

How to Listen to Board of Education Meetings

Join with a WebEx Add-On: For this option, you will need to download and install a **WebEx Add-On**. The option to install a WebEx Add-On will appear once you have clicked “Join Now” after registering. You can also set up the WebEx Add-On in advance. You can download and install a WebEx Add-On ahead of time here: <https://www.webex.com/downloads.html/>.

1. Click on the "Join WebEx Meeting" link on the Board of Education's [Listen Live](#) webpage.
2. Register by entering your **name**, **e-mail address**, and **meeting password**.
3. Click the blue “**Join Now**” button.
(Note: You will not be able to access the meeting until the scheduled meeting start time. Until that time, the “Join Now” button will be greyed out.)

The screenshot shows a web browser window with the URL https://m302.webex.com/jme302/jnwebex/default.do?theme=+truedefault+&hdwtservice=8&md=0.7029214482267303&navin_url=https%3A%2F%2F%3A. The page is titled "Event Information: [*DATE] Board of Education [*MEETING] Meeting". It displays event details: Event status: Started, Date and time: Wednesday, March 25, 2020 3:00 pm, Hawaii Time (Honolulu, GMT-10:00), Duration: 1 hour, and Description: [*DATE] Hawaii State Board of Education [*MEETING] meeting. A "Join Event Now" section is highlighted with a red box, containing a form with fields for First name, Last name, Email address, and Event password, and a "Join Now" button. Below the form, there is a link to "Join by Browser: ADAP" and a note "If you are the host, start your event". At the bottom, there is a copyright notice: "© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service".

Event Information: [*DATE] Board of Education [*MEETING] Meeting

Event status: Started

Date and time: Wednesday, March 25, 2020 3:00 pm
Hawaii Time (Honolulu, GMT-10:00)
[Change time zone](#)

Duration: 1 hour

Description: [*DATE] Hawaii State Board of Education [*MEETING] meeting

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information:

First name:

Last name:

Email address:

Event password:

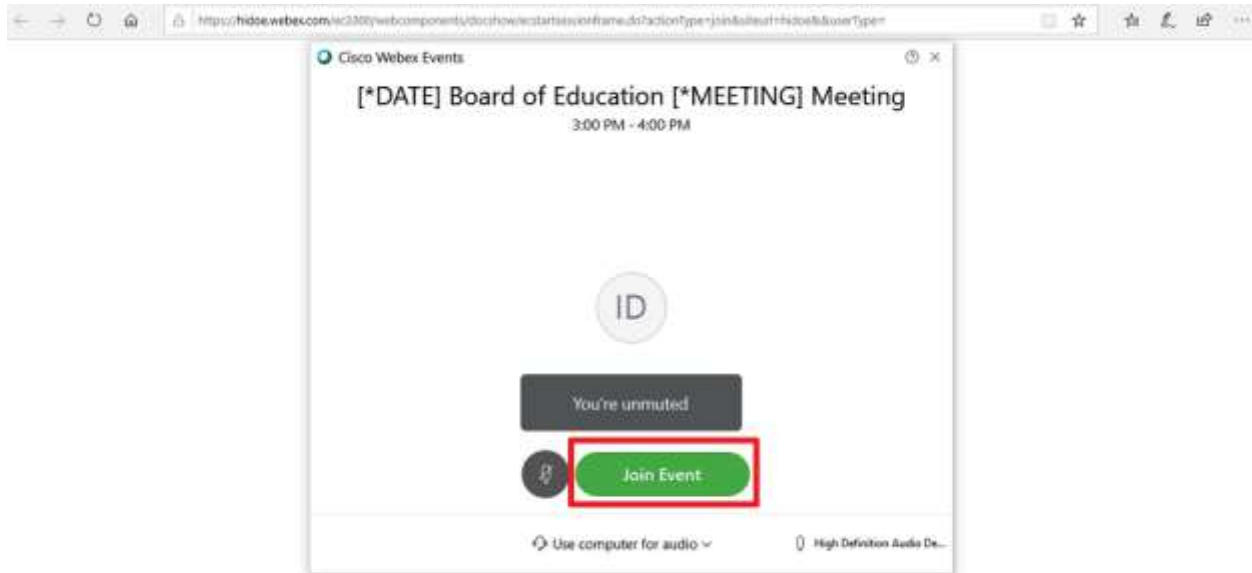
[Join Now](#)

[Join by Browser: ADAP](#)

If you are the host, [start your event](#).

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- Next, click “**Join Event**” when the prompt to join the event is on your screen. You will now be connected to listen to the live audio.
(Note: Your microphone will be muted and you will not have the option to unmute.)



Join through your browser:

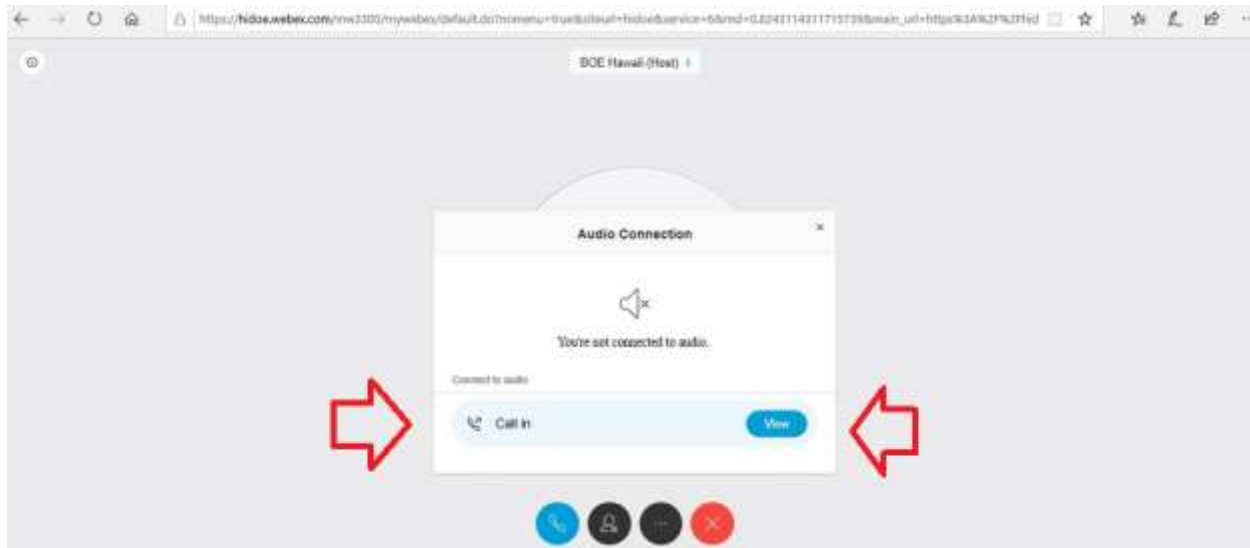
1. Click on the "Join WebEx Meeting" link on the Board of Education's [Listen Live](#) webpage.
2. Register by entering your **name**, **e-mail address**, and **meeting password**.

The screenshot shows the Cisco WebEx registration page. On the left, under "Event Information", it lists: Event status: Started; Date and time: Wednesday, March 25, 2020 3:00 pm Hawaii Time (Honolulu, GMT-10:00); Duration: 1 hour; Description: [*DATE] Hawaii State Board of Education [*MEETING] meeting. On the right, under "Join Event Now", there is a form titled "To join this event, provide the following information:" with fields for First name, Last name, Email address, and Event password. Below the form are two links: "Join Now" and "Join by browser NEW!". A red box highlights the registration form fields.

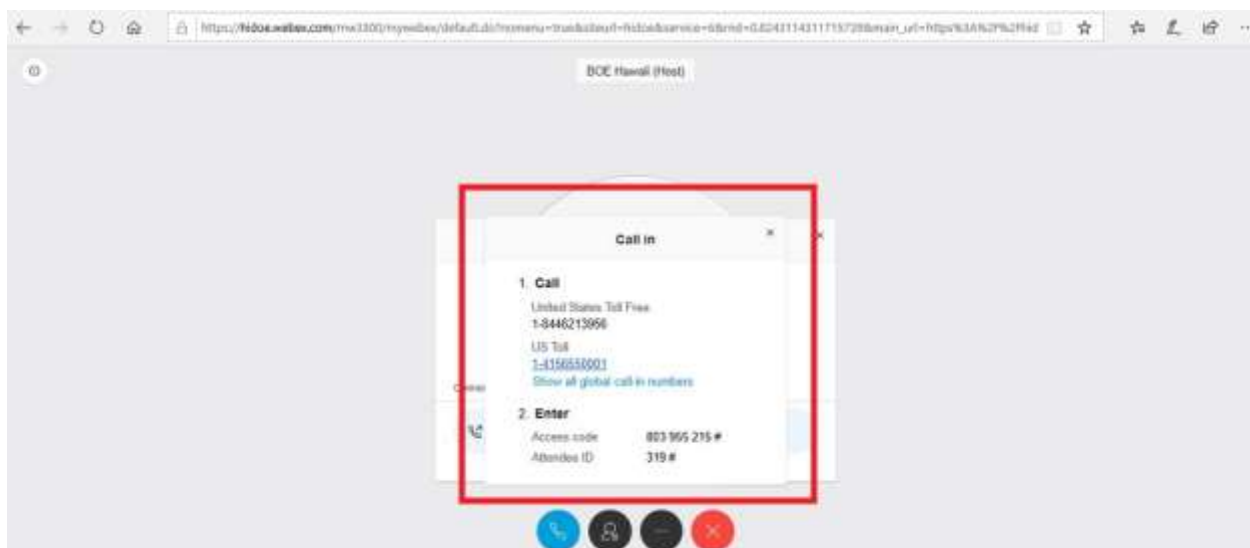
3. Click the **"Join by browser"** link directly underneath the **"Join Now"** link.
(Note: You will not be able to access the meeting until the scheduled meeting start time. Until that time, you will not be able to join.)

This screenshot is identical to the one above, but with a red arrow pointing to the "Join by browser NEW!" link. The arrow originates from the right side of the page and points left towards the link. The "Join by browser" link is highlighted with a red box.

- Click the **“Call In”** button when the **“Audio Connection”** box is on your screen.



- Call the **call-in toll-free number** or **call-in toll number** shown on your screen.
(Note: You can call-in using your mobile device, landline, or your computer's calling feature.)
- Once you connect, the prompt will ask for the **9-digit access code** followed by the **attendee ID number**. The numbers will be shown on your screen. Follow the prompts to enter the numbers then press # after each entry.
(Note: The access code and attendee ID number on your screen will be different than pictured on the graphic below.)



Join by phone:

1. Call either the **toll-free** or **toll number** below:

1-844-992-4726 Call-in toll-free number (US/Canada)

1-408-418-9388 Call-in toll number

2. Once you connect, the prompt will ask for the **9-digit access code or meeting number**. Enter the 9-digit number then press #.

Access code or meeting number: **See the Listen Live page [here](#) for the code**

3. Next, the prompt will ask for an **Attendee ID number**. Enter #.

For a list of all global call-in numbers, please click [here](#).

For additional information, including how to download and access the WebEx App on your mobile device, troubleshooting, and other information, please see the Board of Education's [Listen Live](#) webpage.