

WebEx Meeting Center Participant Quick Start Guide

Please read carefully and print all instructions for the Online Sessions using WebEx!

Note: There will not be anyone available to assist or answer questions regarding connecting to the session on the day of the event.

Joining a WebEx Meeting

In order to join a meeting via WebEx, you will get the URL from your Registration Confirmation Email. Copy the meeting URL and paste it into your browser.

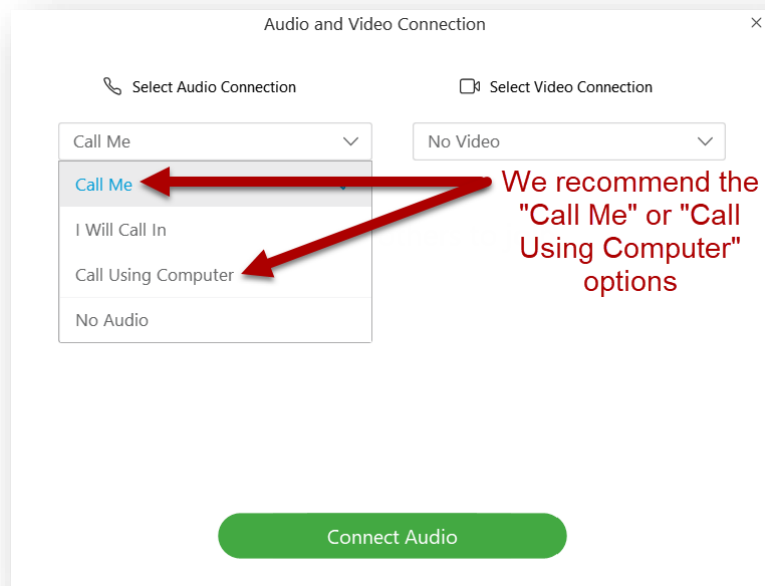
Once you paste the URL into your browser, hit Enter. Fill in your name and email address then click on the green "Join Meeting" button. Below is an example of what your screen will look like.

The screenshot shows the WebEx Meeting Center interface. On the left, there is a navigation menu with options like 'Home', 'Support', 'Download', 'English', 'Classic View', 'Webex Training', 'Webex Events', and 'Webex Support'. The main content area displays a meeting titled 'Meeting' hosted by Trish Zeleznik on Thursday, Dec 13 2018. There are input fields for 'Name' (containing 'John Smith') and 'Email' (containing 'John@gmail.com'). A green 'Join Meeting' button is highlighted with a red arrow and the instruction '2. Click "Join Meeting"'. Another red arrow points to the input fields with the instruction '1. Enter your name and email'. Below the input fields, there is a 'Meeting Information' section with details like 'Meeting link', 'Meeting number', and 'Password'. At the bottom, there is a 'More ways to join' section with 'Join by phone' details.

Audio

For CONUS participants:

Once you join the meeting you will see several options for audio. A pop-up will appear similar to the one below. The "Call Me" or "Call Using Computer" options are the preferred connection methods.



Your options for audio are:

- **Call Me** - Enter your phone number and select Call Me. You will receive a call. Enter whatever information you are prompted to enter (1, meeting number, etc.).
- **I Will Call In** - Dial the phone number shown on your screen. You may be prompted to enter the meeting Access Code and Attendee ID.
- **Call Using Computer** - Choose this option to connect via your computer

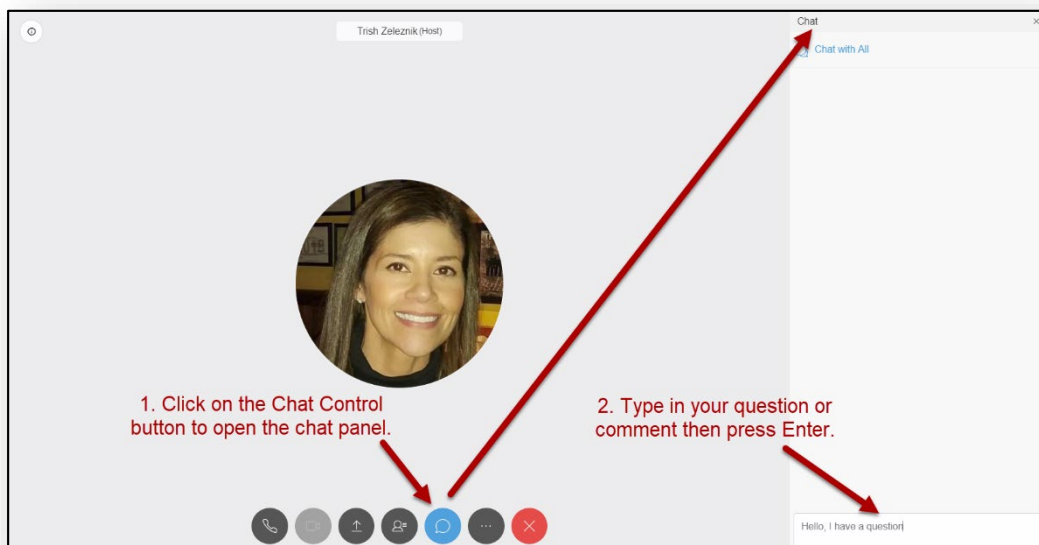
For OCONUS participants:

Once you join the meeting you will see several options for audio. A pop-up will appear similar to the one above. The “Call Using Computer” or the “I Will Call In” options are the preferred connection methods if you are participating outside of the Continental United States.

- Click the “All Global Call-in Numbers” link
- Select the Country you are calling from
- Call the number provided
- Enter the Access Code and the Attendee ID number

Communicating During the Session

Once in the WebEx room, all microphones will be muted. The only way you can communicate is through the chat function. Type any questions you have into the chat window. See below.



WebEx Mobile App

If you would like to join from your mobile device versus a PC, you have the option of downloading the Webex Mobile App.

For Android devices <https://play.google.com/store/apps/details?id=com.cisco.webex.meetings>

For Apple devices <https://itunes.apple.com/us/app/cisco-webex-meetings/id298844386>

Once you've downloaded the app you can join a meeting by selecting join meeting then entering the meeting URL.