Overview
The CPH Dean’s Town Hall will be hosted as a WebEx Event. To accommodate the many faculty and staff connecting, all attendee microphones will be muted by default, and participants will not be able to see other attendees listed or send a webcam feed. By following the instructions below, attendees will join anonymously to encourage questions and comments for the Dean. Questions and comments will be addressed during the question and answer period at the end of her presentation. In order for questions to be addressed, they must be sent to the Q&A Moderator only, as outlined below.

Join the event
Please follow these instructions to join. (Please note these instructions assume that you are using the Google Chrome browser):

1. Click here to join the WebEx event or copy and paste the following URL into your browser: https://templeuniversity.webex.com/templeuniversity/onstage/g.php?t=a&d=646289208
2. Type “Anonymous” in the fields for First Name and Last Name as shown in the image below. In the field for Email Address, please enter this address: anon@temple.edu
   Please enter the following password: townhall18
   If you would like to be anonymous but are prompted to login using your Temple Accessnet Username and Password, please clear the cookies in your browser or open your browser window using incognito mode.

3. After you have filled in all of the fields above, click Join Now.

Connect to audio
To listen to the presentation, you need to connect to the audio. Click on Call Using Computer in the Audio Connection window that will appear after joining the meeting. After connecting to audio, you will see a checkmark and the word “Connected,” as shown below.
Ask a question

1. On the right-hand side of WebEx, click on the Q&A panel so that the arrow points down to expand the panel. (For most this will be at the bottom of the list of panels.)

2. Click on All Panelists to the right of Ask: and select the Q&A Moderator from the menu. The Q&A Moderator will collect questions.

3. Now it will say Q&A Moderator in the Ask: menu

4. Click on the box below the Ask: menu to type your question and press Send.
Connecting through the mobile app

1. If you have used the app in the past, log out of the app first so that you can join anonymously.
   a. Click here for the steps to sign out of the app on an Android device, or copy and paste the link below into your browser:
      https://collaborationhelp.cisco.com/article/en-us/WBX68437
   b. To sign of the iOS app:
      i. Click on the gear button in the upper left corner
      ii. Click on “My Account”
      iii. Click “Sign Out”

2. If you have never used the mobile app before and plan to use it to join the event, please install the Cisco WebEx Meetings app prior to clicking on the event link.

3. After you have installed the app, click here to join the event and follow the steps at the beginning of this document.

4. If you are connecting via the mobile app and plan to use the closed captioning, please note that the captioning will open in a browser window, so you will only be able to view either the WebEx window or the closed captioning window at a time.

Provide Feedback
At the conclusion of the event, you will be presented with a short Qualtrics survey that will open in a browser after closing the WebEx window. We value your feedback. All answers are anonymous. If the survey does not open for you automatically, please click here to respond to the survey or copy and paste the following URL into your browser:
https://chpswtemple.co1.qualtrics.com/jfe/form/SV_etVYGs9guxyvhg9

Get Help
If you experience any technical issues during the WebEx session, please contact WebEx support:
1-866-229-3239

Thank you for participating in the Dean’s Town Hall 2018!