

CCESC Virtual Board Meeting September 2, 2020

Computer –

1. Click on the URL (web address)

Join by URL:

<https://xtel.accessionmeeting.com/j/1151907249?pwd=RXZsSVFSTWNheHV1RSthMTBBcEhBQT09>

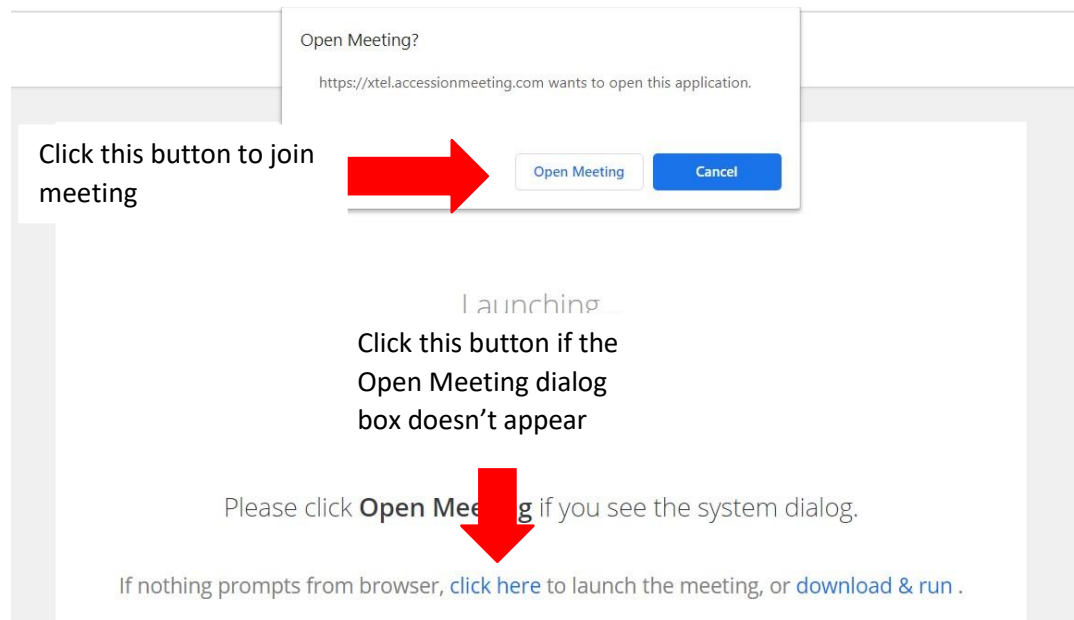
Password: Sept2

Or join by phone:

Dial: +1 8568070289 (US Toll) or +1 8568070288 (US Toll)
Meeting ID: 115 190 7249

Password: 914402

2. Your web browser will open and a dialog box will appear.
3. Click 'Open Meeting.' If you do not get the Join Meeting message click 'click here' to join the meeting.



Open Meeting?
https://xtel.accessionmeeting.com wants to open this application.

Click this button to join meeting

Launching...

Click this button if the Open Meeting dialog box doesn't appear

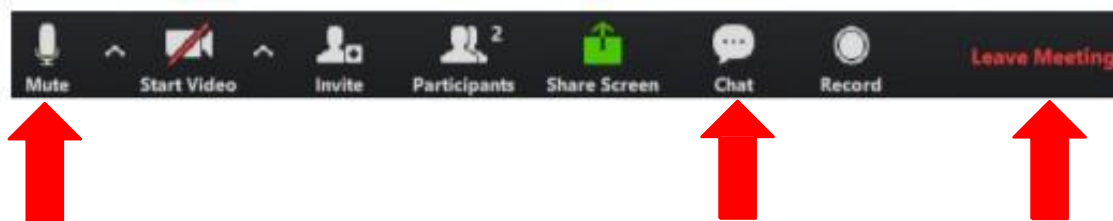
Please click **Open Meeting** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run](#).

4. The meeting will open.

The participant toolbar will be at the bottom of the screen.

- If your device is equipped with a microphone, please click the 'Mute' icon to silence audio.
- The Mute button will become the 'Unmute' button. To speak, click the unmute icon.
- During the public comments section, use the 'Chat' feature to submit your comment.
- To leave the meeting click 'Leave Meeting.'



Joining by phone

1. Dial one of the numbers below.
2. Wait for prompt and enter the Meeting ID.
3. Enter the password when prompted.
4. Follow any prompts.
5. Mute your phone.
6. Disconnect the call to leave the meeting.

Or join by phone:

2 → Dial: +1 8568070289 (US Toll) or +1 8568070288 (US Toll) ← 1
Meeting ID: 115 190 7249

Password: 914402 ← 3

Note: If you log in on the computer and login on the phone for audio make sure to mute the microphone (if equipped) and sound on your computer.