

## EBS WebEx Participant Guide

### What you need

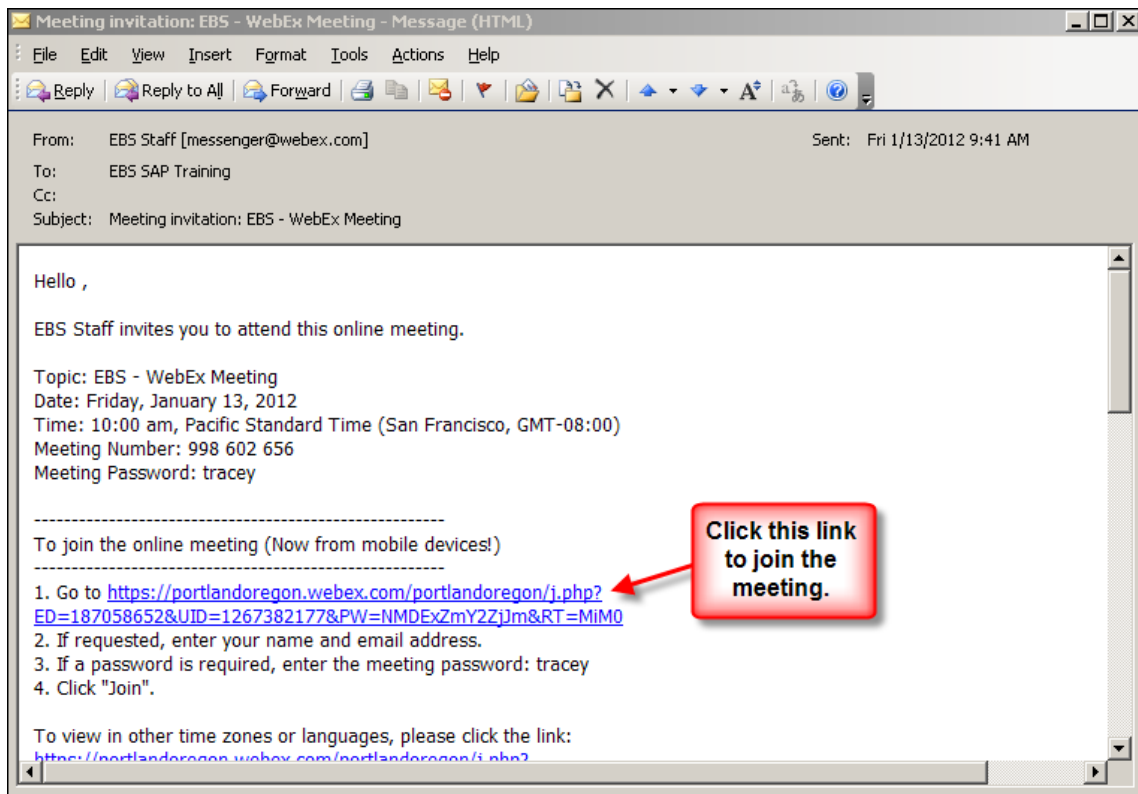
- A computer that is connected to the internet
- A phone
- The meeting information (URL or meeting number) and password

### Joining a Meeting

**NOTE:** Plan to join the meeting about 5 minutes before your first WebEx Meeting so that you can install the plug-in required for the meeting. If you have any problems with installing the software, contact the BTS Helpdesk.

#### *You can join a meeting two different ways:*

1. If you were sent an email or calendar item, there will be a meeting URL which you can click on to join.



2. If you don't have the link, you can go to: <https://portlandoregon.webex.com/meet/tletmate>

- Find the meeting you want to attend.
- On the right side of the meeting line, click **Join**.

**PortlandOnline**  
Official Web Site for the City of Portland, Oregon

Welcome Meeting Center Event Center Training Center Support Center My WebEx Host Log In

### Browse Meetings

Search for meetings by host, topic, or words in the agenda:

Today Daily Weekly Monthly English: San Francisco Time

Friday, January 13, 2012

Show past meetings  Show only meetings that require registration

Time	Topic	Host	Duration	
10:00 am	<a href="#">EBS - WebEx Meeting</a>	EBS Staff	30 mins	<a href="#">Join</a>

**Click here to join the meeting.**

- On the meeting information page, enter any requested information, including your name, email address and meeting password.
- Click **OK**.

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### Meeting Information: EBS - WebEx Meeting

English: San Francisco Time

**Meeting status:** Not started  
**Starting date:** Friday, January 13, 2012  
**Starting time:** 10:00 am, Pacific Standard Time (San Francisco, GMT-08:00)  
**Duration:** 30 minutes  
**Host's name:** EBS Staff

**It's time to join!**

If you are the host, [start your meeting](#).

Your name:   
Email address:   
Meeting password:

[\(Clear my information\)](#)

I would like to take a free WebEx trial (email required).

**Join**

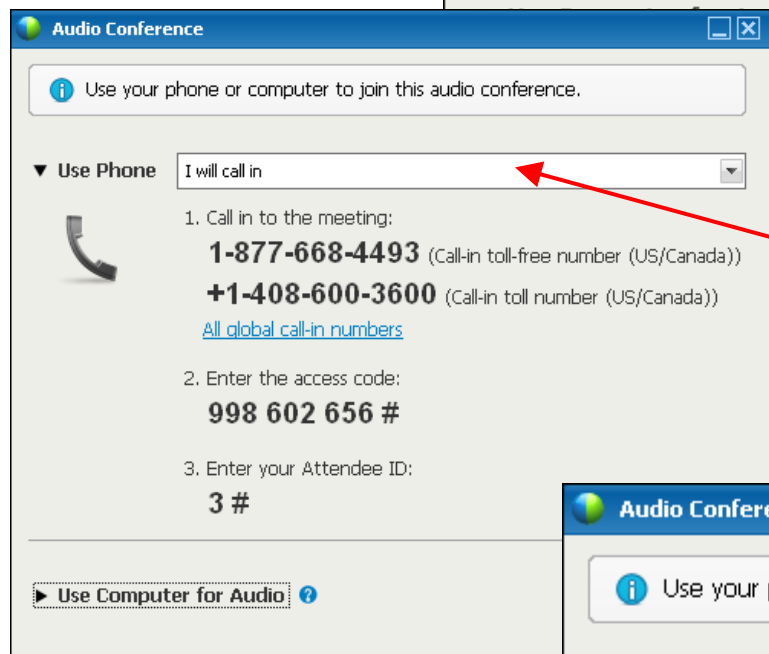
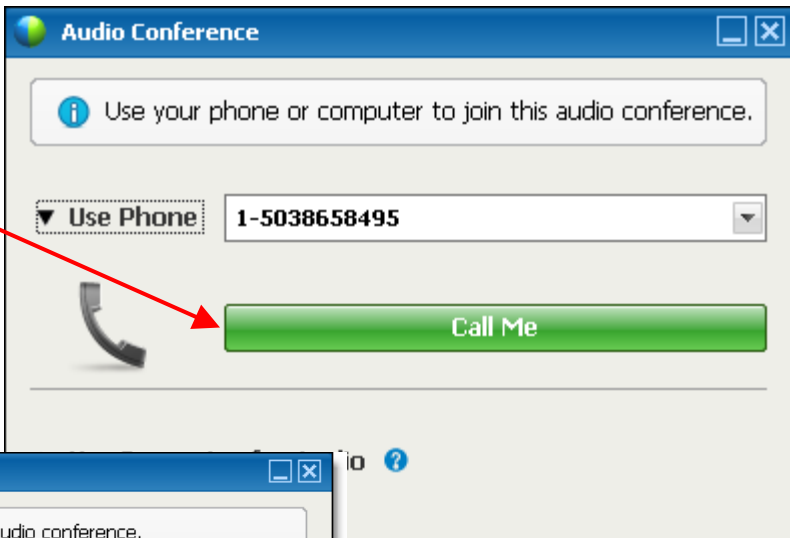
**Enter your name, email and the meeting password and click Join.**

### To Join the Audio Conference

When you enter the meeting room, you will see a popup window for the Audio Conference. In order to listen to the meeting, you will need to connect to the audio portion of the meeting.

#### Participating by Phone

Enter your phone number and then click the **Call Me** button.



**NOTE:** If your phone is routed to central operator, then you must dial into the phone number yourself. Use the drop down box in the phone number field and choose: I will call in.

#### Using your Computer for Audio

If you have speakers or headphones for your computer, and you only want to listen to the meeting, then you can use your computer for the Audio.

**NOTE:** If you want to participate in the discussion, you must have a microphone hooked up to your computer.

