

TO ATTEND A WEBEX SESSION:

When a WebEx meeting is set-up, the instructor will email you an invitation to attend the session. This email includes the **meeting number**, the **password** (if one is required), and **a link to the URL where the meeting will occur**. It will look similar to the email below.

The screenshot shows a WebEx meeting invitation. At the top, it says "Web Conferencing with WebEx". Below this, the date and time are listed: "Thursday, June 16, 2016" and "2:30 pm | Central Daylight Time (Chicago, GMT-05:00) | 1 hr". A red circle labeled 'A' highlights this information. Below the date and time, the meeting number and password are provided: "Meeting number (access code): 621 200 200" and "Meeting password: wt123". A red circle labeled 'B' highlights this information. To the right of the meeting number and password is a red circle labeled 'C'. Below the meeting number and password, there is a green button that says "Add to Calendar". To the right of the button, the text "When it's time, [join the meeting.](#)" is displayed. A red circle labeled 'C' highlights the link "join the meeting.". Below the "Add to Calendar" button and the "join the meeting." link, there is a section titled "Join by phone" with two phone numbers: "1-877-668-4493 Call-in toll-free number (US/Canada)" and "1-650-479-3208 Call-in toll number (US/Canada)". Below the phone numbers, there is a link "Toll-free calling restrictions". At the bottom of the invitation, there is a link "Can't join the meeting?". At the very bottom, there is an "IMPORTANT NOTICE" section.

Web Conferencing with WebEx

Thursday, June 16, 2016
2:30 pm | Central Daylight Time (Chicago, GMT-05:00) | 1 hr

Meeting number (access code): 621 200 200
Meeting password: wt123

[Add to Calendar](#) When it's time, [join the meeting.](#)

Join by phone
1-877-668-4493 Call-in toll-free number (US/Canada)
1-650-479-3208 Call-in toll number (US/Canada)
[Toll-free calling restrictions](#)

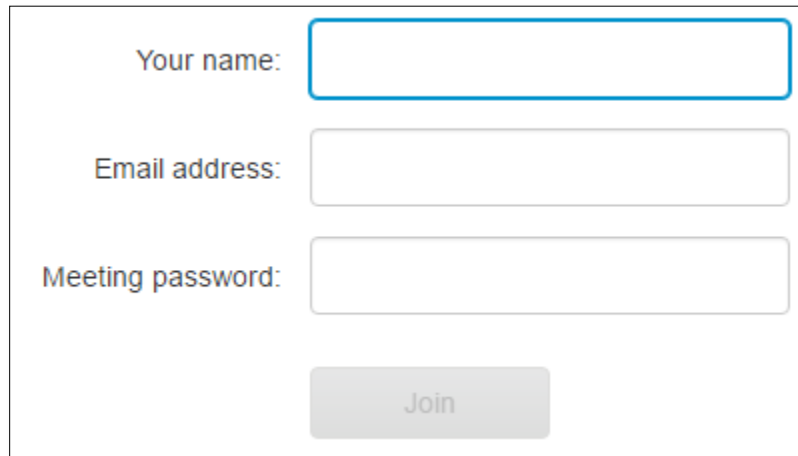
[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

- A. Date and time of meeting.
- B. It is important to note the meeting number and Password.
- C. Click the link in the email to attend the WebEx session.

Step 1. After receiving the email from your instructor, click the link to enter the meeting.

Step 2. Enter your name and email address. Enter the Meeting password if prompted.

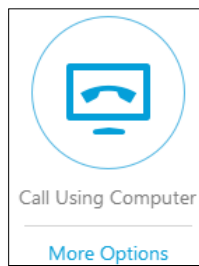


A registration form with three input fields and a button. The first field is labeled "Your name:" and is highlighted with a blue border. The second field is labeled "Email address:" and the third is labeled "Meeting password:". Below the fields is a grey button labeled "Join".

Step 3. Click the “Join” button to enter the WebEx session. (NOTE: You cannot click the join button until the starting time of the meeting. You may have to refresh the page closer to the meeting time to see the “Join” button.)

Step 4. Follow the onscreen prompts to allow the WebEx extension to be downloaded/opened. A temporary application is also available at the bottom of the onscreen prompts.

Step 5. Audio: Select the Audio Conference button to use your computer microphone or to use a phone to connect to the audio.



Step 6. Mute your microphone/phone until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.

