



## Virginia Criminal Sentencing Commission

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100 North Ninth Street • Richmond, Virginia 23219 • Tel.: 804.225.4398 • Fax: 804.786.3934

### How to Join a Webex Meeting using the Web

#### Join from the meeting link

<https://vacourts.webex.com/vacourts/j.phpMTID=maae9659786a1e42144f4ae63d5babfc2>

#### Join by meeting number

Meeting number (access code): **2317 979 8026**

Meeting password: **7r3FrYBuSu3**

#### Tap to join from a mobile device (attendees only)

**+1-415-655-0003,,23019546006## US Toll**

#### Join by phone

**+1-415-655-0003 US Toll**

#### Join from a video system or application

**Dial 23019546006@vacourts.webex.com**

**You can also dial 173.243.2.68 and enter your meeting number.**

**If you are having trouble connecting, please call 804-786-0724.**

## Instructions on how to Join the Meeting

Click on **Meeting Link** (*below*).

<https://vacourts.webex.com/vacourts/j.php?MTID=ma66b263dcfd68ade9680699e268b7f83>

If you're using Chrome, the web app automatically opens.

If you're using Windows or Mac and you don't have the app installed yet, the app downloads to your computer. Run the installation file (webex.exe on Windows and webex.pkg on Mac) and follow the instructions.

The Webex Meeting app opens when the installation is complete.

Click **Open Webex** if you're prompted to do so, otherwise click **Launch meeting**.

Click **Open Webex** on the prompt.

If the prompt doesn't appear, click **Launch meeting** instead.

Launch meeting



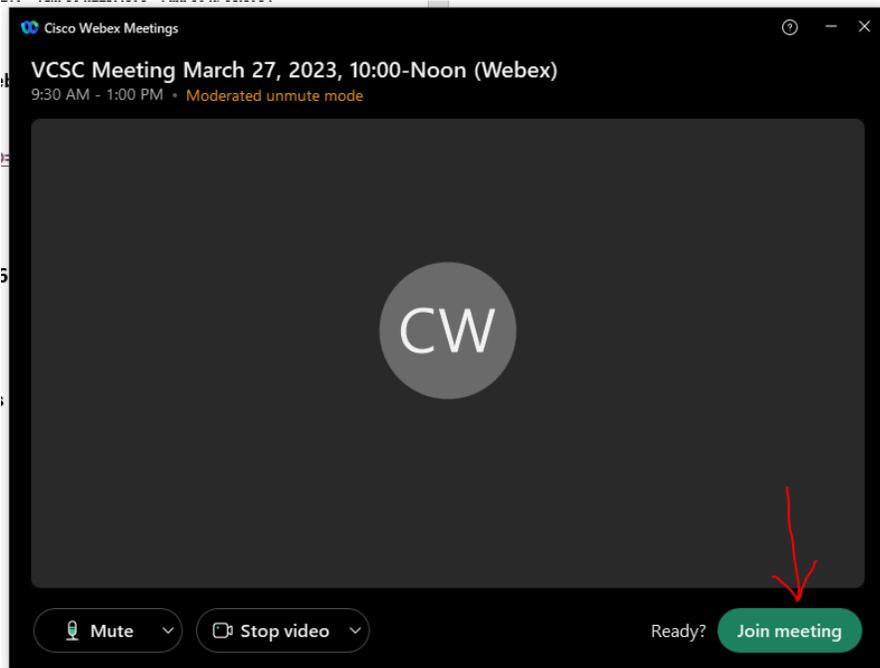
Edit your name as you want it to appear in the meeting and then check the Remember me check box to save you time the next time you join a meeting.

Click **Join as a guest**.

The screenshot shows the 'Join the meeting' screen with the Webex logo at the top. Below the logo, the text reads 'Join the meeting' and 'If you're the meeting host, sign in to start the meeting.' There are two input fields: 'Name' with the text 'your name' and 'Email address' with the text '\*\*\*\*\*@vacourts.gov'. Below these fields is a checkbox labeled 'Remember me'. At the bottom, there is a 'Join as a guest' button highlighted in yellow and circled in red, and a 'Sign in' link below it.

Connect your audio in the preview window before you join the meeting so you can make sure you can be heard. Make sure to give the app access to your microphone.

Simply select the **“Join meeting”**



To mute or unmute yourself, click **Mute**



Mute

or **Unmute**



Unmute

On the upper right-hand corner of the screen, you will see a list of participants. Next to your name, you will see a hand-icon. You may select this option if you need to speak. There will be an opportunity for public comment (3 minutes per person) after the completion of the agenda.

click **Raise hand**



**If you are having trouble connecting, please call 804-786-0724.**