

SONGS COMMUNITY ENGAGEMENT PANEL VIRTUAL MEETING INSTRUCTIONS

The May 28 Community Engagement Panel (CEP) meeting will be conducted via Skype video as Southern California Edison and CEP members work to reduce COVID-19 exposure through actions that align with the Centers for Disease Control and Prevention recommendations on physical distancing. Members of the public will be able to listen and watch the meeting, as well as participate in an hour-long public comment period. Instructions for joining the meeting, submitting questions before and during the meeting, and signing up for public comment are below.

SKYPE MEETING INSTRUCTIONS FOR EXTERNAL PARTICIPANTS (PUBLIC)

External participants may join the CEP meeting by using the [Skype Web App](#). Click on the [Skype Web App](#) link below. **Then follow the directions on page 3 (or page 4 for phones).** You may also use the Skype link provided on the on the [songscommunity.com](#) website. A link to the CEP website is provided [here](#).

(A print screen indicating location of Skype Webb App is provided below)

Join Skype Meeting

Trouble Joining? [Try Skype Web App](#)

Join by phone

THE CEP VIRTUAL MEETING SKYPE LINK IS HERE:

→ Join Skype Meeting

Trouble Joining? [Try Skype Web App](#)

Join by phone

[+12132970156](#) (Dial-in Number)

English (United States)

[Find a local number](#)

Conference ID: 887531892

[Forgot your dial-in PIN?](#) | [Help](#) | [Legal](#)

Skype meetings MAY be recorded only if the presenter enables the recording feature AND initiates recording. If the meeting is being recorded, you will be warned and you may either consent to recording by staying on the call or hang up and contact the meeting organizer.

CEP PUBLIC QUESTIONS AND COMMENTS:

- Questions and Comments may be submitted in advance of the meetings using nuccomm@songs.sce.com
- During the meeting, members of the public may send their questions and comments electronically by completing the **CEP Question Form** on the link below. <https://on.sce.com/cep>

CEP PUBLIC COMMENT PERIOD:

- To sign up for the public comment period, complete the **CEP Question Form** on the link below. The form will be added to the que in order of receipt. The CEP Chairman will call on individuals to speak and the Skype microphone will be opened.
<https://on.sce.com/cep>
- The CEP Chairman will call out members of the public one at a time to allow those members of the public to comment for three minutes per person during the Skype meeting.
- The CEP Vice Chairman and Secretary will monitor the public comment period as well as topics submitted using the CEP Question Form and, following the hour-long public comment period, will facilitate public dialogue. Questions related to the meeting agenda topics may be submitted in advance of the meeting and—to the greatest extent possible—will be addressed in the presentation and/or discussed by CEP officers as part of the facilitated dialogue.
- The **CEP Question Form** link is provided below:
<https://on.sce.com/cep>
- **See pages 3 and 4 for instructions for Joining the Skype meeting**



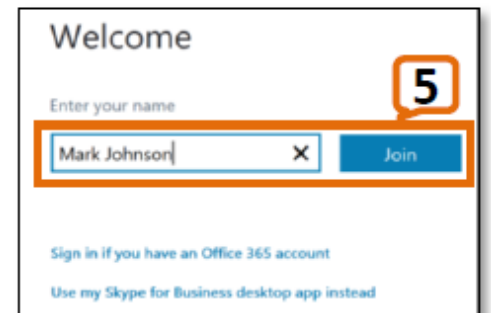
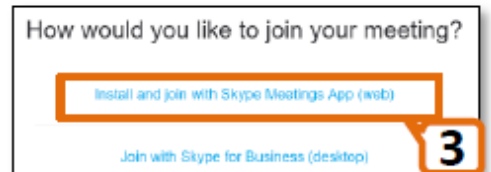
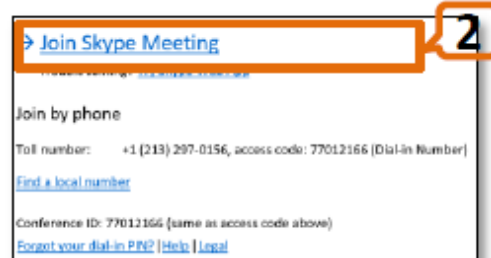
Joining Skype Meeting for External participants

You can join a Skype for Business meeting by using Skype Meetings App. Just click on meeting link in your email/invitation and follow the instructions on this page to join.

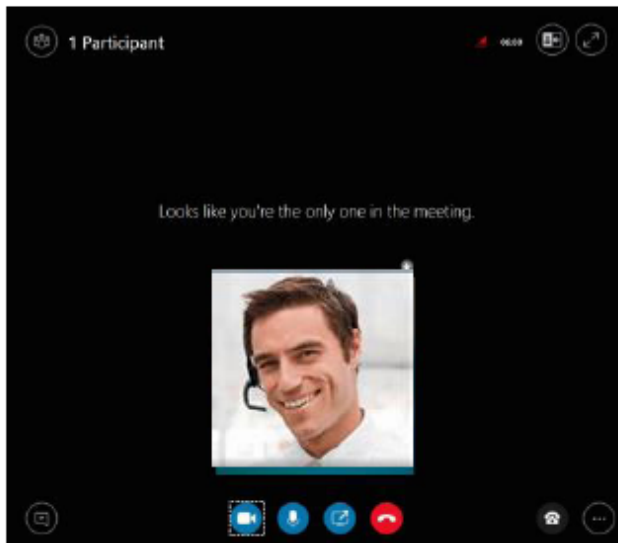
Note: You do not need to join Skype meeting using Skype Web App for an audio only call. For an audio only call, simply dial in using the phone number and the conference ID to join the audio conference.

Join Skype Meetings App on a PC

- 1) Go to your email/calendar invite and click on the link to join the meeting
- 2) Click on **Join Skype Meeting**
- 3) Select **Install and join with Skype Meetings App (Web)**. *Skype Meeting App installer will be downloaded. You do not need admin rights to install this.*
- 4) Once the download is complete, double click on the Skype Meeting App to install the app. *Follow the instructions to launch the Skype Web App. You may see a firewall prompt. Please click **Allow Access on the firewall prompt.***
- 5) Type your full name in the Name box and click on **Join**. *You'll now join the meeting*



Please visit <https://support.office.com/en-us/article/skype-meetings-app-help-skype-for-business-web-app-e08370be-2fbb-4ce9-9a90-c84d92cc4cab?ui=en-US&rs=en-US&ad=US> if you have any issues or need more information about Skype Meeting App.



Join Skype Meetings by dialing from a phone

You can join a Skype for Business meeting by using a phone. To join Skype meeting, call the dial in number listed, meeting ID as listed on the invite. Follow the prompts provided by the conferencing system. Use this only if you do not need to see the presentation that is being shared in the meeting.

Join Skype Meetings App on iPhone/Android

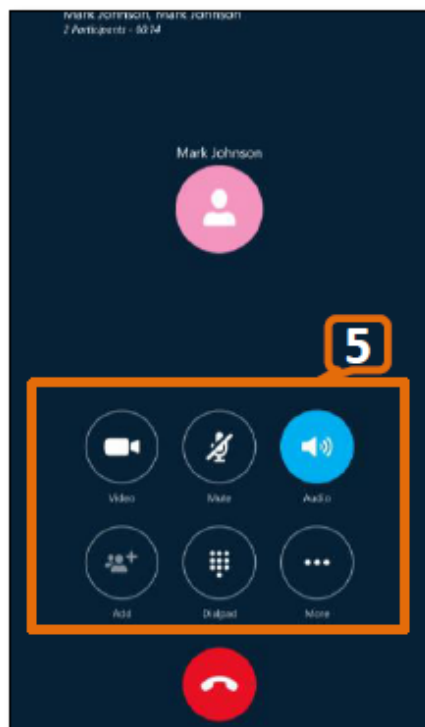
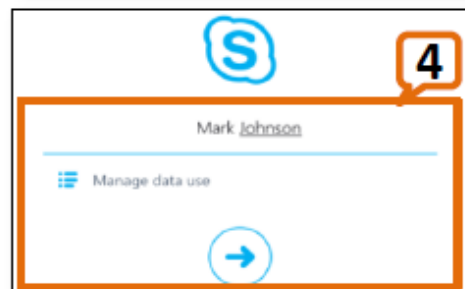
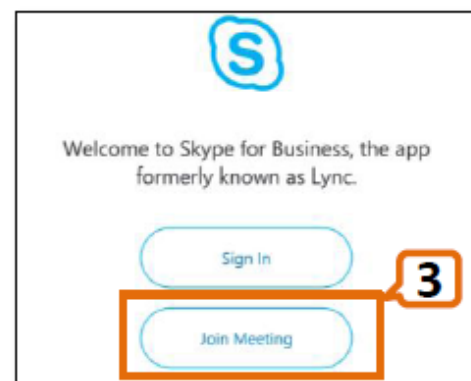
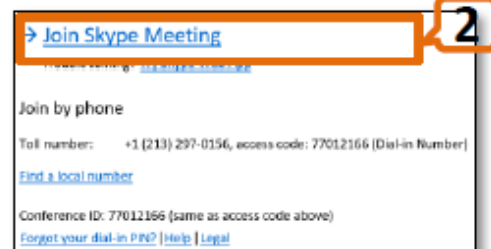
If you cannot join the meeting on a computer, you can use your mobile device (iPhone/Android). Before the scheduled meeting, please download Skype for Business app (make sure the app is **Skype for Business** NOT Skype) from App Store or Google Play Store. Make sure to join from a location that has good wifi connectivity.

You can download Skype for Business app using the following links:

iOS app: <https://itunes.apple.com/us/app/skype-for-business-formerly/id605841731?mt=8>

Android Apps: <https://play.google.com/store/apps/details?id=com.microsoft.office.lync15&hl=en>

- 1) Go to your email/calendar invite and click on the link to join the meeting
- 2) Click on **Join Skype Meeting**. *Skype for Business App will launch*
- 3) Select **Join Meeting**
- 4) Type in your full name and **press proceed arrow** to join the meeting. *If you are not connected to wifi network, select Manage data use and make sure all default settings are off before joining*
- 5) Once you join the meeting, make sure to unmute your microphone to start speaking,



Please visit https://support.office.com/en-us/article/help-for-skype-for-business-on-a-mobile-device-41e5bb41-9bb1-4347-b485-ae0611ba1d76#OS_Type=iOS if you have any issues or need more information about Skype for Business mobile app.