



**New Mexico Regulation and Licensing Department**  
**BOARDS AND COMMISSIONS DIVISION**  
**Chiropractic Board**

2550 Cerrillos Road ▪ P.O. Box 25101 ▪ Santa Fe, New Mexico 87504  
(505) 476-4622 ▪ Fax (505) 476-4620 ▪ [www.rld.state.nm.us/boards](http://www.rld.state.nm.us/boards)

**CHIROPRACTIC BOARD**

**SUGGESTIONS FOR SUCCESSFUL  
CISCO WEBEX MEETING OR EVENT ATTENDANCE**

**Michelle Lujan Grisham**  
GOVERNOR

**Marguerite Salazar**  
SUPERINTENDENT

**Linda Trujillo**  
DEPUTY  
SUPERINTENDENT

**John W. Blair**  
DIRECTOR

**A Few Days before the Meeting:**

1. **COMPUTER:** Download Webex from:  
<https://www.webex.com/downloads.html/>
2. **PHONE:** Download Cisco Webex App from Apple Store or Google Play
3. Test “JOIN AN EVENT” or “JOIN A MEETING” to see if you connect to Webex.

**Results in attending the Webex meeting:**

- Best Experience = Computer with Internet Access and WEBEX Application
- Better Experience = Computer with Browser (Google, Google Chrome, Explorer)
- Good Experience = Phone with WEBEX Application

**Accessing the Meeting Via Telephone:**

You may call in to the meeting using the following phone number:

**Phone: +1-415-655-0002**

**Meeting Identification Number: 146 315 0980**

**15 to 30 Minutes Before the Meeting:**

1. Find a private, quiet space with stable Internet connection.
2. Join the meeting on your preferred device.
3. Test your audio and video.
4. Consider using headphones to minimize the background noise.
5. Choose your preferred view:
  - a. Floating Panel, or
  - b. Grid View, or
  - c. Active Speaker and Thumbnail View, or

**Alcohol and Gaming Division**  
(505) 476-4875

**Boards and Commissions Division**  
(505) 476-4600

**Construction Industries Division**  
(505) 476-4700

**Financial Institutions Division**  
(505) 476-4885

**Manufactured Housing Division**  
(505) 476-4770

**Securities Division**  
(505) 476-4580

**Administrative Services Division**  
(505) 476-4800

- d. Active Speaker Video View.
6. If you want to protect your location, sit with your back facing a wall.
7. The administrator will open the meeting 30 minutes before the scheduled time before the meeting starts in order to facilitate sign in, and to make sure the meeting may start on time.
8. You will be asked to provide your full name and contact information when you sign in to the meeting and before the meeting begins.
9. Your access point will be placed on MUTE by the Host, unless it is your turn to speak.
10. You may send a CHAT message to the meeting or event Host. Please send your message only to the Host.
11. When the Host opens up CHAT function during the public comment section of the meeting.
12. You may use the RAISE YOUR HAND function to ask questions.
13. This meeting will be recorded. Always state your first and last name before you begin speaking.
14. Courtesy and patience are welcome and expected during the Webex meeting or event.

**The Board appreciates your participation.**