California Traffic Control Devices Committee (CTCDC) Meeting -Participation Guidance

July 9, 2020

Webex Event

HOW TO – Join – Caltrans WebEx Event

The following contains instructions to join a WebEx event hosted by the Department of Transportation (Caltrans).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection is outlined below.

1. Navigate to the WebEx event link provided by the Caltrans entity (an example link is provided below for reference) via an internet browser.

   Example link:
   https://cadot.webex.com/cadot/j.php?MTID=XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.
   NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.

HOW TO – Join – Caltrans WebEx Event

3. Click the 'Join Now' button.

   NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.
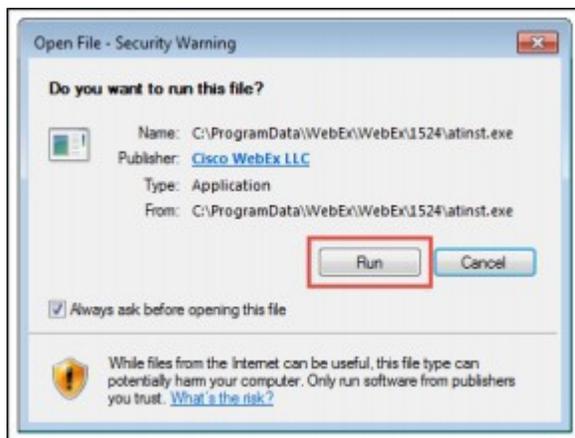
   Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.
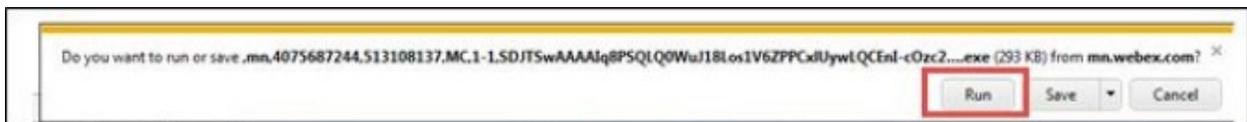
Starting Webex...
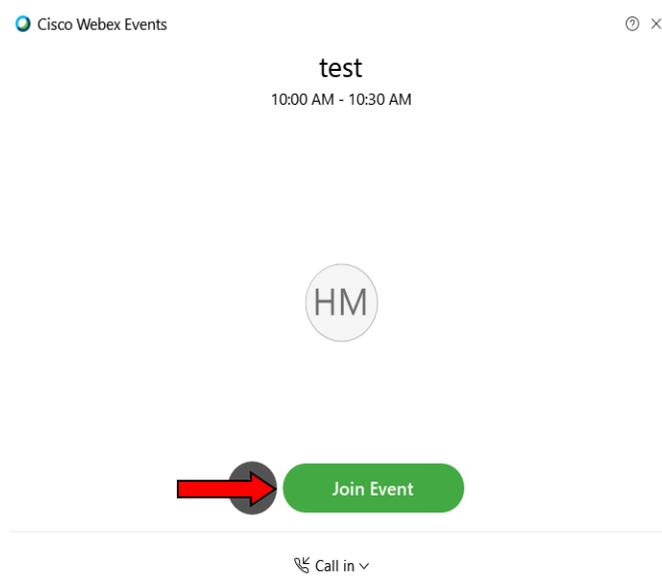
Still having trouble? Run a temporary application to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.

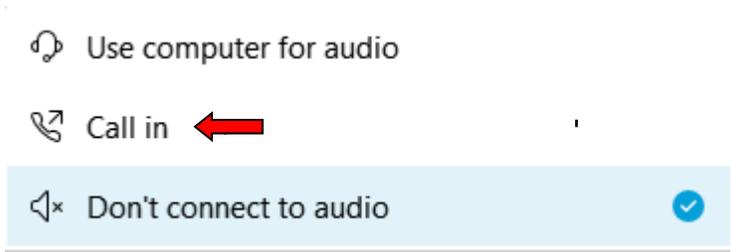6. A dialog box will appear at the bottom of the page, click 'Run'.

Do you want to run or save .mn,4075687244,513108137,MC,1-1,SDJTSwAAAAIq8PSQLQ0WuJ18Los1V6ZPPCxIUywLQCEnI-cOzc2....exe (293 KB) from mn.webex.com?   ×   Run   Save   ▼   Cancel

The temporary software will run, and the meeting window will open.

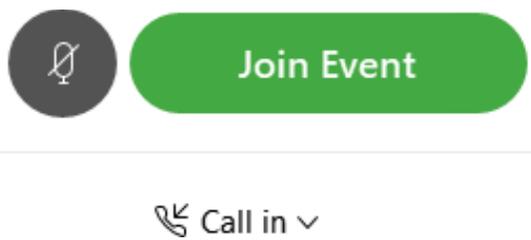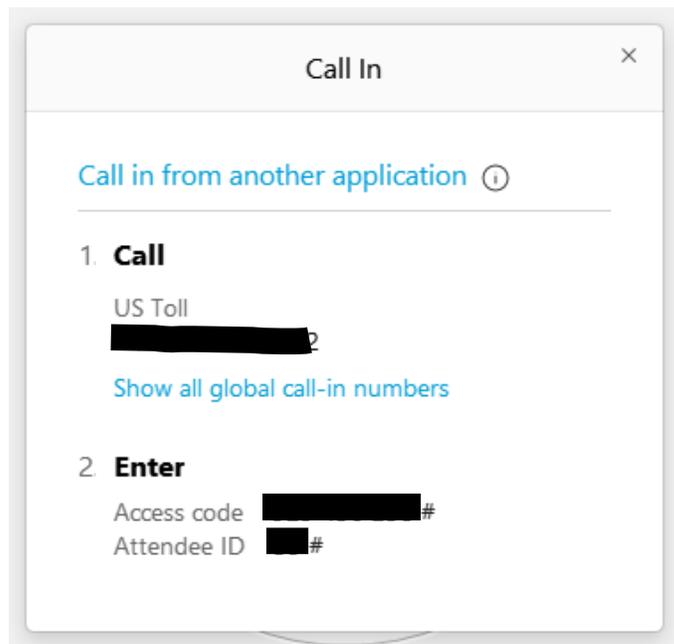7. Click the audio menu below the green 'Join Event' button.

Cisco Webex Events   ⑦ ✕

test
10:00 AM - 10:30 AM

HM

Join Event

Call in ⌄

HOW TO – Join – Caltrans WebEx Event

8. When the audio menu appears click 'Call in'.

> 🎧 Use computer for audio
>
> 📞 Call in   ⬅
>
> 🔇 Don't connect to audio   ✅

9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.

> 🎤   **Join Event**
>
> 📞 Call in ⌄

10. Call into the audio conference with the details provided.

> **Call In**   ✕
>
> Call in from another application ⓘ
>
> 1. **Call**
>   US Toll
>   ▇▇▇▇▇▇▇▇2
>
>   Show all global call-in numbers
>
> 2. **Enter**
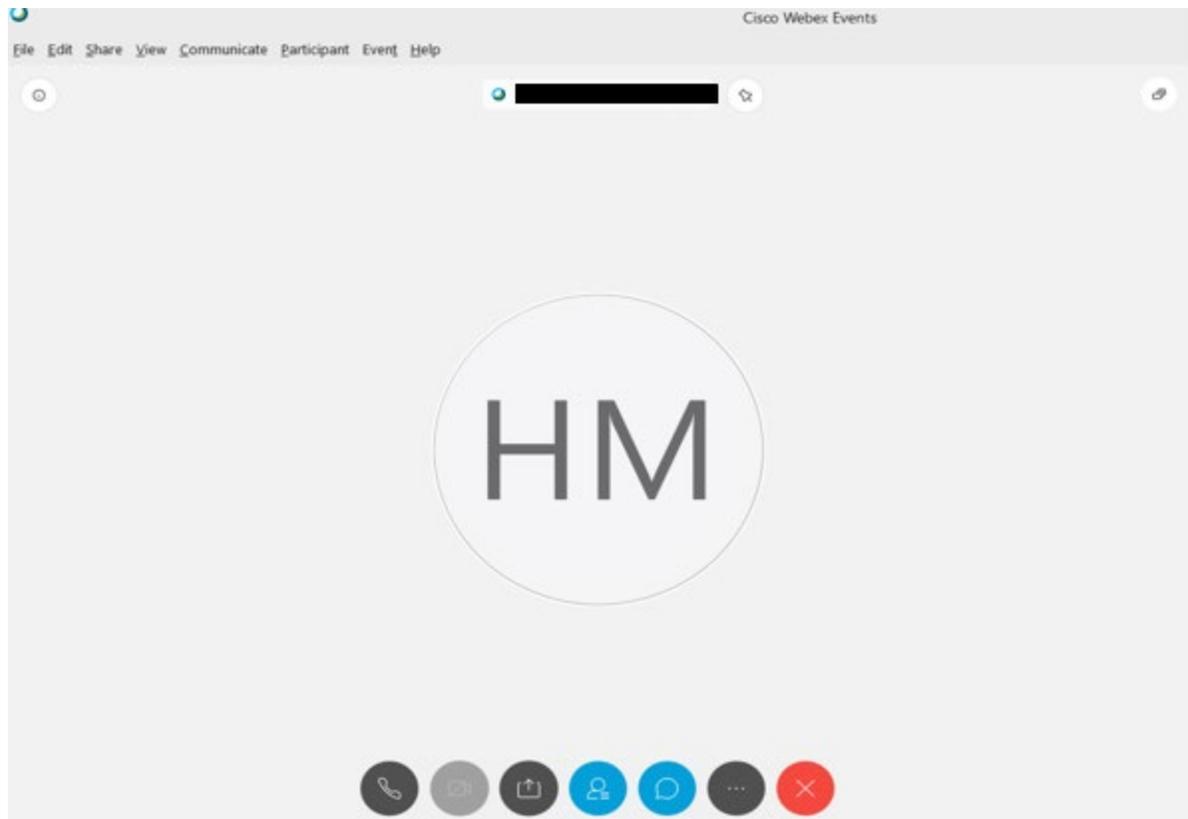>   Access code ▇▇▇▇▇▇▇▇▇#
>   Attendee ID ▇▇#

NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

HOW TO – Join – Caltrans WebEx Event

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.
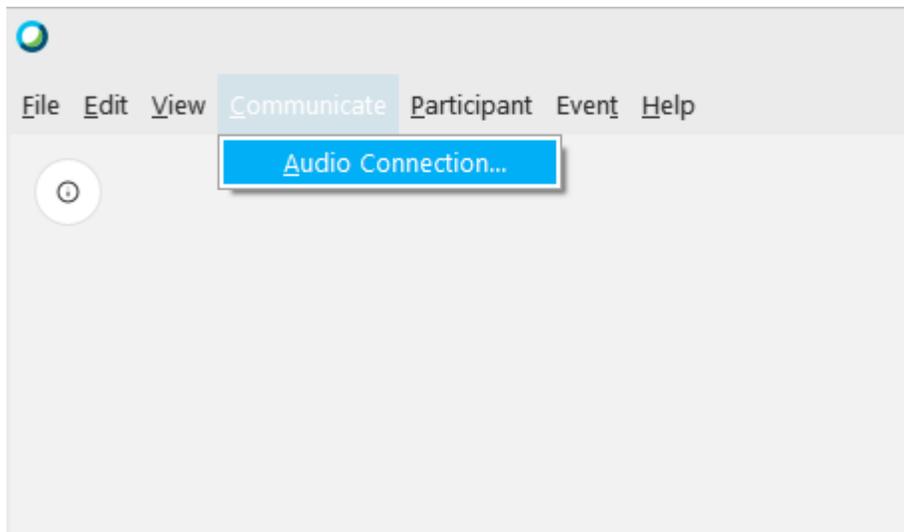
Congratulations!

NOTE: Your audio line is muted and can only be unmuted by the event host.
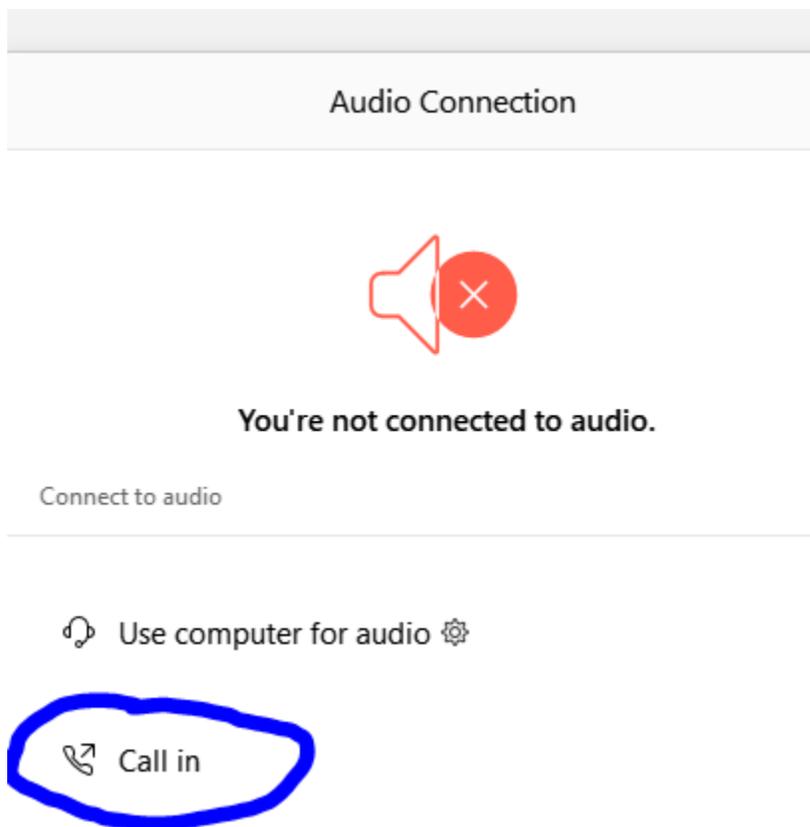
If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

HOW TO – Join – Caltrans WebEx Event

The 'Call In' information can be displayed by selecting 'Call in' then 'View'


You will then be presented the dial in information for you to call in from any phone.

HOW TO – Join – Caltrans WebEx Event

Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Raise Hand' button near the bottom right of your WebEx session, by your name in the participants window.
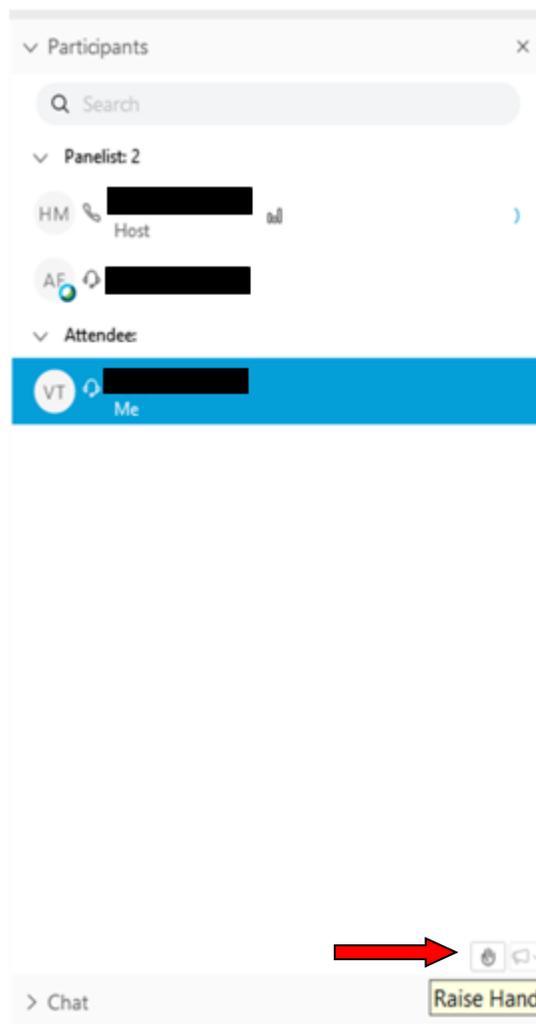
HOW TO – Join – Caltrans WebEx Event

NOTE: The 'Raise Hand' button will indicate to the host you would like to make a comment.
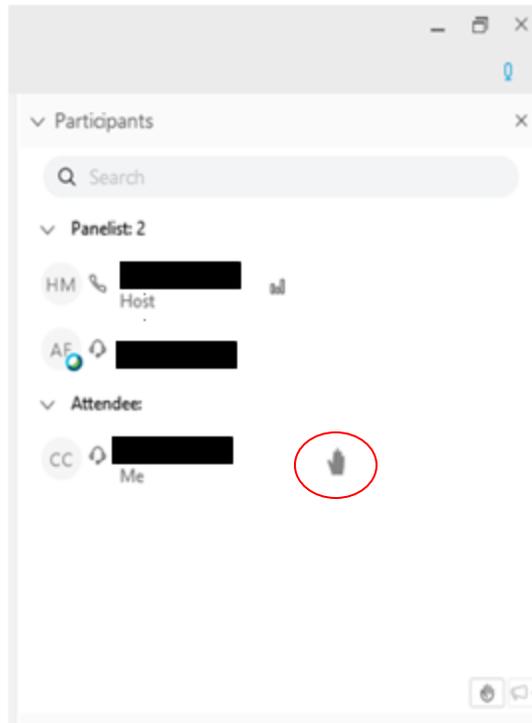
Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration.