



# WebEx Instructions for Board meetings

**(New Instructions: everyone should read)**

April 23, 2020

# Step One

## PLEASE READ

  
 Send Update

**Title** KYMEA Board Meeting

**Required** ● Doug Buresh; ● Heather Overby; ○ Rob Leesman (rleesman@kymea.org); ○ Adrian Isaacs <aisaacs@bereaky.gov>; ○ Carl Shoupe (shoupewoodrow46@gmail.com); ○ Chris Melton (cmelton@madisonvillegov.com); ○ Christina Lewis - Benham Electric Plant Board (Benhampowerboard@gmail.com); ○ David May (providencepublicworks@yahoo.com); **+18 others**

**Optional**

**Start time** Thu 4/23/2020 10:00 AM Eastern Time (US & Cana)  All day  Time zones

**End time** Thu 4/23/2020 1:00 PM Eastern Time (US & Cana) [Make Recurring](#)

**Location** 1700 Eastpoint Parkway, Ste. 220, Louisville, KY 40223 [Room Finder](#)

Please Follow the PowerPoint Instructions and audio instructions on the computer screen when you log in.

KYMEA Board Member,

We would love to have you participate in the KYMEA board meetings as a remote participant through the link below. You can also vote as long as you can see us and we can see you during any voting portion of the regular meeting. Please let me know if you have any difficulty and need assistance. You may call 502-693-5179 to reach me.

**Must use a Chrome, Firefox, or Safari browser.**

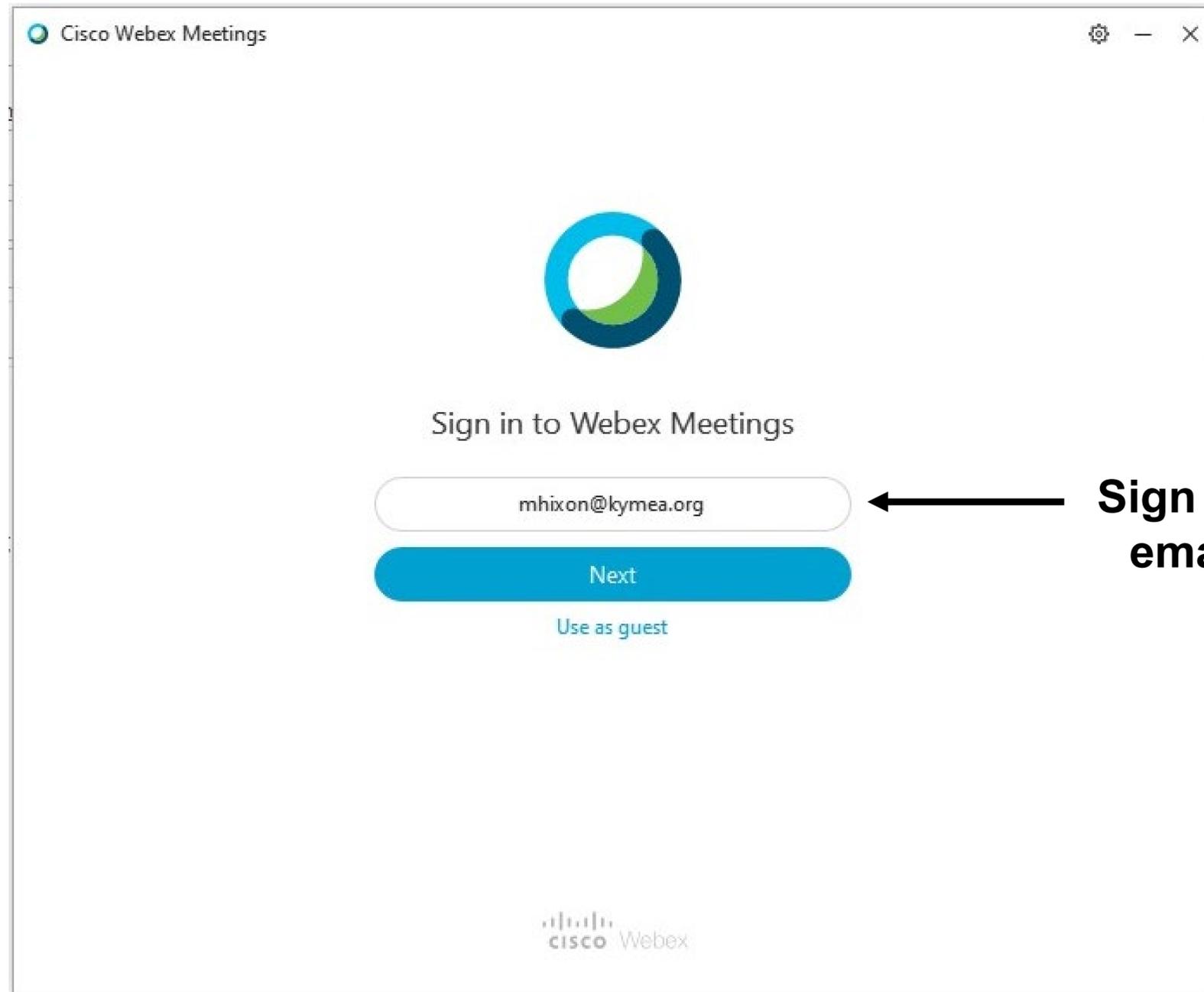
Board Room Invite  
<https://kymea.webex.com/meet/board.room>  
 Meeting Number: 794961401

Join by video system  
 Dial [board.room@kymea.webex.com](mailto:board.room@kymea.webex.com)  
 You can also dial 173.243.2.68 and enter your meeting number.

Michelle Hixon  
 Director, Administrative Services & Communications  
 Kentucky Municipal Energy Agency  
 C: 502-693-5179  
 D: 502-242-5639  
 F: 502-242-5640  
[www.kymea.org](http://www.kymea.org)

**Click Here first**  
*(on screen instructions will appear for audio options)*

# Step Two

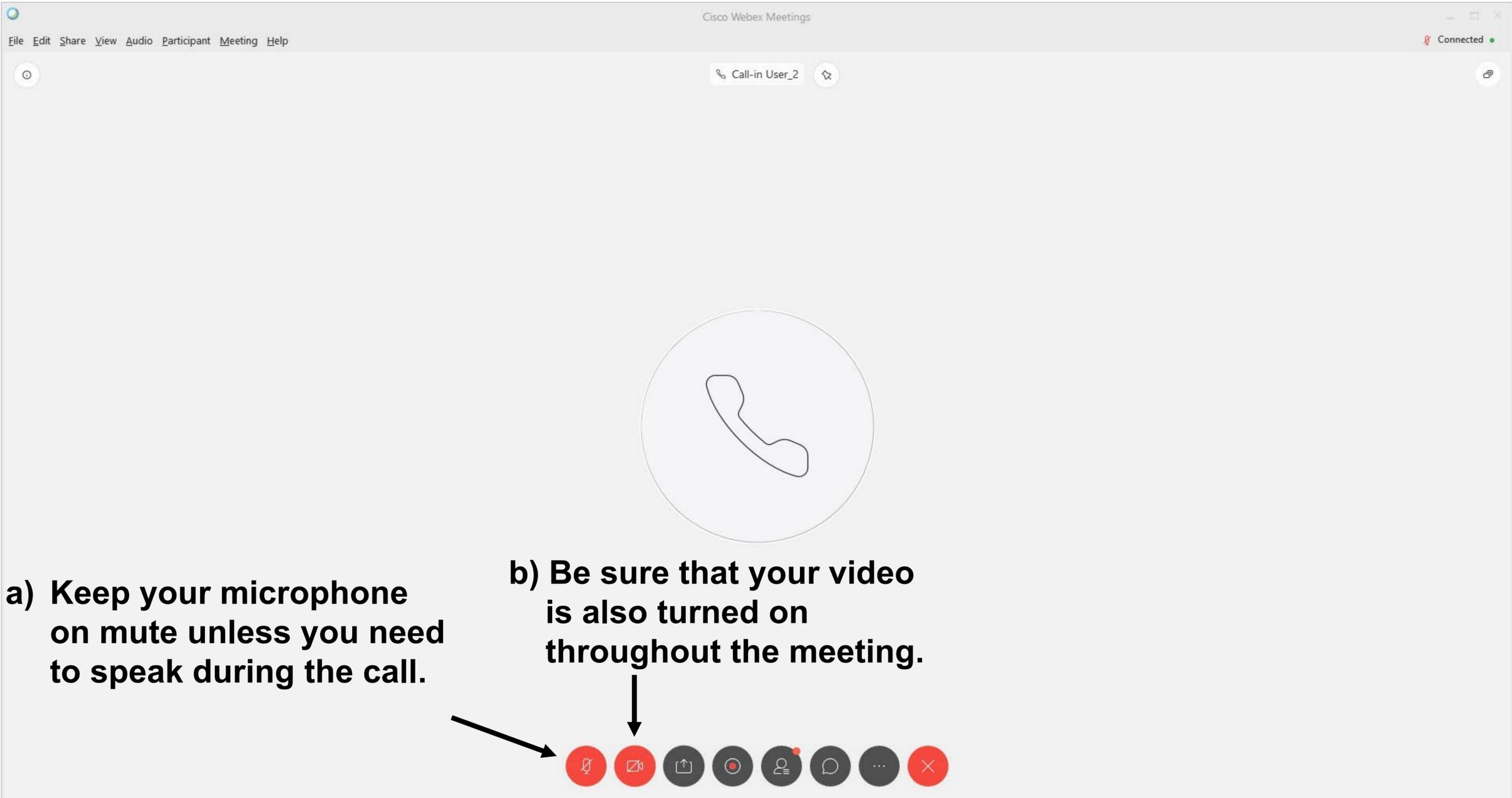


**Sign in with your email address**





# Step Four



Cisco Webex Meetings

File Edit Share View Audio Participant Meeting Help

Call-in User\_2

Connected

a) **Keep your microphone on mute unless you need to speak during the call.**

b) **Be sure that your video is also turned on throughout the meeting.**

Microphone icon (muted)

Video icon (turned on)

**If you have any trouble connecting, please send an email to [mhixon@kymea.org](mailto:mhixon@kymea.org)**