

Guide to participation in EQB meetings using Webex

If you have any questions or technical difficulties regarding the Board meeting or Webex, please contact Environmental Quality Board (EQB) staff at (651) 757-2873.

Contents

- [Connecting to Webex](#)
- [Participating in public comment](#)
- [Troubleshooting your connection](#)

Connecting to Webex

Step 1: Join the meeting by clicking on the Webex meeting link provided on the [Environmental Quality Board website](#) or public meeting notification you received via email.

Step 2: Type in your name and email address, then select “Join Now.”

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

Remember me on this computer
([Clear my information](#))

Join Now

[Join by browser](#) **NEW!**

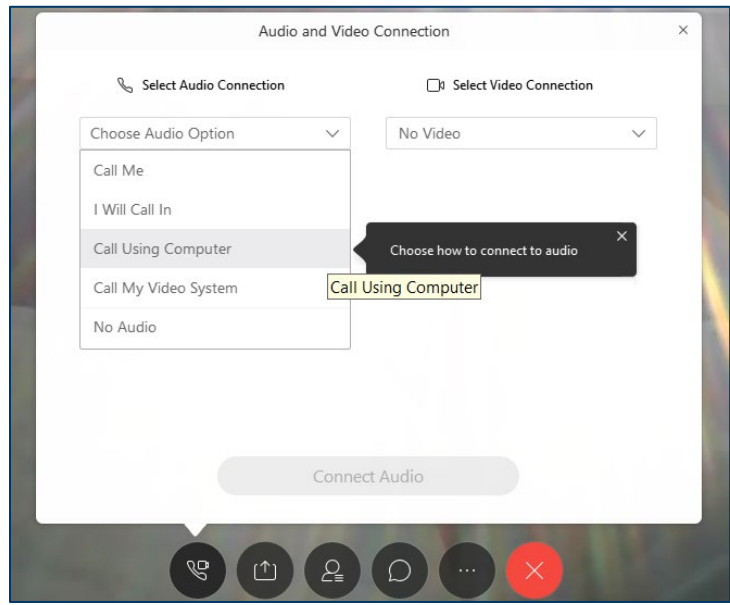
Step 3: If you have not already used Webex before, follow the prompts to download the plug-in for your web browser. This typically does not take long, but be sure to budget time in advanced to connect to the meeting.

Step 1 of 2: Download the Webex application

You will need to download this application once to join a meeting with Microsoft Edge.

[Download](#)

Step 5: Configure your Audio and Video Connection, if you wish to use your computer’s microphone and camera, select “Call Using Computer.” If you prefer to connect by phone, you can either call in or have the Webex system call a number that you provide.



Note: you will be muted upon entry to the meeting. Members of the public participating in public comment will be unmuted at the appropriate time by staff.

If you are a panelist (Board member, presenter, or staff member), you will be able to mute and unmute your microphone. However, if you are joining audio by phone, you will only be able to unmute through your computer.

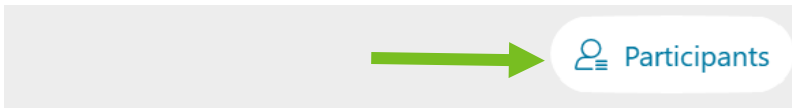
Participating in public comment

Oral (spoken) comment

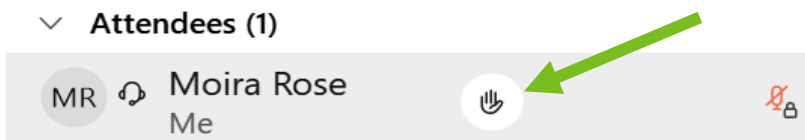
Note for September 15, 2021 meeting: Due to a system wide issue with the Webex online meeting platform, we are using a slightly different procedure to handle public comment requests during the September 2021 Board meeting. Instead of using the chat function, we will use the “hand raise” feature. Alternatively, you can email info.eqb@state.mn.us to let the Board know you’d like to make public comment.

How to raise your hand in Webex using your computer

Step 1: Click on the Participants button in lower left corner.



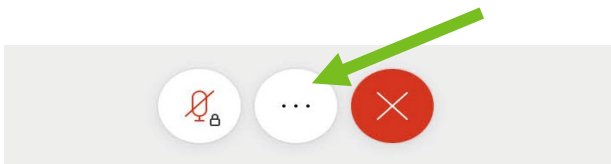
Step 2: Find and click on your name on the Participant list.



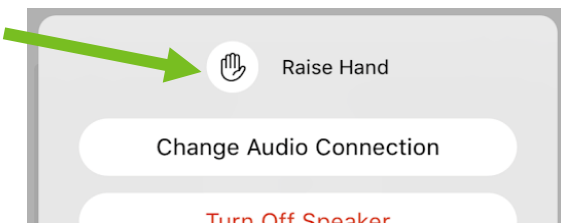
Step 3: Click on the Raise Hand icon.

How to raise your hand in Webex using your phone

Step 1: Click on the three dots at the bottom of your screen.



Step 2: Click on Raise Hand.



If you wish to submit written public comment

Note: Written comments will not be visible to the Board in real time. They will be included in the next Board meeting packet.

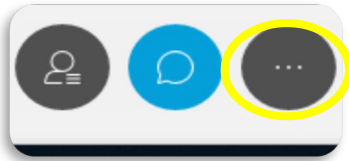
To submit a written comment, send an email to info.eqb@state.mn.us.

Troubleshooting your Connection

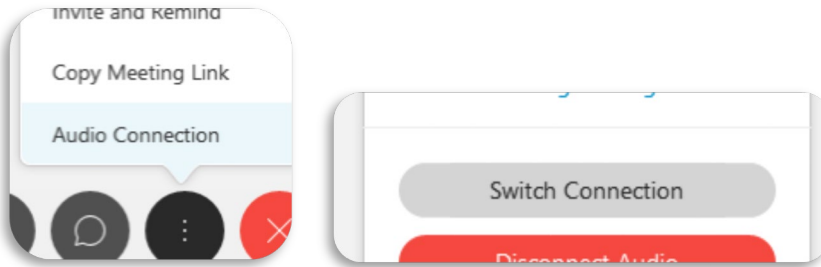
If you have any questions or technical difficulties regarding the Board meeting or Webex, please contact EQB staff at 651-757-2873 or email info.EQB@state.mn.us.

Having trouble with hearing or speaking? Try joining by phone.

Step 1: Open the options by selecting the button with three dots.



Step 2: Select “Audio Connection” from the menu, then “Switch Connection.”



Step 3: Press “I will call in” to get unique call-in information for your phone’s connection.

