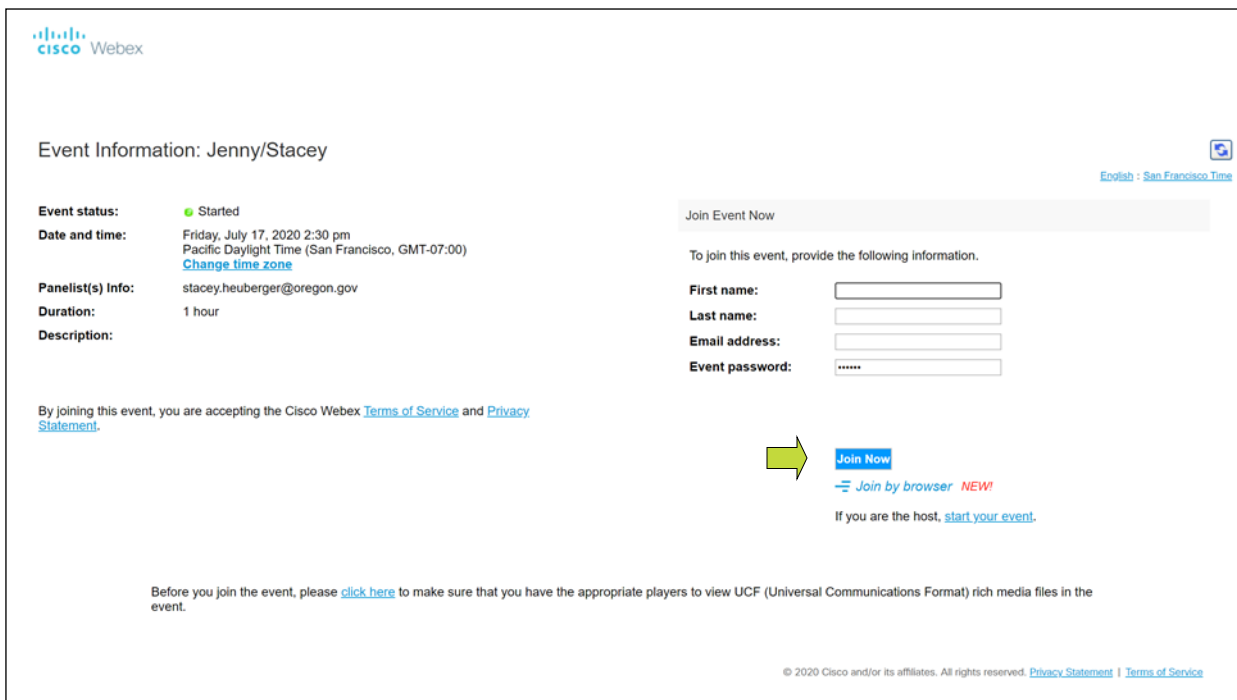


# Using WebEx to Join ODOE Public Meetings



Oregon Department of Energy public meetings will be held via the online platform WebEx. Whenever possible, please join meetings online, as it will give you more options to participate and view materials. A telephone line will be available for those who need it.

- Links for WebEx meetings will be provided in public meeting notices and on ODOE’s website. The URL will look like this, with a series of letters and numbers following: **https://odoe.webex.com/odoe/onstage/g.php?MTID=#####**
- After clicking the link, you may need a meeting code — it will be provided with the meeting notice or on [ODOE’s website](#).
- A phone number for call-in will also be made available with an access code.

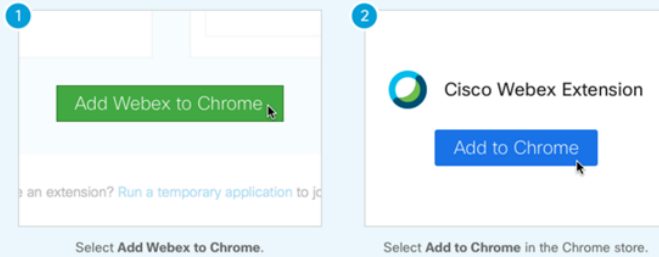


After clicking the link to join the meeting, it will open in your browser to a landing page like this.

Please enter your full name and contact information, and click on the blue *Join Now*.

## Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.



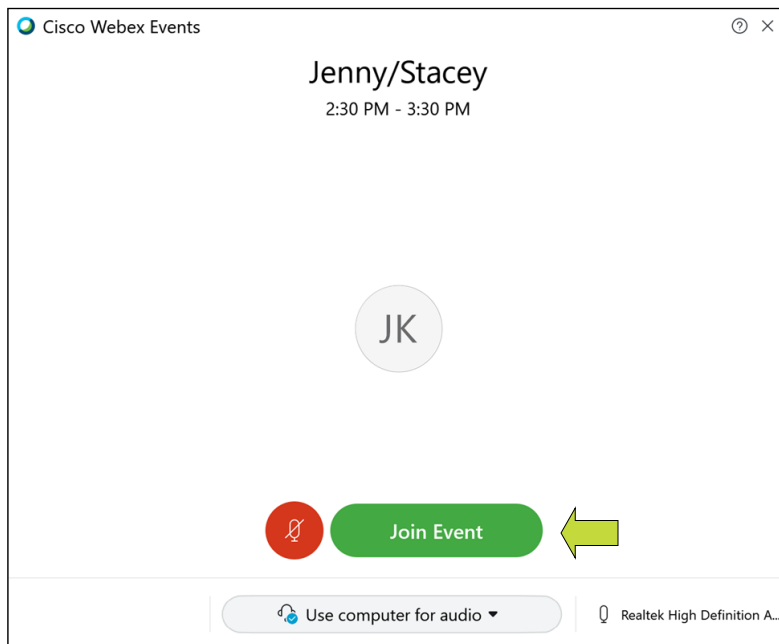
Add Webex to Chrome

➔ Don't want to use an extension? [Run a temporary application](#) to join this meeting.

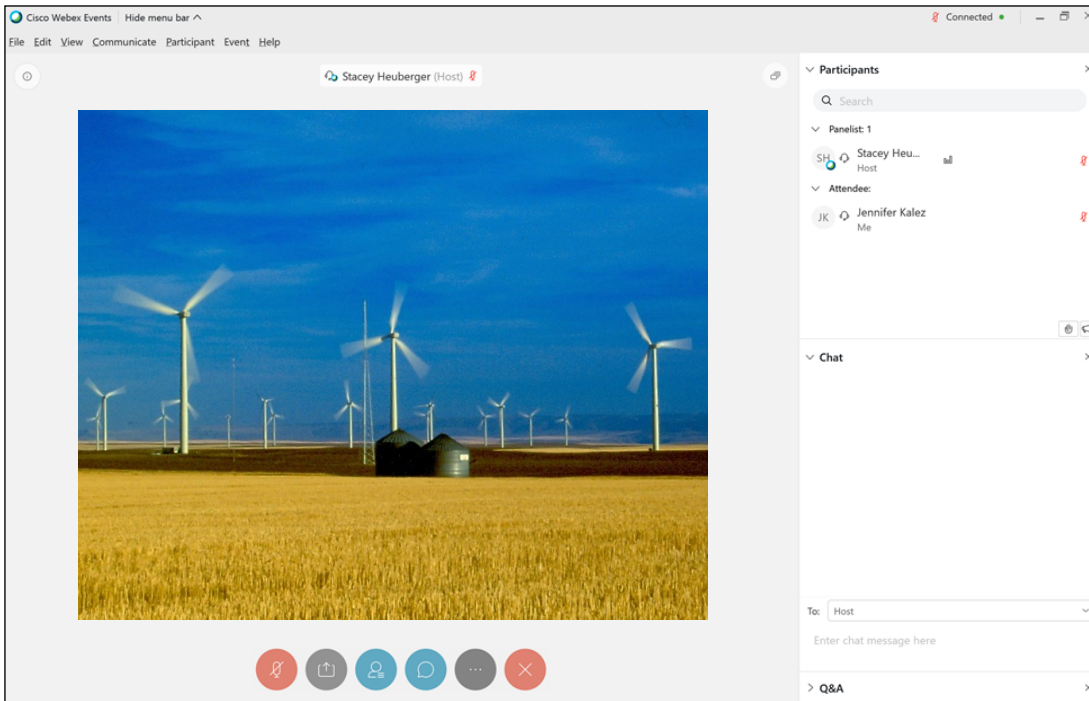
<https://odoe.webex.com/ec3300/webcomponents/docshow/ecstartsessionframe.do?actionType=join&siteurl=odoe&&userType=#>

The next page will look like this. Your web browser may offer a WebEx extension. You do not need to add it to join the meeting.

You can click on *Run a temporary application* toward the bottom of the screen to join the meeting.



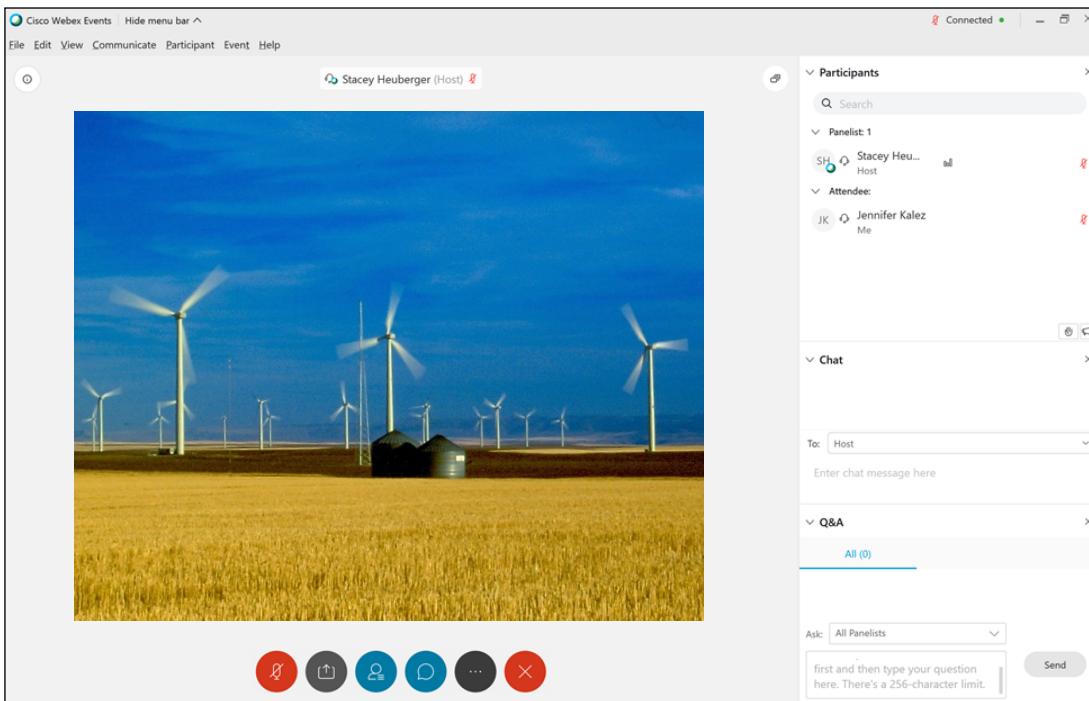
A smaller window will appear where you can click to Join Event.



You are now in the meeting. The left side of the screen will show videos of the meeting panelists (ODOE staff and others) or whatever document or presentation the meeting presenter is showing.

In most cases, you will join as an attendee. You will be automatically muted and in listen-only mode.

However, there are opportunities to communicate with the panelists and hosts.

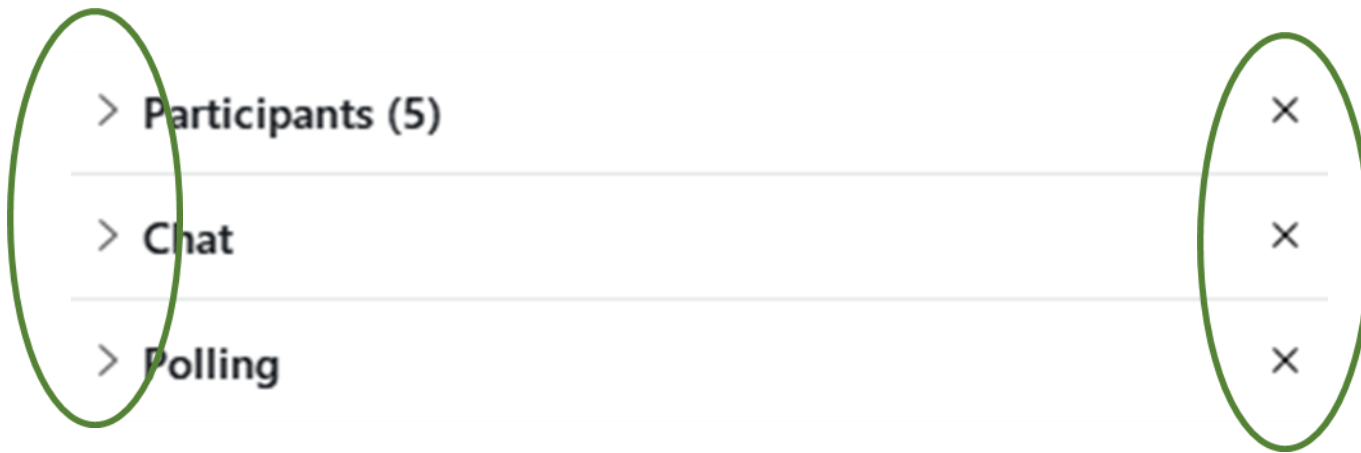


On the right sidebar, you will be able to view meeting panelists.

The Chat function will allow you to message the meeting host and/or the panelists or presenters.

The Q&A function offers a question and answer format for some meetings. They can also be directed to all panelists or the host.

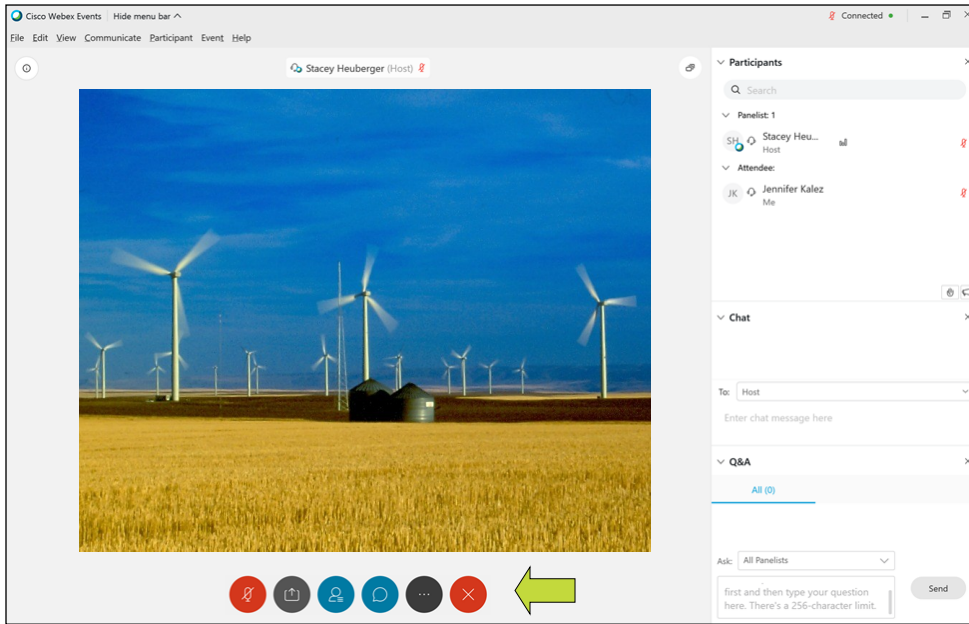
For some meetings, we may turn off Q&A and just have Chat available.



Click on the > to expand the right sidebar, and click on the x to close windows.

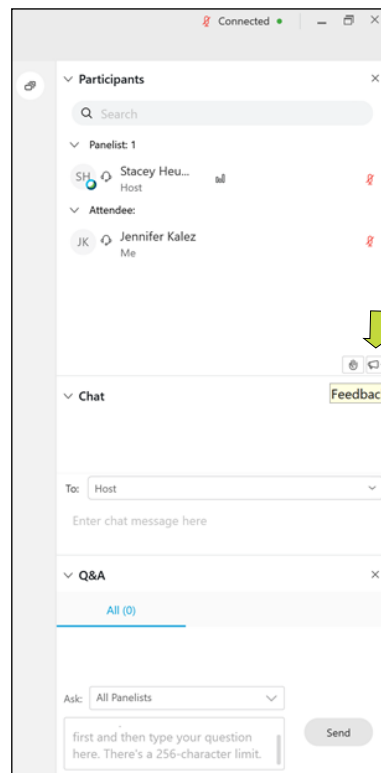
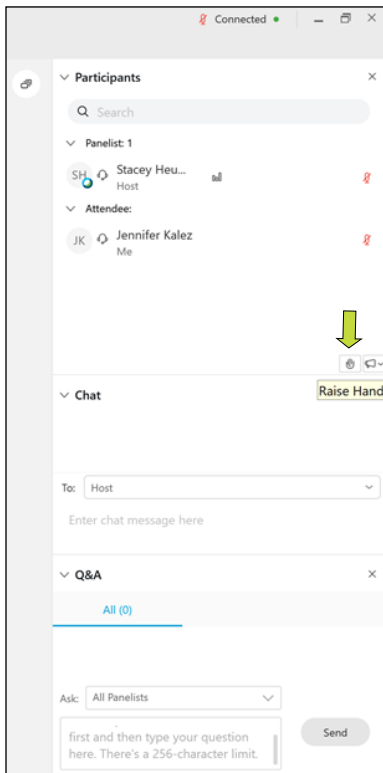
### **Polling Questions**

Some meetings may have an interactive polling portion where the host may ask you questions or ask for your opinion. A polling window will pop up so you can respond. After you have responded to the question, you can click to *close* the poll. The poll will re-open next time the host asks a polling question.



Along the bottom of the screen, you can:

- Open or close participants (the person icon)
- Open or close chat (the talk bubble icon)
- Adjust your audio settings (the ... icon)
- Clicking the red X will leave the meeting
- While attendees will be automatically muted, if the host un-mutes you, you can then control your own mute button using the red microphone icon



There are also buttons to push if you want to raise your hand or provide feedback to the host and presenters, such as applause, laughter, asking the presenter to slow down or speed up, and others.

At most meetings, the host will usually un-mute all attendees at some point in case someone would like to give oral comments or ask questions aloud.

The host may also un-mute specific attendees if someone has a question or comment. You can raise your hand to indicate you would like to speak.