

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF DEVELOPMENTAL SERVICES**

The Department of Developmental Services (DDS) may use the Cisco “Webex” platform for public hearings. Webex video conferences may also be called “meetings” or “web conferences.” Webex may be accessed by anyone with an internet connection. Webex has an app that you can download on a tablet or smartphone which may be easier for some people.

How to join a Webex meeting?

The Notice of Public Hearing contains a link to a Webex website URL. Simply use the link to join the meeting.

If you never used Webex before you may be asked to install a program on your device to use Webex. Simply click to download the program and then when prompted click “run” to open the program.

After the Webex program opens, your screen will show a preview box to allow you to test your audio and video. The other participants of the meeting cannot see you until you click on “join.” If you do not have a video/web camera either built in or attached to your computer you will not be able to share video of yourself, but you still may be able to watch video of other participants in the hearing and you will be able to join the meeting using audio only.

If your computer does not have an internal or external microphone it is best to join the meeting using the call-in number from any touch tone phone. The Notice of Public Hearing also contains the call-in number.

Alternatively, you can participate in the meeting using a smartphone, iPad or a tablet. To do so you will need to download the Webex App which is available for free from the App store (iOS), Google Play Store (Android) or wherever you download apps. Once you download the App you will need to create an account. Pick a username and password. It is recommended you download the app and create an account in advance of the hearing so that you can familiarize yourself with the app.