

Hello Everyone

For all B & C meetings, we have decided to use Webex. Below, you will find a link to a great introductory video that will tell you just about everything you need to know on how to join a WebEx meeting, how to test your hardware setup before joining a meeting, and how to turn on and off your microphone and your webcam. In addition to the training video, we have included some must have information about how to change your meeting view to a grid view, so that you can see everyone on one screen. The grid view is happily called “The Brady Bunch” view. We will be sending out a meeting invitation that’s specific for your meeting, which will include a WebEx meeting link.

[Introductory WebEx Training Video](#) (only 2 min & 34 seconds) or try: <https://youtu.be/ru85544RveA>

Below are a few tips in order to make your meeting successful

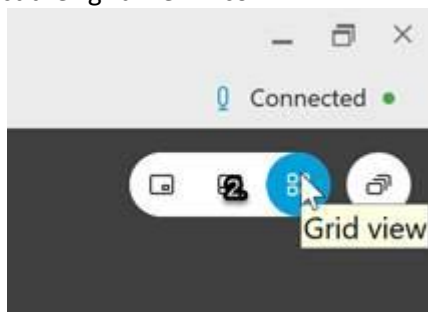
- For this meeting, please use a computer to connect, or dial in using your phone
- **Do not use the VPN for participating in this meeting**, the VPN will cause a slowdown in your internet traffic, which will cause issues during the video conference
- Please use the computer headset if you have one available
- Please keep your microphone muted, unless you are recognized to speak
- In order for other to see you clearly, please participate in the meeting from a location that provides ample lighting, and do not pick a spot where there is a window behind you
- Use the “grid view” in order to see all meeting participants

How to turn on “grid view”

1. Hover over the view icon in the top right corner of the screen



2. Select the “grid view” icon



If anyone has any questions at all about the technology behind the B & C meetings, please let me know. Stay healthy, and we’ll see you all soon.

Thank you,
Kory Ellis
IT Manager - City Hall