

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY VIRTUAL MEETING INSTRUCTIONS

The DeWitt DDA will be using Cisco Webex for virtual DDA Board Meetings. The information to join the DDA Board meeting is located at the top of the Agenda for that meeting. Participants are reminded that according to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

A few tips for Webex:

From Tablet or Smartphone:

- Load the Cisco Webex Meetings app from the app store (no Cisco account needed)
- When you join the meeting you will have to enable the Audio and Video
- To join the meeting you will need Meeting ID# and Passcode
- You will be able to join 15 minutes prior to the start

From your computer:

- www.webex.com (click Join)
- Type in the Meeting ID# when prompted
- Type in the Password when prompted
- It is recommend to install the Webex Meetings software on your computer or laptop – You will be prompted to do this when you are Joining the meeting and will have to re-enter the Meeting ID# and Password once the Desktop Software loads
- Users may choose the option “Join With Your Browser”. This option does not guarantee your computers microphone or camera will be recognized

From your phone:

- Dial the Conference Number
- Enter the Meeting ID# when prompted
- Enter the Meeting Password when prompted