Conformity Stakeholder Meeting Webex Instructions
November 18, 2020

SECTION 1: JOINING THE WEBEX EVENT

- It is highly recommended that you use **Chrome** to join the meeting.
- Go to ftb.webex.com to join.
- Sign in and click on "**Join by Browser**."

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

Join Now

Join by browser NEW!

- Using your mobile phone? Be sure to download the Webex app from the App store (iOS) or Play Store (Android).

SECTION 2: PARTICIPATING IN THE MEETING

After joining, your name will be shown on the attendee list. Video will not be displayed, however your name would be seen under the "Attendees" list.

Mute/Unmute

All attendee microphones will be muted at all times during the meeting. (Only the Host can unmute your microphone.)

Using the Chat Feature

Attendees will have access to the Chat feature to provide comments. You can also raise or lower your hand if you would like for your microphone to be muted/unmuted.

If you have further questions, email us at FTBLegislativeServices@ftb.ca.gov

SECTION 3: MEETING CONTENT

Conformity Stakeholder Meeting

You can download the Agenda from the 2020 meeting schedule at FTB Meetings. You will have an opportunity to provide comments using the Chat function. If requested, the host can unmute your microphone.

SECTION 4: LEAVING THE MEETING

When the meeting is adjourned, simply press the red button with the X pictured below to leave the meeting.

SECTION 5: TECHNICAL DIFFICULTIES

If you experience technical difficulties, exit and attempt to join the meeting again.

If you cannot join after an additional attempt, you can call into the meeting using the following audio conference phone number 1-415-527-5035 and Event number (access code): 199 933 6583.

If that doesn't work, please email us at the address above.

Note: attendees calling into the meeting will only be able to listen to the meeting.