

Attending a City of Tempe Webex Event



There are multiple ways to join an online Cisco Webex Event through the web app, mobile app, or desktop app using a desktop computer, laptop, or mobile device. Need help joining an event? Go to <https://help.webex.com>

As an **Event Attendee** joining online through Cisco Webex apps, you can view and listen to the meeting online, but your microphone audio is disabled, and you cannot share content. If you have submitted a **Speaker/Comment Card**, the event host will unmute your audio to address the participants at the appropriate time during the meeting.

Joining a Webex Event

General Public who did not submit a Speaker/Comment Card prior to the beginning of the meeting

1. Click on the **Council Meeting Virtual Attendance** button located on the [Tempe City Clerk's Office](#) web page on [Tempe.gov](#). Note the **Speaker/Comment Card** requirements to address a *scheduled Public Hearing item* or a matter concerning *Tempe City Government* on the same web page.

The screenshot shows a website page with a green sidebar on the left containing a navigation menu with items like 'Boards and Commissions', 'City Code and City Charter', 'City Council Conflicts of Interest', 'City Council Events Schedule', 'City Facilities Naming Procedure', 'Council Rules of Procedure', 'Elected Officials', 'Election Information', 'Lobbyist Registration and Reporting', and 'Public Records Requests'. The main content area has a white background and contains the following text:

Members of the public are welcomed to:

1. Watch the Tempe City Council meetings broadcast live on [Tempe 11](#).
2. Watch the Council meetings live-streamed at [tempe.gov/tempe11](#).
3. Complete and submit the [City of Tempe Speaker/Comment Card](#), no later than two hours prior to the start of the [City Council meeting](#). (Note: If time allows, additional input will be monitored throughout the course of the meeting.)
4. Attend the meeting virtually through [Cisco Webex Events](#). Please read the [Webex instructions](#) to learn how to attend a City of Tempe Webex Event.

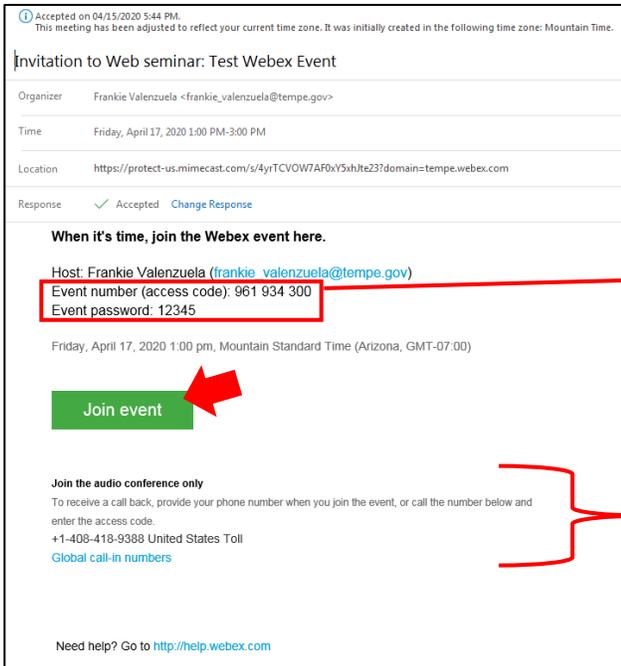
Below the text are two buttons: 'Speaker/Comment Card' (highlighted with a red box) and 'Council Meeting Virtual Attendance' (pointed to by a red arrow). To the right of the text is a sidebar with information about the City Clerk's Office, including its location (Tempe City Hall, 31 E. Fifth St., Second Floor, Tempe, AZ 85281) and hours of operation (Monday through Friday, 8 a.m. to 5 p.m.; closed on City holidays).

2. On the Event Information page, type your **First Name**, **Last Name**, and **Email Address**. Then click the **Join Now** button. *If the Join Now button is greyed out, the meeting has not started.*

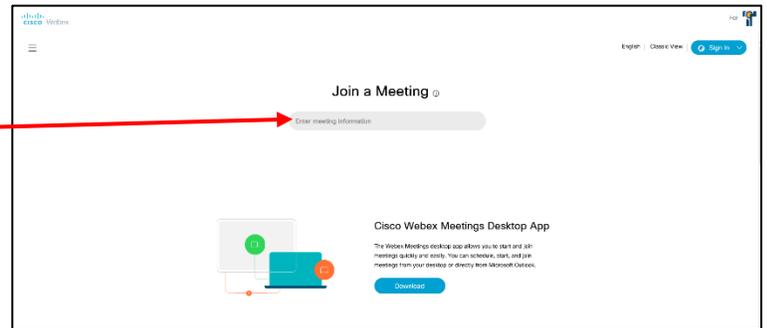
The screenshot shows the Cisco Webex Event Information page for 'Test Webex Event'. The page includes event details such as 'Event status: Not started', 'Date and time: Friday, April 17, 2020 1:00 pm Mountain Standard Time (Arizona, GMT-07:00)', and 'Duration: 2 hours'. A large 'Join Now' button is visible, which is greyed out. A red box highlights the registration form fields: 'First name:', 'Last name:', 'Email address:', and 'Event password:'. A red arrow points to the 'Join Now' button. Below the registration form is a 'Join by browser' button with a 'NEW' badge. A pop-up window titled 'Try the new Webex web app!' is displayed, listing benefits like 'Nothing to install', 'Simple and intuitive', and 'Ideal for participants who do not need to present'. At the bottom of the page, there is a note: 'Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.'

Public member who submitted a Speaker/Comment Card

- Event Attendees who submit a Speaker/Comment Card AND also wish to verbally address the City Council at the meeting, will need to REGISTER for the applicable Cisco Webex meeting button located on the [Tempe City Clerk's Office](#) web page. After you register, you will receive a confirmation email message with instructions on how to join the City Council meeting. Click the **Join Event** button to launch the Event Information page. Type your **First Name**, **Last Name**, and **Email Address**. Then click the **Join Now** button.

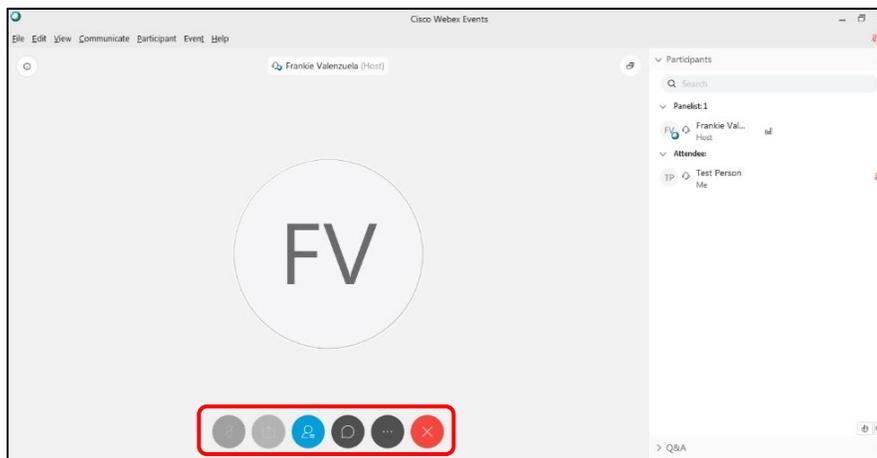


- If the **Join event** button fails to launch Webex, go to <https://tempe.webex.com> and enter the 9-digit **Event Number (access code)** and **Event Password** located on the invitation.



- You can **Join the audio conference only**. You will not be able to see any presentations and the host cannot identify the caller. If you are scheduled speak, you must login on a computer or mobile device that has a microphone and where the host can identify you.

Webex Event Attendee Controls



Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:

- Participant list**—see who is in the meeting. The button is blue when the list is open.
- More Options**— **Audio Connection**, Speaker and microphone settings. If you've joined through the computer but don't have a microphone, click **Audio Connection** to open the **Call Me** feature. Enter your phone number and click the **Switch** button to connect.
- Leave Meeting**—leave the meeting

