

## **TRUSTEE'S OFFICE HOURS 6/17/2020**

### INSTRUCTIONS TO JOIN REMOTELY

Cisco Webex is the meeting platform for remote participation.

#### **Join by phone (no video – similar to a conference call):**

Call: (408) 418-9388  
Meeting number Access Code: 1266988556  
Attending ID: 57455775

#### **To join via computer:**

You must have a Webex account. There is NO COST to establish an account.

Visit <https://www.webex.com/> and follow prompts to “Sign up now”

Once account is established:

Open Webex

At the top of the screen is a gray bar that states, “Enter meeting information to join a meeting”

Enter meeting number: 1266988556

It will then prompt you for a password

Enter password: k7hJJspka82

The system will then take you to the meeting page. Click “Join meeting” to begin

#### **To join by a smart device (smart phone/tablet):**

Visit the app store and download Webex Meet

Once installed, establish an account or log in to existing account.

Click join meeting and follow prompts to enter information. (If the “join meeting” block is not visible, you may need to swipe right or left, as there are several screens).

Enter meeting number: 1266988556

It will then prompt you for a password

Enter password: k7hJJspka82

The system will then take you to the meeting page. Click “Join meeting” to begin

**Webex for this meeting is voice only.**