

# Attending a Virtual Meeting

In addition to submitting input by email, you can attend upcoming budget meetings and have your say by joining our meeting virtually. Visit [Budget 2021](#) to learn more about the budget process, including the meeting schedule.

## Next Meeting

<b>Meeting Type</b>	Committee of the Whole
<b>Date &amp; Time</b>	December 15, 2020, 6:00 - 8:00 PM
<b>Subject</b>	Five-Year Financial Plan and Proposed Capital Plan
<b>Attendee Link</b>	<a href="https://northcowichan.webex.com/northcowichan/onstage/g.php?MTID=e168df82c21f19159dba7f83df5d708e9">https://northcowichan.webex.com/northcowichan/onstage/g.php?MTID=e168df82c21f19159dba7f83df5d708e9</a>
<b>Meeting #</b>	141 845 2549

We encourage you to test your system well in advance of the meeting by following the instructions below. Only audio (microphone and speakers) will be needed to participate.

If you have not previously participated in one of our virtual meetings, please take the time now to read and follow the instructions for installing software, testing, and getting connected for [Computer Desktop](#), [Mobile Device](#), or [Telephone](#).

Participate in **BUDGET2021**

## Connecting by Telephone

If you are unable to connect by computer, smartphone or tablet, you can also call in by telephone to hear and participate in the meeting.

1. Dial the toll free number: 1-844-426-4405
2. Choose your preferred language
3. When prompted for access code/meeting number, enter the meeting number listed in the [Next Meeting](#) section above
4. You will be automatically muted upon entry into the meeting
5. **Press \*3** to raise your hand if you would like to speak when asked by the Mayor

6. When it is your turn to speak, you will hear the meeting coordinator state that the next caller is a telephone caller, followed by the system saying "You are unmuted"

## Connecting by Computer Desktop

### Test your computer's capabilities

1. We recommend downloading and installing the Cisco Webex Meetings application from <https://www.webex.com/downloads>. If you prefer to join through the web browser only, please use a modern web browser such as Google Chrome, Microsoft Edge, Firefox or, on Apple computers, Safari.
2. Test whether your computer is capable of participating, including whether you can hear and be heard, by starting a test meeting at: <https://www.webex.com/test-meeting>

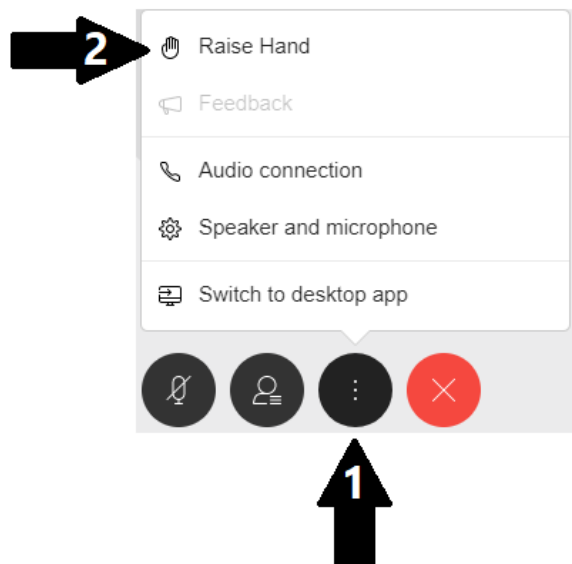
### Up to 30 minutes before the meeting

1. Click on the **Participate in Budget 2021** button under the Next Meeting section from the Enter your First name, Last name, and Email address in the spaces provided
2. Click on the **Join Now** button
3. If prompted, install any plugins or extensions
4. You web browser to open the Cisco Webex Event webpage
5. will be automatically muted upon entry into the meeting
6. Click on the **Participants** button to reveal the small Raise Hand button if you'd like to speak (see images below)
7. When it is your turn to speak, you will be announced by the meeting coordinator

### Raising Hand in Webex Meetings app:



## Raising Hand in web browser:



## Connecting by Mobile Device (smartphone/tablet)

### Install and Test Cisco Webex Meetings

1. Download the Cisco Webex Meetings mobile app from your app store (ie. Apple iTunes or Google Play)
2. Test whether you will be able to hear and be heard by starting a test meeting at: <https://www.webex.com/test-meeting>

### Up to 30 minutes before the meeting

1. Click on the **Participate in Budget 2021** button under the Next Meeting section from the web browser on your device to open the Cisco Webex Event webpage
2. Click on the **Join** button
3. When prompted, choose to open in app
4. You will be automatically muted upon entry into the meeting
5. Click on the **Participants** button to reveal the small Raise Hand button if you'd like to speak (see images below)
6. When it is your turn to speak, you will be announced by the meeting coordinator

Raising Hand in mobile app:

