




## Legislative Proposal Meeting WebEx Instructions November 10, 2020

### SECTION 1: JOINING THE WEBEX EVENT

- It is highly recommended that you use **Chrome**  to join the meeting.
- Go to [ftb.webex.com](https://ftb.webex.com) to join.
- Sign in and click on “**Join by Browser.**”



WebEx Event Page

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

[Join by Browser](#)

- 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.

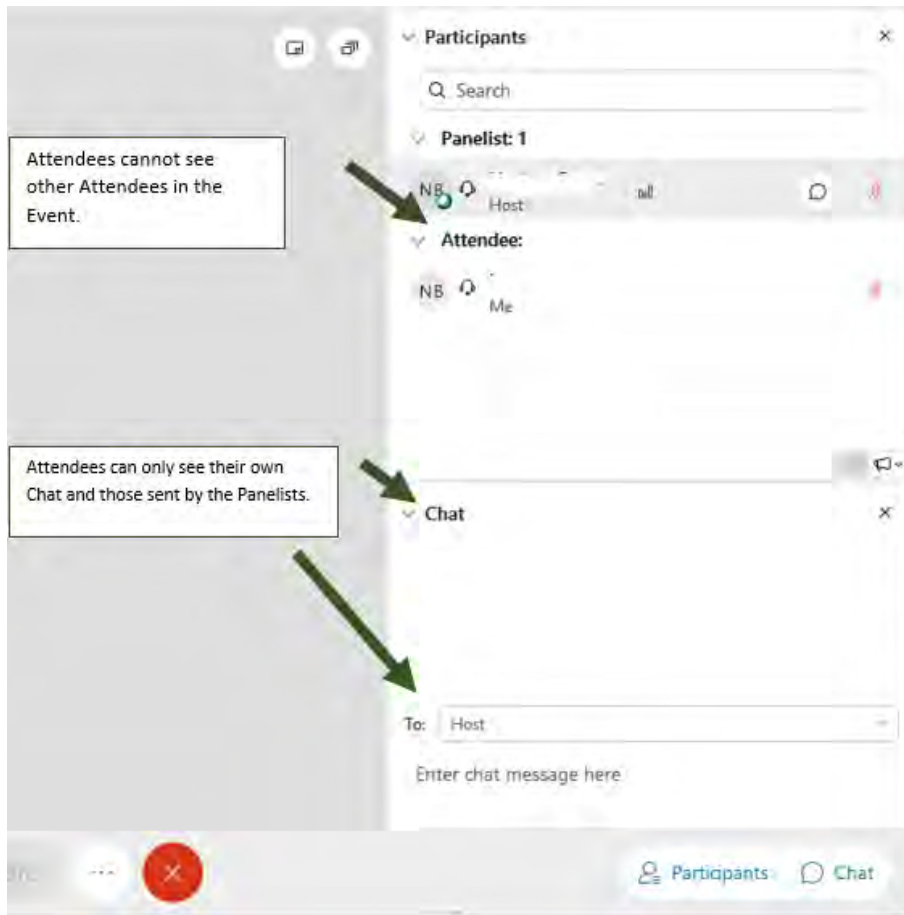
#### **Mute/Unmute**

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 use the Chat feature to ask the panelists questions.



At the end of the presentation, time permitting, questions from the Chat will be read and answered by the panelists.

If you have further questions, email us at [FTBLegislativeServices@ftb.ca.gov](mailto:FTBLegislativeServices@ftb.ca.gov)



## SECTION 3: MEETING CONTENT

### **Legislative Proposals**

You can download the Agenda and Legislative Proposals from [FTB Meetings](#). You will have an opportunity to ask questions and provide comments using the Chat function.

## 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.

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.