





ALLEGHENY COUNTY AIRPORT AUTHORITY
PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

WebEx Meeting Instructions

1. Click the link listed on www.FlyPittsburgh.com/JulyBoard to begin.
2. Click on Join Meeting.
3. Depending on your browser, follow the prompts on the screen to install the WebEx Meetings application.
4. When the download completes, WebEx will open.
5. When the meeting starts, you will automatically be placed into the meeting lobby.
6. Ensure that your microphone is **muted**  and your video feed is **off** .
7. Confirm your audio source using the dropdown menu.
 - a. **Use computer for audio** – uses your computer’s speakers to play meeting audio
 - b. **Call In** – provides a dial-in number to call from a landline, cell phone, or other telephone
8. Click the green **Join Meeting** button to join the meeting.

Join Meeting

9. You are now in the meeting.

Pittsburgh International Airport
Landside Terminal, 4th Floor Mezz.
PO Box 12370 | Pittsburgh, PA 15231-0370
(412)472-3500 | FLYPITTSBURGH.COM