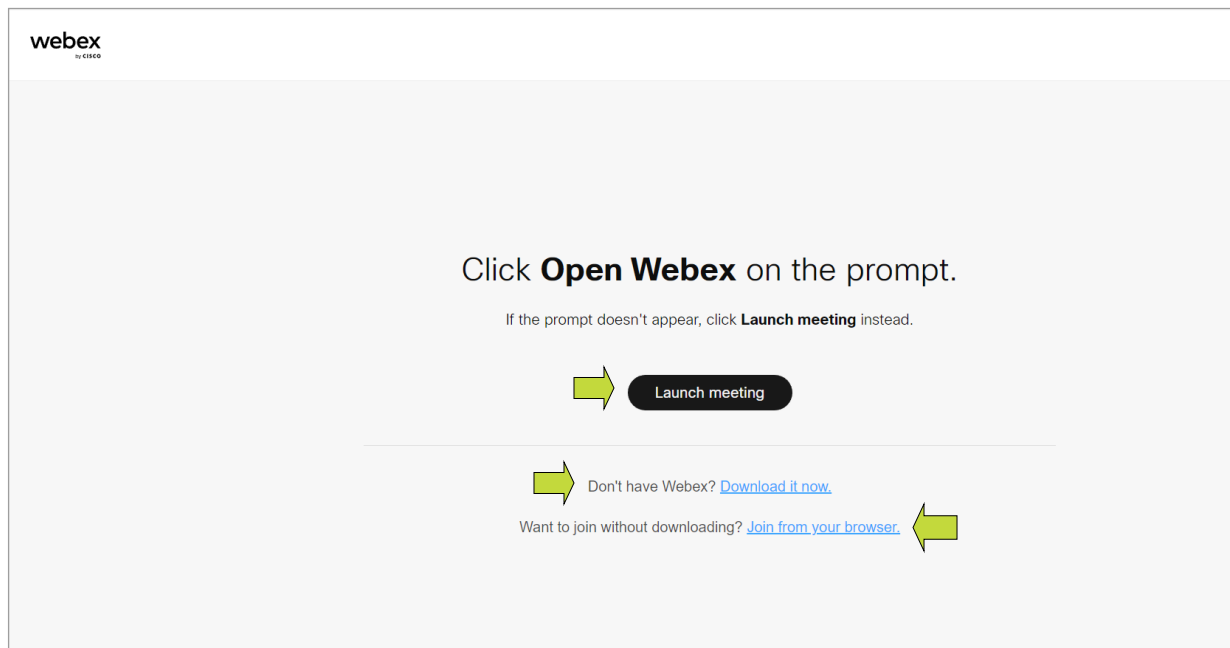


Using WebEx to Join ODOE Public Meetings



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.

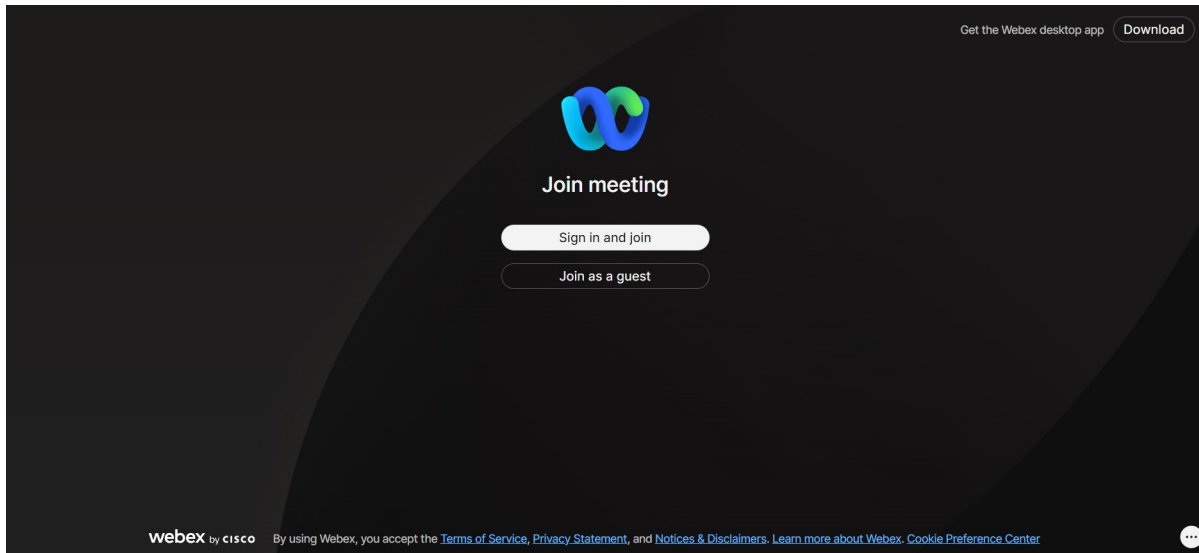


After clicking the link to join the meeting, it will open in your browser to a landing page like this.

There are a couple of ways to join. You can download the WebEx app to your computer and then click “Launch meeting” to open the meeting in your app.

If you prefer not to download the app, you can join from your browser instead.

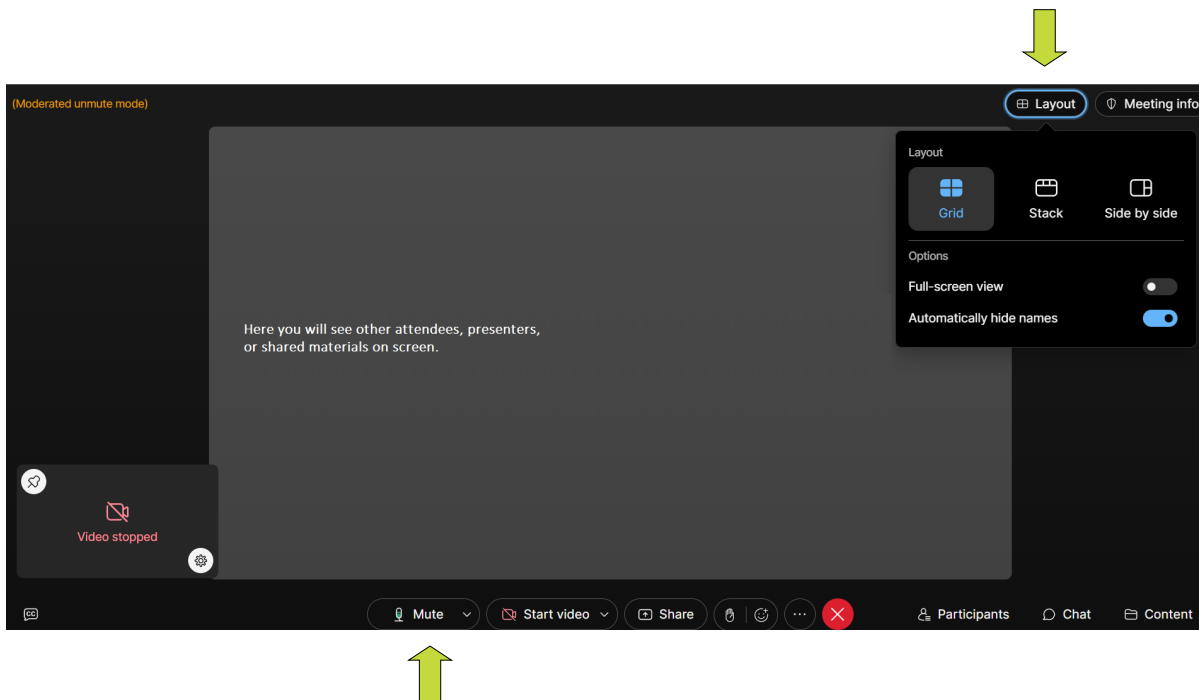
Note: ODOE recommends downloading the free WebEx app if possible. Some features, such as live captioning, work best in the app.



The next page will look something like this. If you have a WebEx account, you can *Sign in and Join*.

If you are a member of the public or outside organization joining our meeting, click on *Join as Guest*.

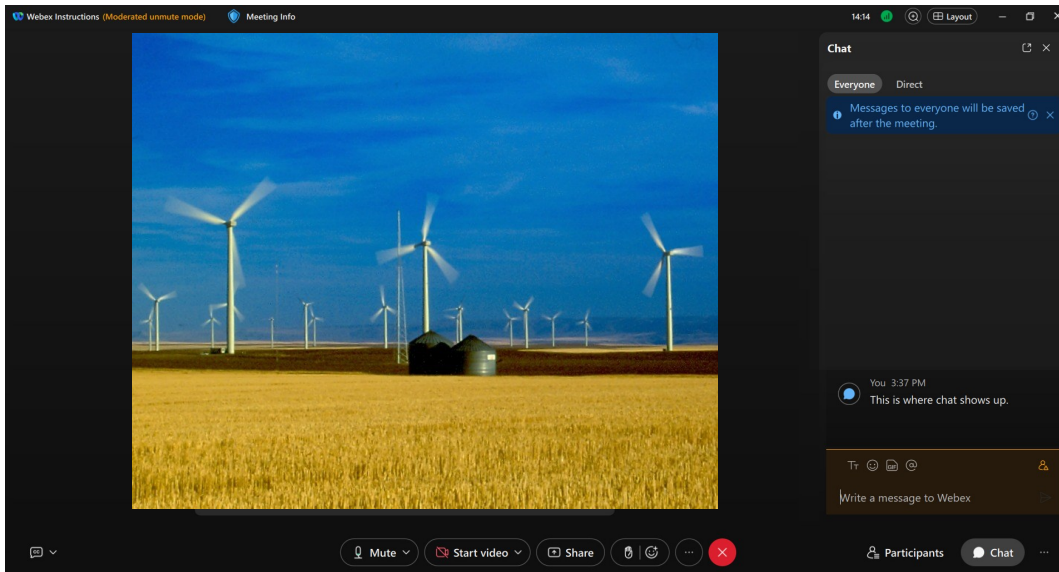
Here is where you will enter your name, email, and possibly the meeting or webinar access code, which will be in the meeting invitation or on ODOE’s website.



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.

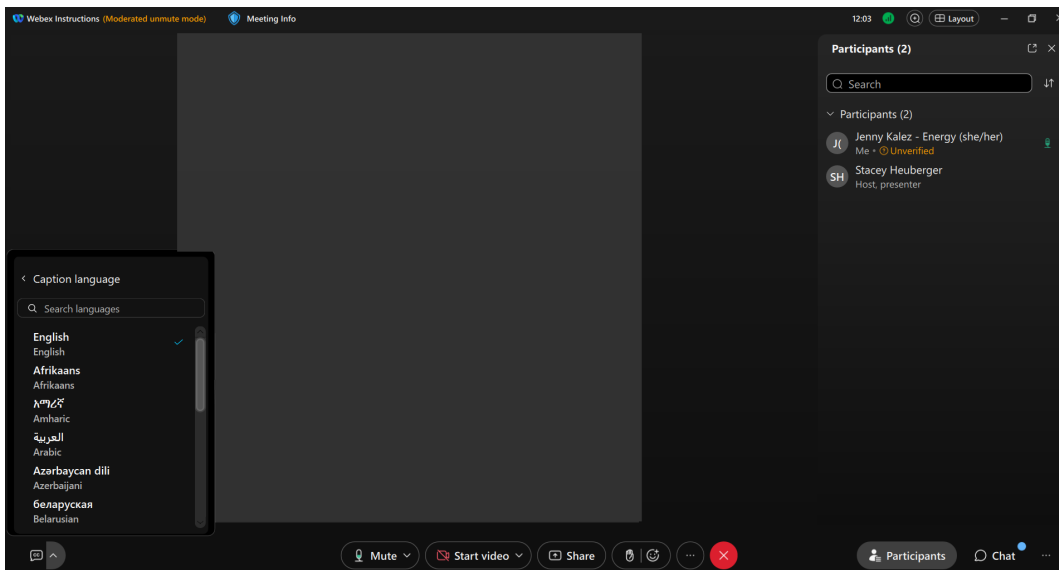


Along the bottom of the screen, you'll see options for **mute and video**, along with a **raise hand icon** if you'd like to let the host or presenter know you'd like to speak.

Next to the hand icon are **emoji reaction** options. Click on the smiley face to see options.

The **chat function** on the right will allow you to communicate with the host, panelists, and/or everyone in the meeting.

Click on "Participants" to see others in the meeting.



WebEx offers **live captioning** for meetings in English, as well as **live-transcribed other languages**.

Click on the CC in the bottom left corner to turn on English captions.

Click the little arrow next to the CC to bring up other caption languages.

Note this feature works in the WebEx app only, not the browser version. Please download the free WebEx app to see these features.



Having trouble with WebEx? Please give us a call at 800-221-8035 or email AskEnergy@oregon.gov. 