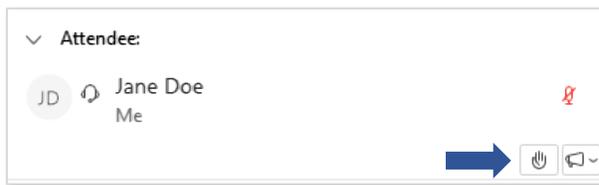


University Council Webex Directions for Public Attendees

- Please use the provided link or call in information provided on the [University Council website](#). You will be prompted to add your name and email address when logging in.
- Plan to join the meeting a few minutes before it official starts.
- Upon entering the virtual meeting, you will automatically be muted and your video will be disabled. If you wish to give a public comment, please “raise your hand” when prompted by the council. You will be unmuted and called to speak by the host. Once you have finished, the host will return you to muted. Please be sure to “lower your hand.” It is very important you lower your hand. If your hand remains raised and you have another comment/question, you will not be called upon as the host will not know it is a new request to speak.
 - To “raise your hand,” click the Raise Hand icon at the bottom right corner of the Participants panel to signal you would like to speak.
 - To “lower your hand,” click on the Raise Hand icon again at the bottom right corner of the Participants panel.



- If you are joining by phone, you may **press *3** to raise your hand. Once you have raised your hand, you will hear a prompt, “You have raised your hand to ask a question. Please wait to speak until the host calls on you.”
 - If you are joining by phone, you may press *3 again to lower your hand. You will hear a message, “You have lowered your hand.”
- If you are dropped from the meeting for any reason, please rejoin the meeting with the same link you used at the start of the meeting.