mn DEPARTMENT OF
LABOR AND INDUSTRY

WebEx meeting/event attendee instructions (Revised Feb. 10, 2026)

WebEx is an internet-based way to conduct remote public meetings that allows all participants to hear one another as required by the Open Meeting Law (Minn. Stat. chapter 13D).

Information about how to join and participate in WebEx meetings and events is available here. Although each specific WebEx may have slightly different settings, the agency will typically have settings indicated in the descriptions below. Each option offers different participation options and methods.

As a registered attendee, you may join in any of the following ways.

1. Internet access through your computer and audio through your computer.
2. Internet access through your computer and audio through your phone.
3. Through your phone (this option does not require prior registration).

There are some differences to your participation level depending on how you join the WebEx.

1. **Internet access through your computer and audio through your computer**
    -   Hear everything said on the WebEx.
    -   See documents shared via the WebEx screen.
    -   "Raise your hand" if you wish to comment or ask a question (if the host has enabled). Click on the "Participants" circle at bottom to open panel. You will see a hand next to your name – click to raise or click on the small hand icon at the bottom of the Participants panel. If you cannot see the controls, hover your mouse at the bottom of your screen.
    -   Use the chat function (if the host has enabled this) to send messages to the host and panelists. All chat messages will be read aloud. At the bottom of your screen, click on the "Chat" circle.
        -   Speak through your computer microphone when the host unmutes your microphone.

2. **Internet access through your computer and audio through your phone.**
    -   Hear everything said on the WebEx.
    -   See documents shared via the WebEx screen.
    -   "Raise your hand" if you wish to comment or ask a question (if the host has enabled this – see above instructions on how to open the Participants panel).
    -   Use the chat function (if the host has enabled this) to send messages to the host and panelists. All chat messages will be read aloud. (See above instructions on how to open the Chat panel).
    -   Speak through your phone when the host unmutes your microphone.

3. **Through your phone**
    -   Hear everything said on the WebEx.
    -   See documents that were posted on the website before the WebEx starts; they will also be available online anytime during or after the WebEx.
    -   Press "*3" to notify the host that you wish to comment or ask a question (if the host has enabled this).