

## Joining a Webex Training Session

1. You can use your personal computer to access Webex. You only need an internet connection.
2. Copy-and-paste the session URL to your browser. Cisco recommends Google Chrome and Firefox, but IE and Edge also work. If your instructor had you register via Cisco Webex, you should have a URL connected to your registration.
3. If you are an NMCI user and are using your work computer to access Webex, you may see a "no click" in the URL when you try to join a session. Please make sure you remove the "no click\_" from the URL and it should work.
4. Enter your name and email in the appropriate fields. The password should pre-populate. If it does not, check the email you received from your instructor. The password should be in the email.

**Join Session Now**  
To join this training session, provide the following information.

Your name:  ← Enter Name

Email address:  ← Enter Email

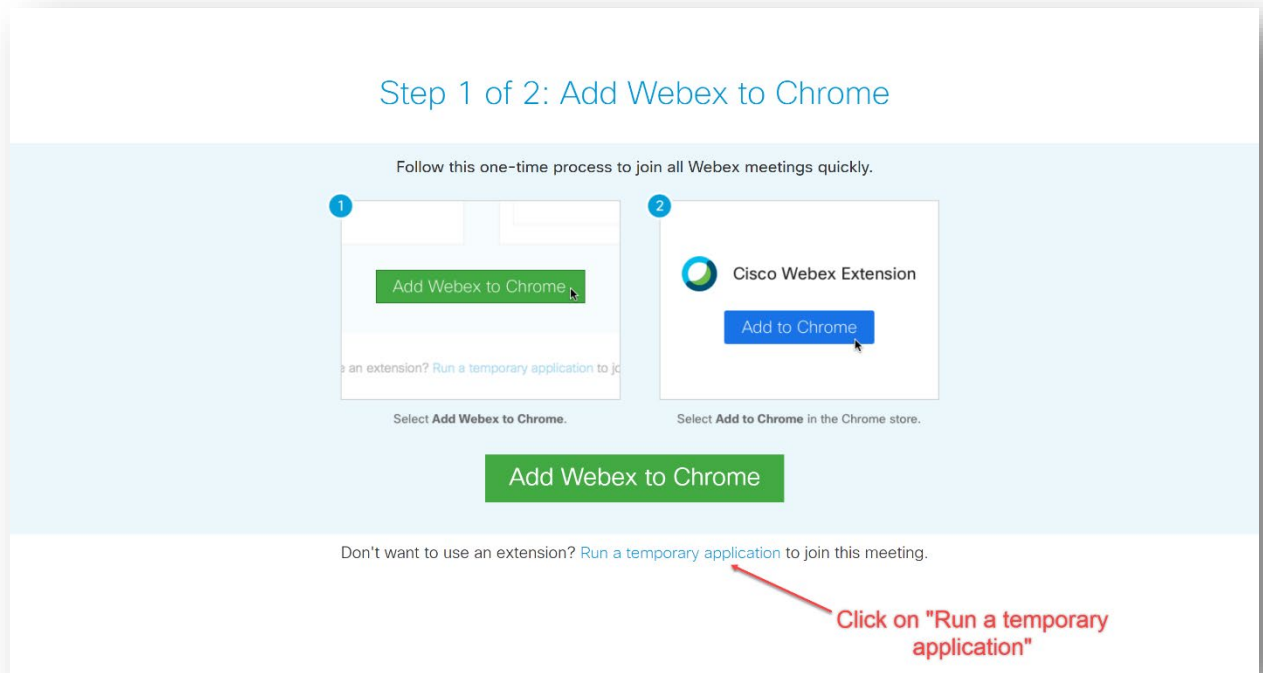
Session password:

← Click on "Join Now"

[Join by browser](#) **NEW!**

If you are the host, [start your session](#).

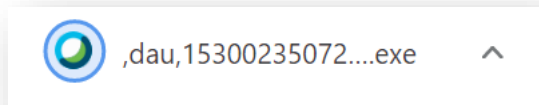
5. Select the Join Now button. If you are a DCMA, DLA, DISA, and MDA user, follow the instructions provided by your instructor to join, but select "Join by Browser" instead of the "Join Now" button.
6. You will come to a screen that may ask you to install an application or extension. Look for "Run a Temporary Application" and select/click it.



7. Depending upon browser, do one of the following:

**Chrome:**

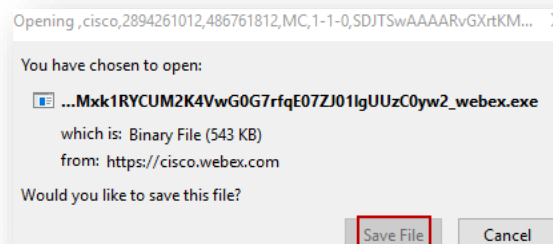
Click on the .EXE file that appears in the lower-left of the browser window:



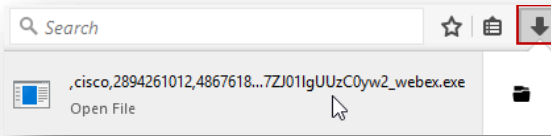
Once the file is done downloading, click on the up caret and open, save, or run the file. If you save it, make sure you save it to a location on your computer where you can find it then right click and open the file.

**Firefox:**

Click Save File on the prompt window that appears:

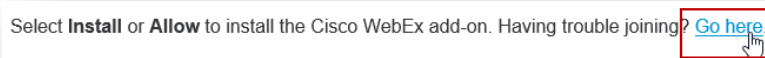


Click the arrow in the upper-right corner of the browser window, then click on the download .EXE file:

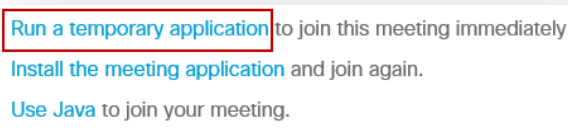


**Internet Explorer:**

Click the **Go here** link:

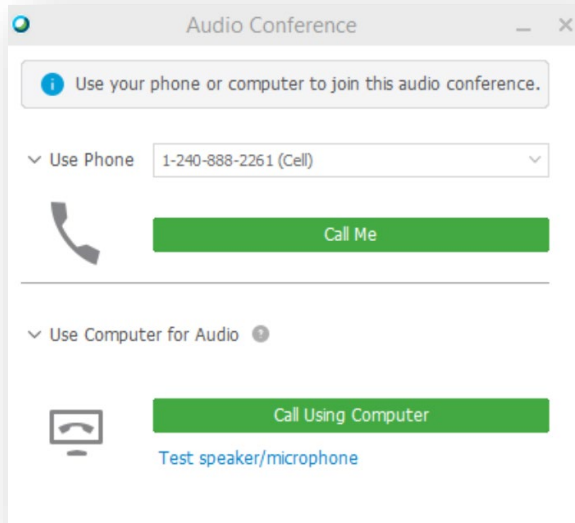


On the page that appears, click Run a temporary application:



Click Run on the dialog box that appears.

8. After you join the training session an Audio Conference pop-up will appear. Select one of the following:



- **Call Me**- Enter a phone number, select **Call Me**. You will receive a phone call and will be prompted to press 1 to connect.

- **I Will Call In**- to choose this option, select the **Use Phone** drop-down list. Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.
- **Call Using Computer**- Choose this option to connect audio using VoIP. To adjust your speaker and microphone settings, go to **Audio>Speaker/Microphone Audio Test** in the menu bar.

## If your agency blocks you from running the temporary application join your Webex session via web browser.

Follow these steps:

1. Copy-and-paste the URL to your browser. Cisco recommends Google Chrome and Firefox, but IE and Edge also work. If your instructor had you register via Cisco Webex, you should have a URL connected to your registration.
2. Enter your name and email in the appropriate fields. The password should pre-populate. If it does not, check the email you received from your instructor. The password should be in the email.
3. Select "Join by browser" which may take a second to appear after you enter your name and email. This will open up a tab in your browser where the meeting will load.

The screenshot shows a 'Join Session Now' form. It includes three input fields: 'Your name:', 'Email address:', and 'Session password:'. Below these fields is a blue 'Join Now' button. Underneath the button is a link that says 'Join by browser NEW!'. At the bottom of the form, there is a note: 'If you are the host, [start your session.](#)'. Red arrows point from the text labels to the corresponding input fields and the 'Join by browser' link.

**Join Session Now**  
To join this training session, provide the following information.

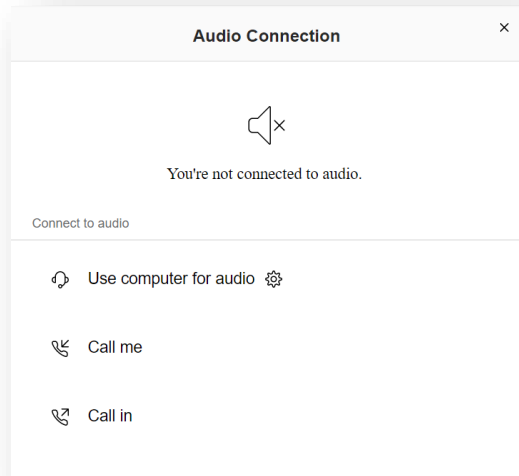
Your name:  ← Enter Name  
Email address:  ← Enter Email  
Session password:

[Join Now](#)

[Join by browser](#) **NEW!** ← Click on "Join by browser"

If you are the host, [start your session.](#)

4. After you join the training session an Audio Conference box will appear. Select one of the following:



- **Call Me**- Hover your mouse to the right of **Call Me** until you see a box appear. Enter your phone number then select **Connect**. You will receive a phone call and will be prompted to press 1 to connect.
- **Call In**- to choose this option, hover over **Call In** until you see **View** appear on the right. Click on **View**. Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.
- **Use computer for audio**- Choose this option to connect audio using VoIP. Hover over **Use computer for audio** until you see **Connect** to the right. Click on **Connect**. To adjust your speaker and microphone settings, go to **Audio>Speaker/Microphone Audio Test** in the menu bar.