WebEx Protocol for October 19, 2016 meeting of Principal Project Advisory Team

Prior to the meeting time:
- By 2:00 pm on Friday, October 14, 2016, you will receive email with the October 19th meeting agenda.

- By 8:30 am on Wednesday, October 19, 2016: you will receive an email invitation to join our WebEx conversation.   The invitation includes a link.

- By 8:45 am on Wednesday, October 19, 2016 click the link. Sign in. Dial the phone number that appears on the "welcome to the WebEx meeting" page.
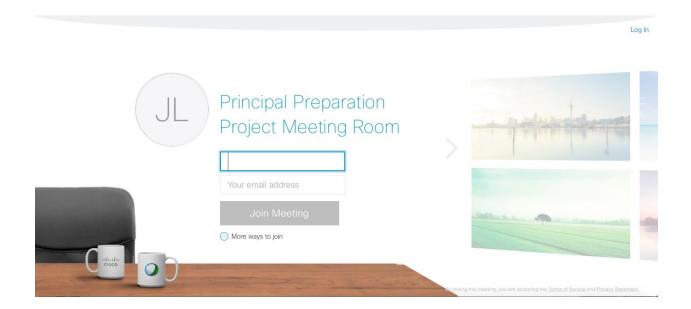
Once you have logged on (but prior to the start of the meeting):
- Once you have logged in (and dialed in) you will see and hear the others who are participating in the WebEx. Identify yourself. As a group, choose one person to act as a spokesperson for the group.

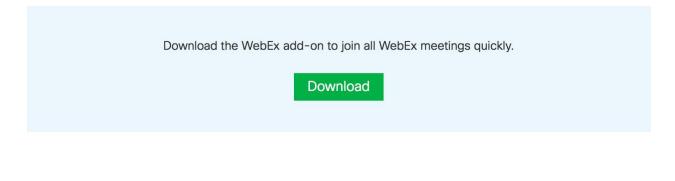- 8:55am Abby will come online and ask for Spokesperson's name and will address them prior to meeting start.
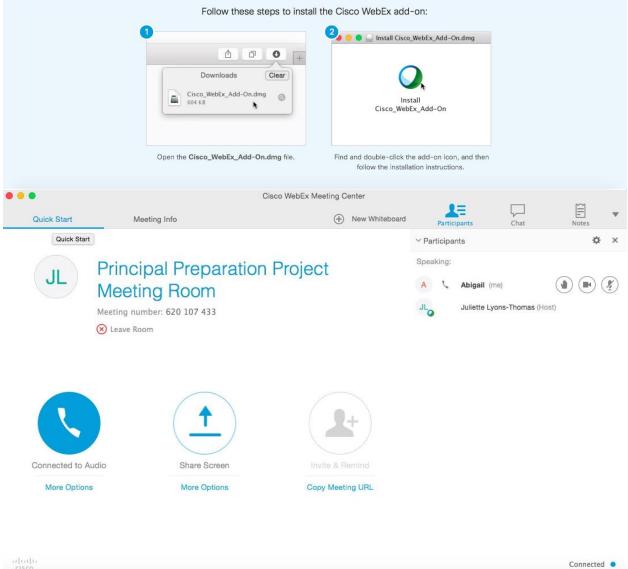
During the Meeting
- What you will see: PowerPoint slides and the whiteboard (only during activities)

- What you will hear: You will hear the co-chairs and facilitators during instructions and reviews. However, the microphones in the meeting room in Albany will be muted whenever small groups are working. During small group work time, you and your remote colleagues can converse freely at this time

- What those in Albany will hear: Those in the meeting in Albany will not be able to hear your conversations. When it is time for your group to weigh in, the spokesperson you nominated will speak on behalf of your group. Those in Albany will hear your spokesperson describe the consensus your group reached (and any outstanding questions you have).

- Pertinent questions that come up will be collected by the spokesperson for your group. As time allows, the spokesperson for your group will pose these questions to the co-chairs and/or facilitator in Albany.

- If any issues with sound or connectivity occur during the meeting, notify your spokesperson, who will in turn notify the assistant facilitator (via text message).

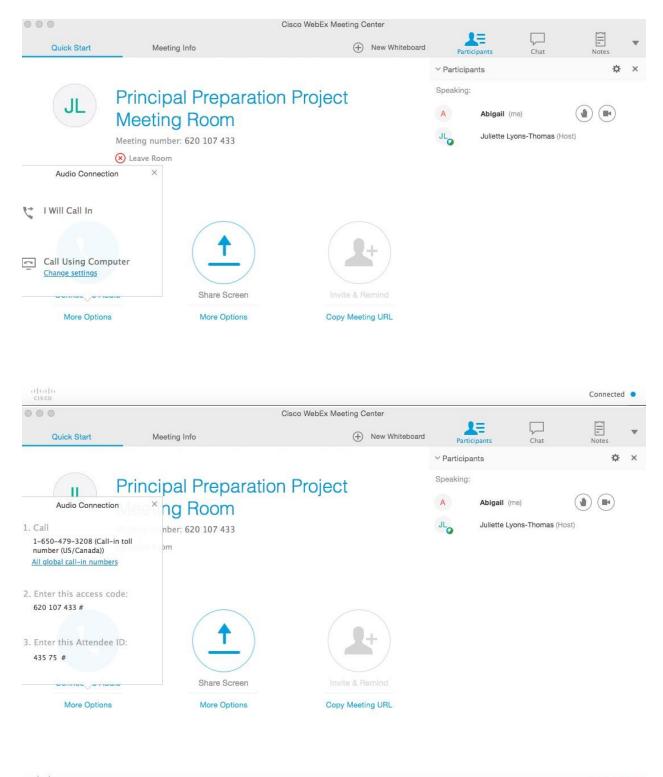Attached are WebEx screenshots that will help you with the logon process.

Step 1 of 2: Download the Cisco WebEx add-on

Download the WebEx add-on to join all WebEx meetings quickly.

Download

Step 2 of 2: Install the Cisco WebEx add-on

Follow these steps to install the Cisco WebEx add-on:

①

Open the **Cisco_WebEx_Add-On.dmg** file.

② Install Cisco_WebEx_Add-On.dmg

Install
Cisco_WebEx_Add-On

Find and double-click the add-on icon, and then follow the installation instructions.

Cisco WebEx Meeting Center

| Quick Start | Meeting Info | ⊕ New Whiteboard | Participants | Chat | Notes | ▼ |

Quick Start

JL

Principal Preparation Project Meeting Room

Meeting number: 620 107 433

ⓧ Leave Room

Connected to Audio
More Options

Share Screen
More Options

Invite & Remind
Copy Meeting URL

∨ Participants ⚙ ✕

Speaking:

A 📞 **Abigail** (me) 👍 🎥 🔇

JL Juliette Lyons-Thomas (Host)

Connected ●

Screenshot 1

○○○   Cisco WebEx Meeting Center

Quick Start   Meeting Info   ⊕ New Whiteboard   **Participants**   Chat   Notes ▾

JL

Principal Preparation Project Meeting Room

Meeting number: 620 107 433

ⓧ Leave Room

Audio Connection ✕

↳ I Will Call In

▭ Call Using Computer
Change settings

~~Connect to Audio~~
More Options

↑ Share Screen
More Options

👤+ Invite & Remind
Copy Meeting URL

⌄ Participants   ⚙ ✕

Speaking:

Ⓐ **Abigail** (me)   👍 📹

JL Juliette Lyons-Thomas (Host)

cisco   Connected ●

Screenshot 2

○○○   Cisco WebEx Meeting Center

Quick Start   Meeting Info   ⊕ New Whiteboard   **Participants**   Chat   Notes ▾

‖

Principal Preparation Project ng Room

Meeting number: 620 107 433

Audio Connection ✕

1. Call
1-650-479-3208 (Call-in toll number (US/Canada))
All global call-in numbers

2. Enter this access code:
620 107 433 #

3. Enter this Attendee ID:
435 75 #

~~Connect to Audio~~
More Options

↑ Share Screen
More Options

👤+ Invite & Remind
Copy Meeting URL

⌄ Participants   ⚙ ✕

Speaking:

Ⓐ **Abigail** (me)   👍 📹

JL Juliette Lyons-Thomas (Host)

cisco   Connected ●

Cisco WebEx Meeting Center

Quick Start   Meeting Info   ⊕ New Whiteboard   Participants   Chat   Notes

JL

Principal Preparation Project Meeting Room

Meeting number: 620 107 433

⊗ Leave Room

∨ Participants   ⚙ ✕

Speaking:

A   📞   **Abigail** (me)   👍 📹 🎤

JL   Juliette Lyons-Thomas (Host)

Connected to Audio   Share Screen   Invite & Remind

More Options   More Options   Copy Meeting URL

∨ Chat   ✕

Send to: Juliette Lyons-Tho... (Host & Presenter) ⬍

This is the chat box

CISCO   Connected ●

● ● ●   Cisco WebEx Meeting Center

Quick Start   Meeting Info   **Whiteboard**   ⊕ New Whiteboard   Participants   Chat   **Notes**

Quick Start

✏
▦   ◁   01   ▾ ▷   🔍⁺ 🔍⁻ |↔| ⤢

✒›

→›

Aa

╱›

□›

╱›

■›

◇›

💾

∨ Participants   ⚙ ✕

Speaking:

A   📞   **Abigail** (me)   👍 📹 🎤

JL   Juliette Lyons-Thomas (Host)

⟩ Chat   ✕

∨ Notes   ✕

These are notes

Save

CISCO   Connected ●