# How to Testify Orally at a Virtual Board of Education Meetings

- **Sign up to testify.**
- **Log on to WebEx on the day of the meeting using the same name you used to sign up for testimony.**
- **Test your speakers and microphone.**
- **Wait to be called on and unmuted.**
- **If you are not audible because of technical issues, you will be muted and the next testifier will be called.**
- **State your name, organization (if applicable), and agenda item you are testifying on.**
- **A chime will sound when you have 30 seconds left and a second chime when your testimony time expires.**
- **You will be automatically muted once your allotted time for testimony expires.**

1. Sign up to testify by completing the following form, which can be found here. The sign up form is posted at the same time as the agenda (six days before the meeting) and you can sign up in advance.

2. On the day of the meeting, log in to the Board meeting through WebEx. You will need to join with a WebEx Add-On, through your browser, or using the WebEx app on your mobile device to testify. Testimony over the phone will **not** be accepted at this time.

3. You **must** log on to WebEx using the **same name** that you used to sign up for testimony. If you use a different name, Staff will be unable to find you and unmute you. You will not be able to unmute yourself.

4. Your mic will be muted when you join the meeting and your interface should look similar to the image below.
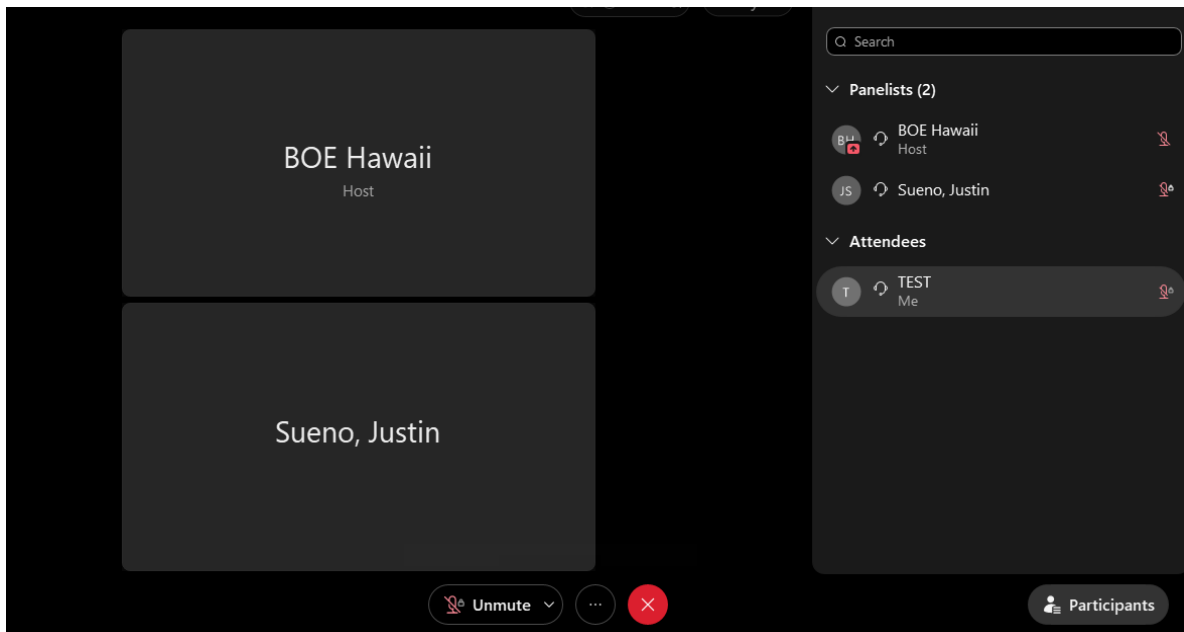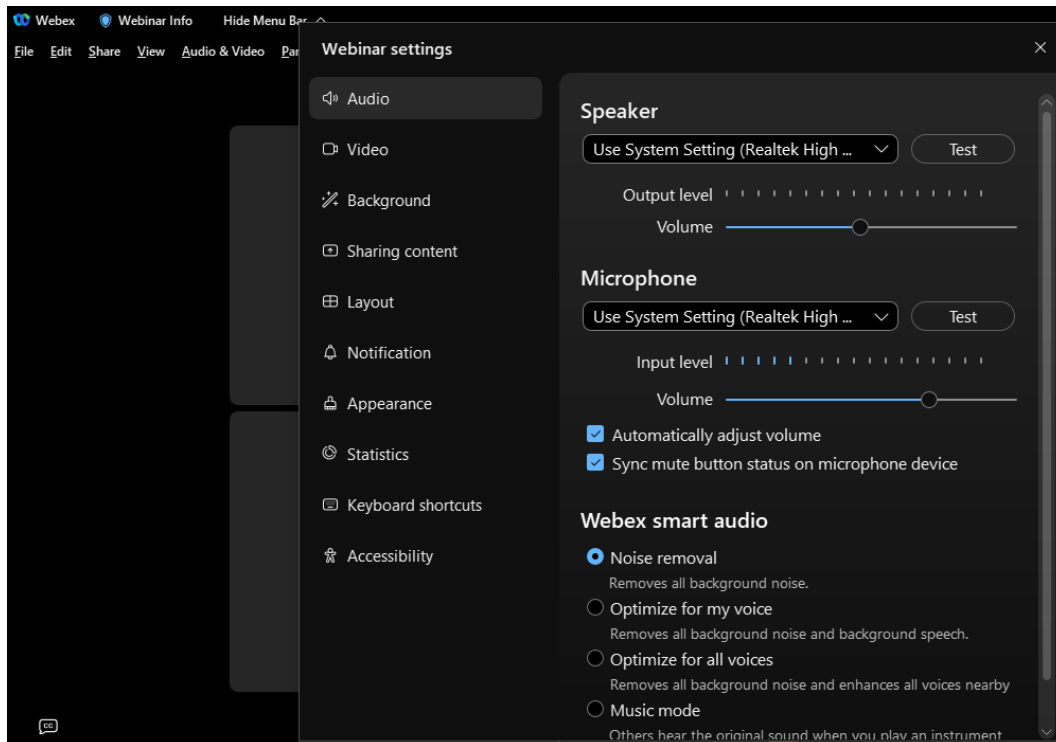

5. Prior to testifying, check to make sure your speaker and microphone are working.

1.1. Adjust your speaker, microphone, and audio settings by clicking the "**Audio & Video**" drop down tab on the top left-hand side of your interface. Next, select "**Audio Settings**"
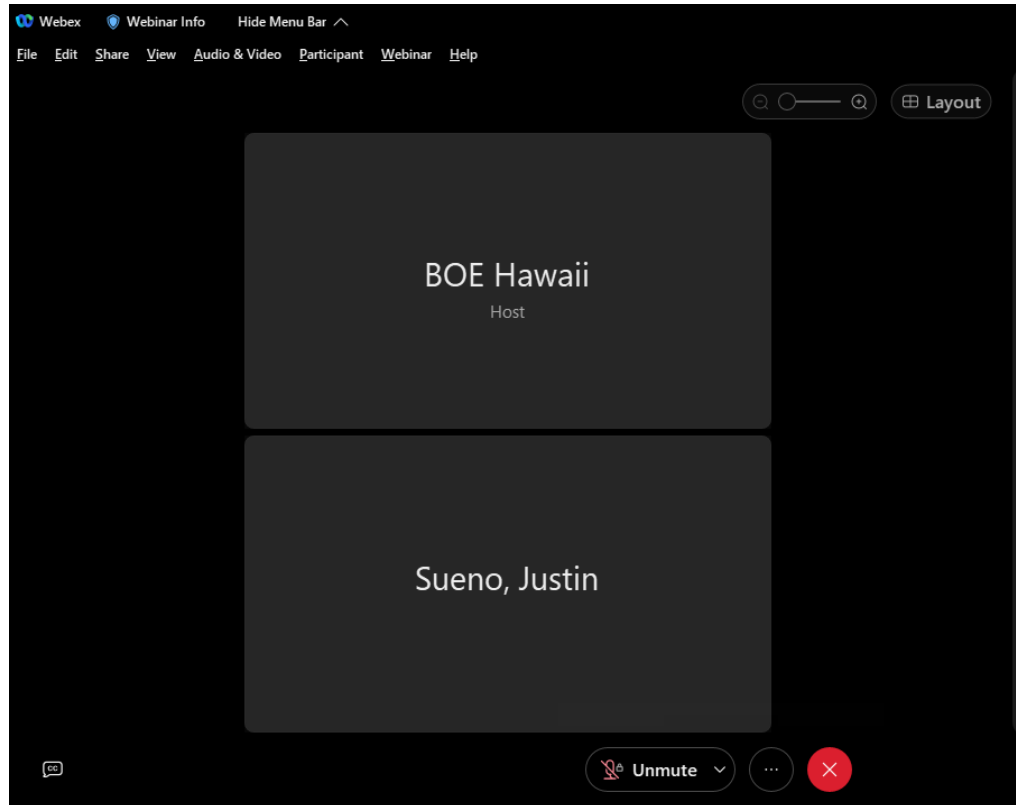

5.1. A menu will drop down. Click "**Speaker**" and Test and repeat for "**Microphone**" and Test.

5.2.   A box will pop up to allow you to adjust your speaker and microphone settings. You can test your speaker, adjust the volume of both your speaker and microphone, and adjust your microphone settings depending on whether you are using your system's microphone or an external microphone plugged into your computer.

   5.2.1.   Test your speaker by clicking on the "test" button. If your speakers are working you will hear a 4-tone chime. If you do not hear anything, use this WebEx troubleshooting guide.

   5.2.2.   Test your microphone by speaking into your microphone. The blue lines under the microphone will move in response to any sound it is picking up. If your microphone is not picking up any sounds, use this WebEx troubleshooting guide for microphones.

6. If you joined with a WebEx Add-On and are experiencing technical difficulties with your computer's microphone, you can try switching your audio connection to your phone by clicking "**Audio & Visual**" then "**Switch Audio**"
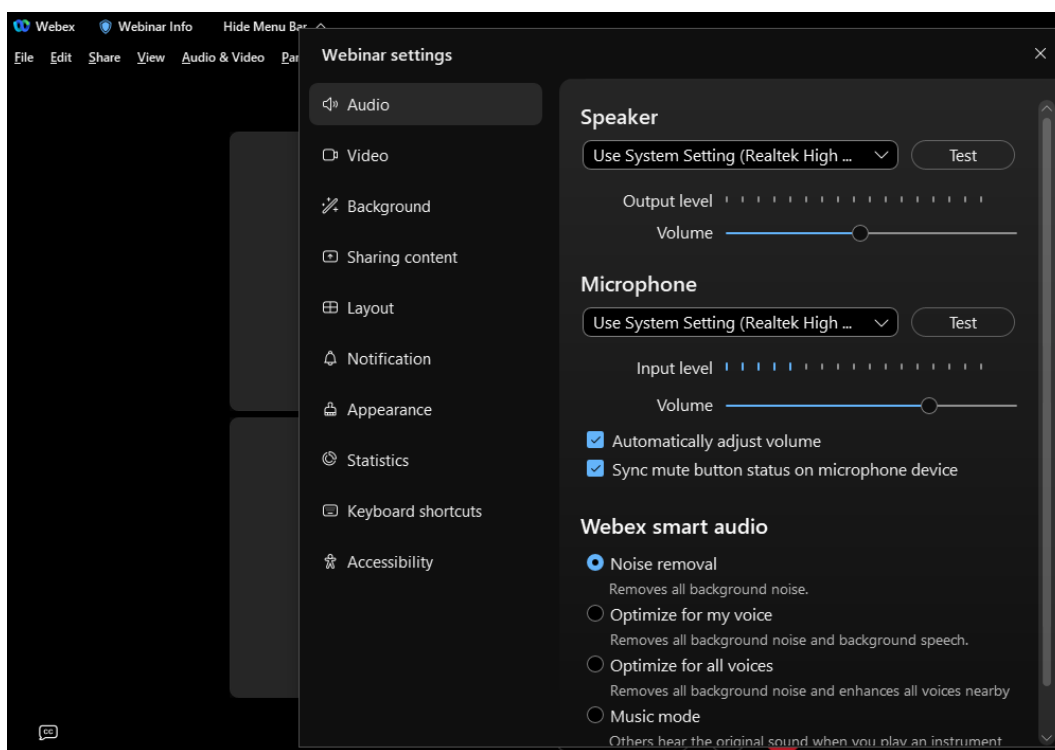
6.1.   A box will pop up to allow you to switch your audio connection from your computer to your phone. Click on "**Disconnect**" to disconnect your computer audio.
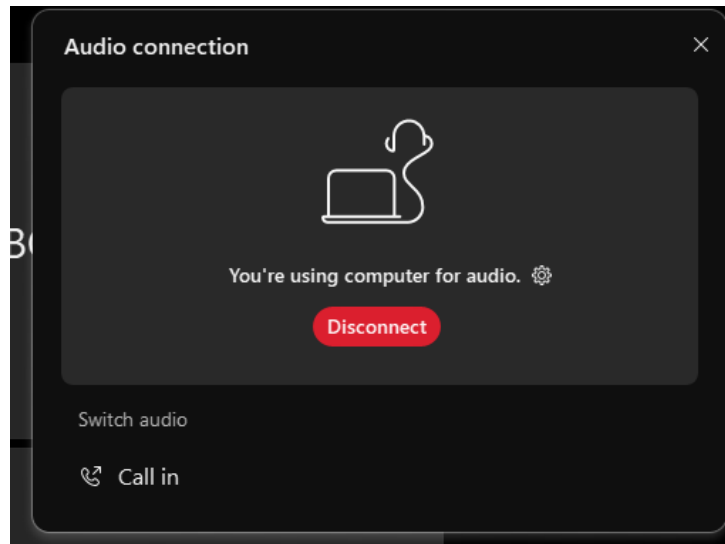
6.2.   Click on "**Call in**" to connect your phone for audio. Call the number on your screen and follow the prompts to enter in the meeting number and attendee ID number.
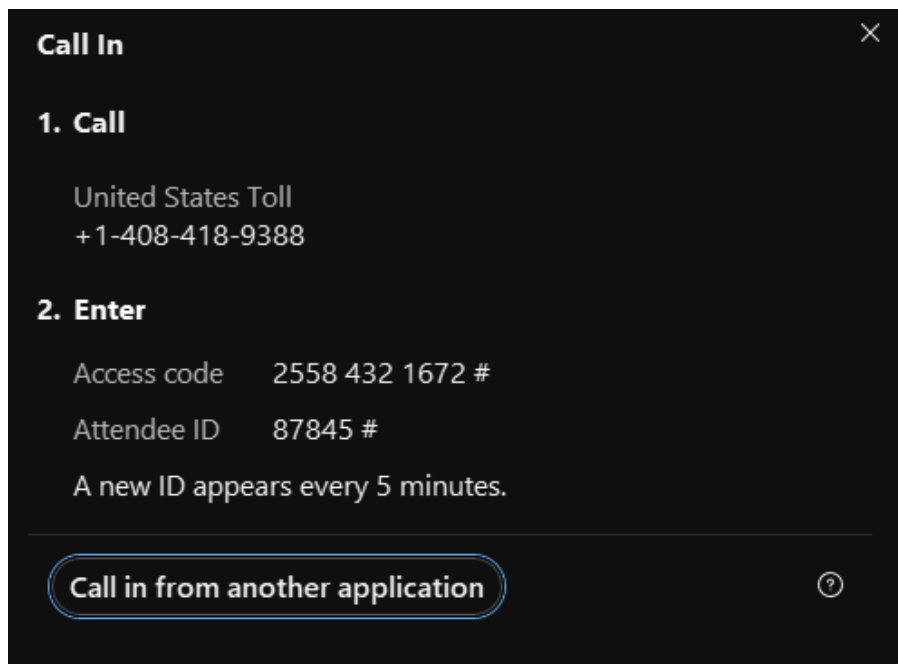
6.3.   You should see your name listed as an attendee with a phone icon next to your name instead of a headset.

7. Your microphone will be muted automatically when you enter the meeting. Your microphone will be unmuted when you are called upon to testify. Once you have completed presenting your oral testimony or if you exceeded the designated time limit allotted for testimony, your mic will be muted and the Board will move on to the next testifier.

8. Consider joining a test meeting prior to the Board's meeting to ensure that you are able to successfully connect to meetings and resolve any connectivity issues should any occur. If you

experience any connectivity issues, please access [WebEx's Help Center](#) to help resolve your issues. WebEx's Help Center has various articles you can browse to assist you in troubleshooting, including [how to troubleshoot microphone issues](#) and [how to troubleshoot audio issues](#).