



DOMESTIC VIOLENCE COORDINATING COUNCIL QUARTERLY MEETING

September 14, 2020
1:00 p.m.

The quarterly meeting of the Domestic Violence Coordinating Council will be held as a virtual meeting to be consistent with the Governor's state of emergency order.

The September 14th meeting will be held via the Webex platform. This allows public attendees to listen to discussions or view all meeting materials via video conference.

PUBLIC COMMENT

No public comments will be taken in person during this meeting. Comments will only be accepted via email, or in print (USPS mail) in order to ensure that comments are appropriately accounted for.

Members of the public may submit their comments on the items discussed during this meeting via email to DVCC.Information@delaware.gov or mail comments to:

500 N. King St., Suite 700
Wilmington, DE 19801

The public comment period will be open until 5:00PM on September 24, 2020.

ACCESSING VIRTUAL MEETING

Public members may join this meeting by the following link: <https://stateofdelaware.webex.com>

Enter meeting number (access code): **173 674 9653**

If asked, the password for this meeting is: **bAWDrNFk453**

To listen by Phone Only: 1-202-860-2110 (and enter meeting number when prompted)

WebEx can work on almost any Windows or Mac device using the following browsers:

- Chrome
- Internet 11
- Mozilla Firefox 52
- Safari 11 or higher

Webex can be downloaded at any time prior to the meeting.
Please see the instructions provided.



Attending a Webex Meeting

Purpose and Scope

Webex is a service that offers audio, video conferencing and screen sharing services, for state and external participants. Webex is a cloud-based offering. It is **best for meetings of 1 - 100 active participants** but can support up to 1,000 participants.

This document will describe:

- Notification to attend a Webex meeting
- Joining a Webex meeting.
- Webex session menu and icons

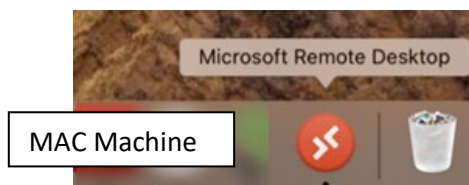
If you need to host (be a meeting organizer or presenter) a Webex session, that requires a Webex license. Contact the DTI Service Desk to request a Webex license.

Note: Your iPhone/Android offers a phone version for Webex meetings/events, however we do not cover those devices in these instructions.

IMPORTANT:

These instructions are for **Attending** a Webex Meeting.

- You do not need a license to “**Attend**” a Webex, however you may be prompted to download the Webex app when joining the Webex meeting.
- A Webex session is best attended directly from device you are using. Do not launch or access the Webex meeting/event through a Remote Desktop connection. From your computer, **minimize the Remote Desktop session and launch the Webex meeting/event through your browser.** (See below to minimize: Select the minus symbol in the banner at the top of your Windows machine; for MAC, select the icon, shown below, from the bottom doc.)



Additionally, the Webex Help Center has a wealth of instructions and videos available.

<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>

Notification to Attend Webex Meeting

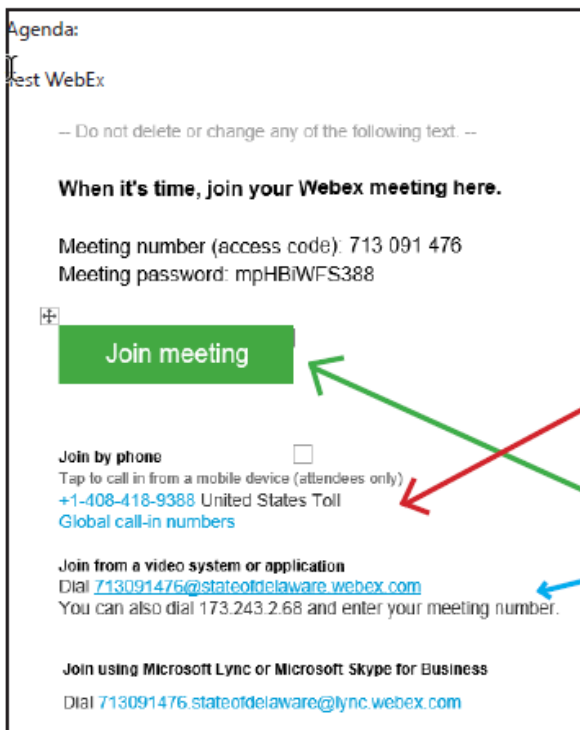
Webex meetings can be **(1) Scheduled** or they could be set up as an **(2) immediate need to meet**.

(1) When a Webex Meeting is Scheduled, the attendee will receive an email invitation.

Below is the calendar invitation that the attendee will receive.



The email and calendar event will provide information as shown below.



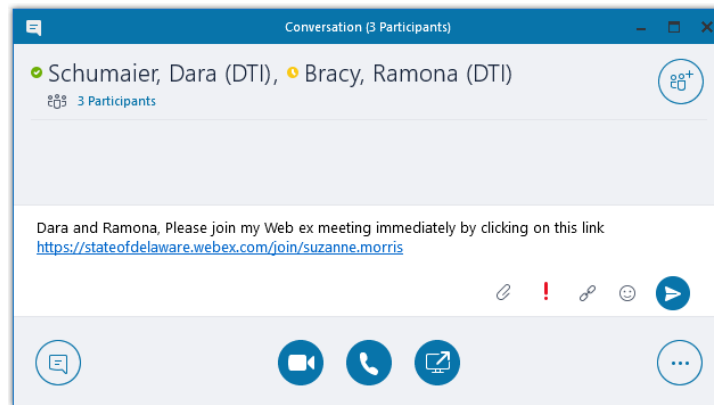
Your meeting attendees can choose how to attend:

1) **Dial in** using the phone number provided in the meeting invitation and enter the Meeting Number when prompted

or

2) **Join online** using the links provided in the invitation

(2) The process when immediately establishing a meeting will not generate an Outlook calendar invite or display in your email or on your calendar. Most likely you would receive a message from the “Meeting Organizer” asking you to immediately join the Webex meeting. An example via Skype:



How to join a Webex meeting ...

... dial in only

When attending via phone only, dial the phone number provided in the meeting invitation and enter the Meeting Number when prompted.

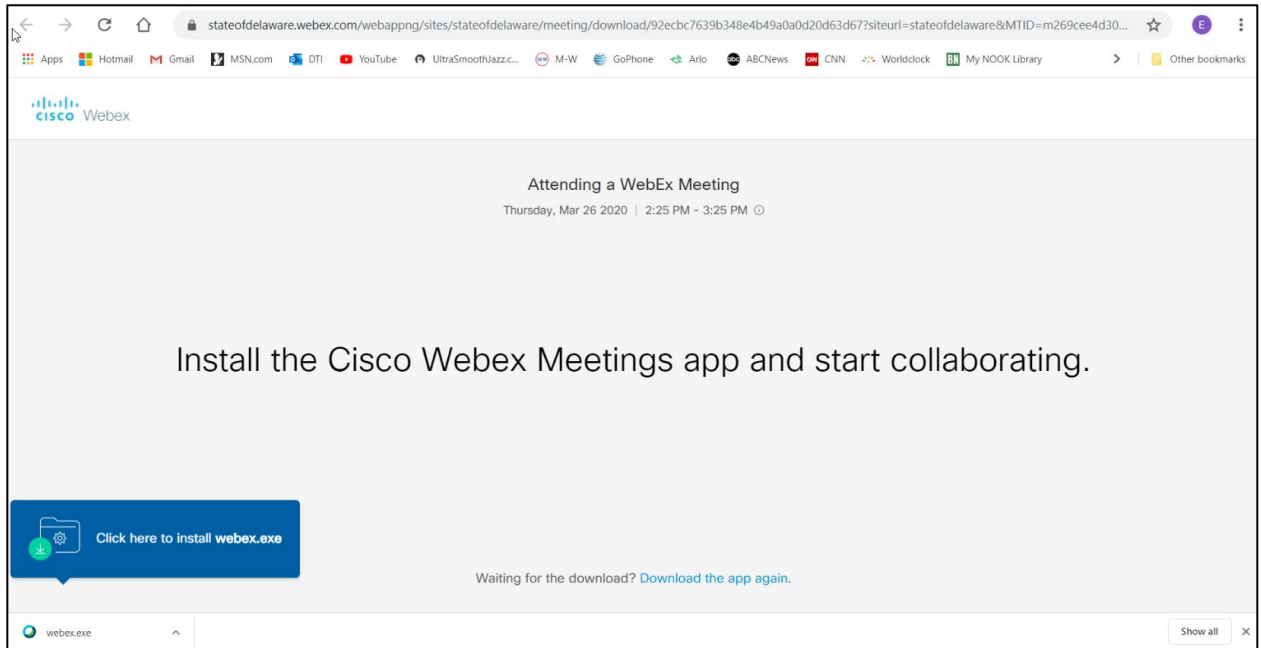
...using the Webex URL

If you are at home, remoting to your desktop, the audio and video experience may be degraded. It is recommended that you minimize the remote desktop session and use your home computers internet session to attend the Webex meeting. Open a browser window and type in the URL <https://stateofdelaware.webex.com/hostfirst.lastname>, enter the Meeting number.

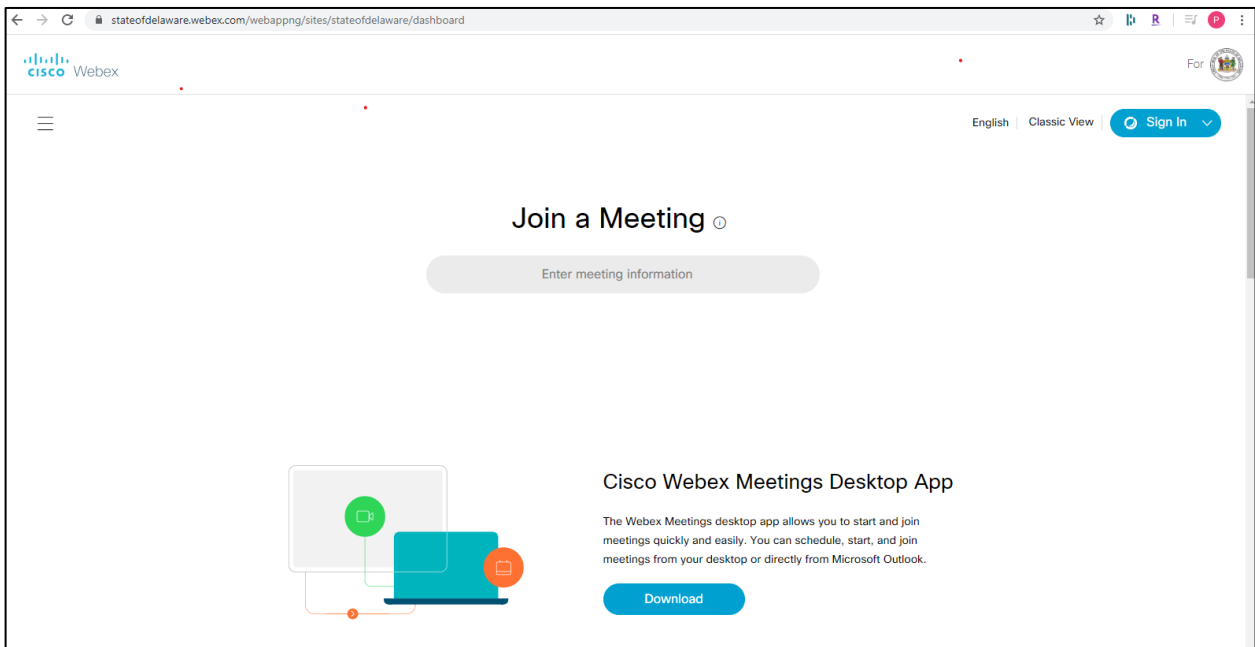
...using Outlook at your office or at home via OWA or O365 Online

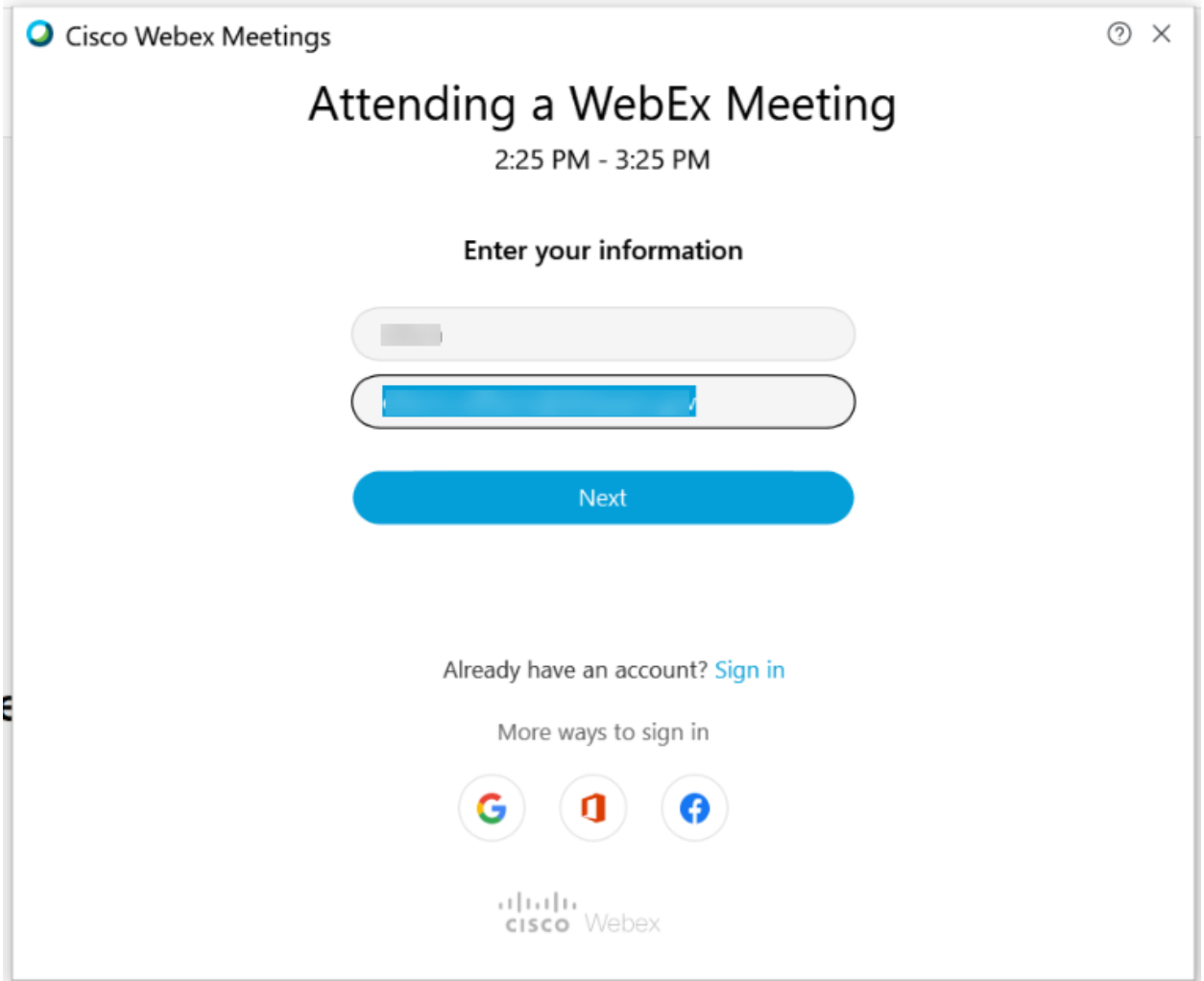
Select the Join Meeting link from the email or calendar event. Enter the information as prompted.

First time users will be asked to install the Cisco Webex Meeting app.

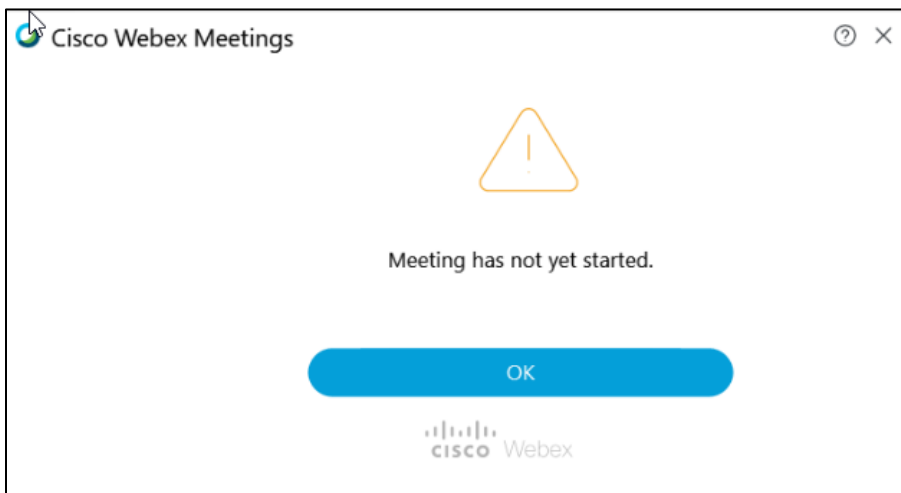


You will be prompted to Join a Meeting by entering the meeting information



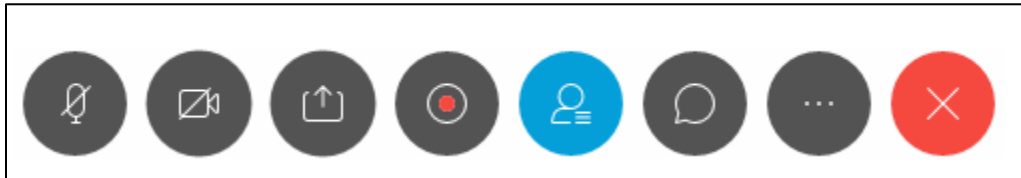
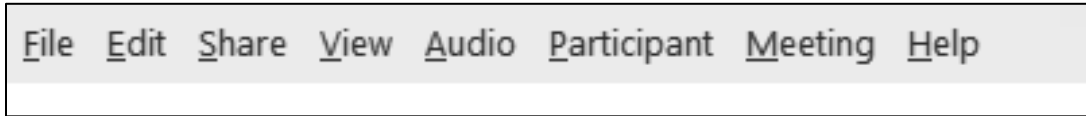


The message below will display until the Meeting Organizer starts the meeting.

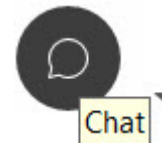
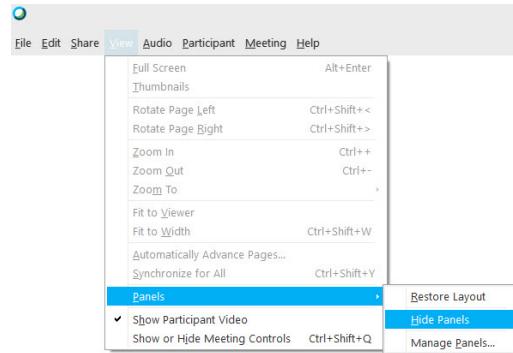


Menu and Icons

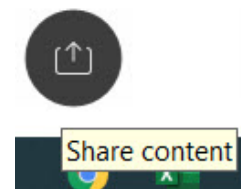
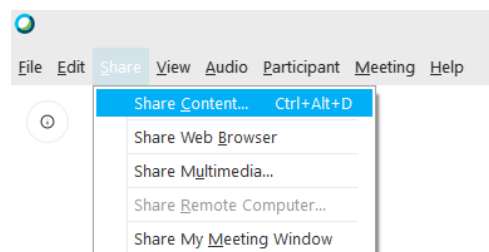
1. The menu bar is located in the top left section of the screen. The icons are located at the bottom, center stage.



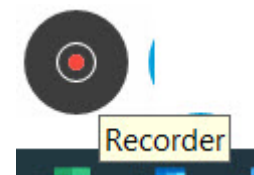
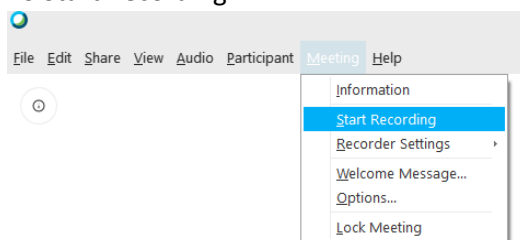
2. To open/close the Chat panel:



3. To Share Content:



4. To Start Recording:



5. To End/Close a Meeting

