

# Webex Meeting Instructions

## **To watch and/or listen to the meeting via the Webex application:**

***\*\*Must use Chrome, Internet Explorer, or Mozilla browsers\*\****

1. Click on the URL link provided for the scheduled meeting.
2. A web page should load, and the right-hand side the page should say “Join Event Now”.
3. If the meeting has started, enter First name, Last name, email address, and the Event Password provided (if not already auto-filled in), then click “Join Now”.  
\*Note: if the meeting has not started yet, you will not be able to join the meeting and the contact fields will be greyed out.
4. On the next screen, if you do not have the Webex application installed on your device, select “Run a temporary application” on your browser page.
5. The temporary application should download, then click the downloaded file at the bottom of the browser if it does not automatically open.
6. The Webex application will open and a preview screen will appear. Click “Join Event”.
7. As an attendee, you will have “listen-only” capabilities during the Webex meeting.

## **To listen to the meeting by calling in via telephone:**

1. Call the dial-in phone number provided for the scheduled meeting.
2. When prompted, enter the Access Code provided with the call-in number and press #.
3. When asked for Attendee ID number, press # again to access the meeting.
4. As an attendee, you will have “listen-only” capabilities during the Webex meeting.

## **Having Trouble Accessing the Meeting?**

Contact the Office of Zoning staff for assistance:

Email: [itzone@dc.gov](mailto:itzone@dc.gov)

Phone: 202-727-6311