

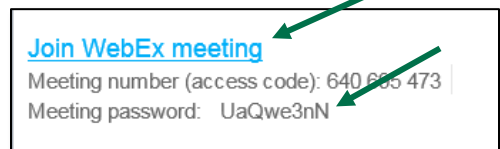


Your WebEx Session

This tutorial will provide you with information to assist you in logging in and participating in your WebEx session as a participant. Please be sure you have access to the email sent to you when you registered for the session prior to the start time of the session. For easier access, you may want to print this tutorial.

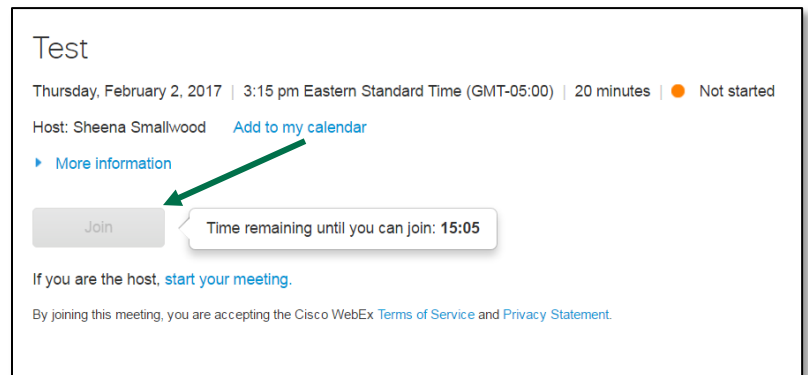
Access the Session

1. 15 minutes before your session, navigate to the email you received with the WebEx session details.

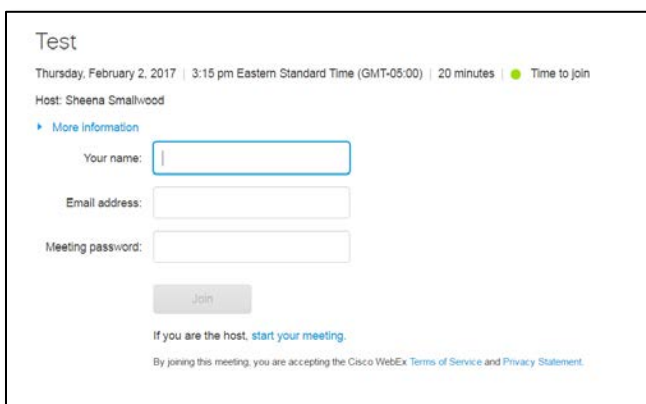


2. Either write down or copy the **Meeting Password**, then select **Join the Meeting**.

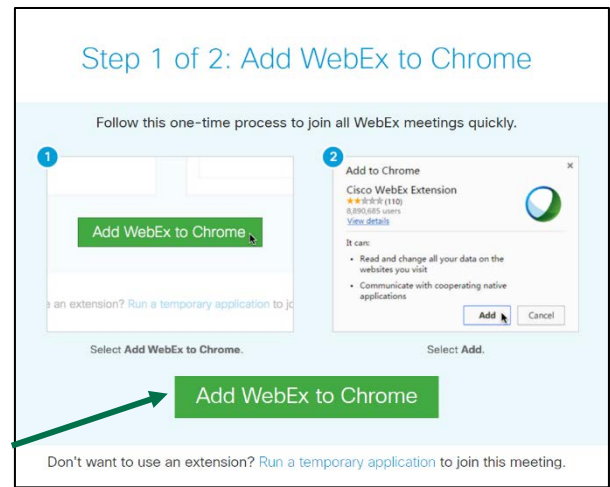
3. If you've tried to access the meeting prior to its start time, you'll see this screen. Note that the **Join** button is grayed out. Once you have access, the **Join** button will become clickable > click the **Join** button to start the session.



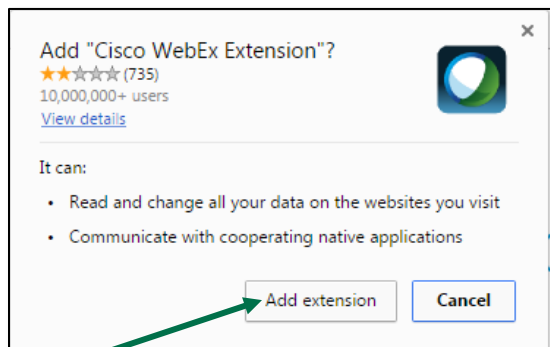
4. On the next screen, enter your **name**, your **email address**, and the **password** you wrote down or copied in the first step > select **Join**.



5. If this is the first time you've used WebEx, you'll be prompted to download the WebEx extension. The following images are how this appears in Google Chrome. Steps should be similar in other web browsers. Select **Add WebEx to Chrome**.



6. Select **Add Extension**.

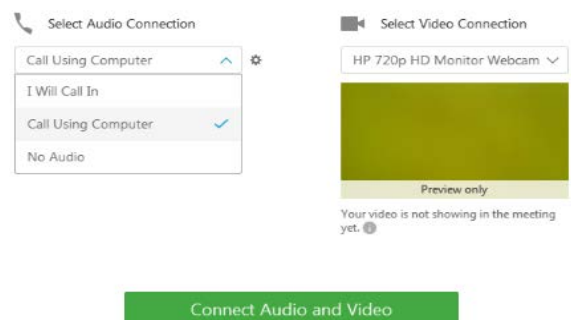


7. Your WebEx session should now load.

Audio and Video Setup

1. Once the session has loaded, you will be prompted to set up your audio and video. Here are your audio options:
 - a. You can “call using the computer.” All audio in the session will come through your computer speakers or headphones.
 - b. You can “call in” using your phone. All audio in the session will come through your phone.

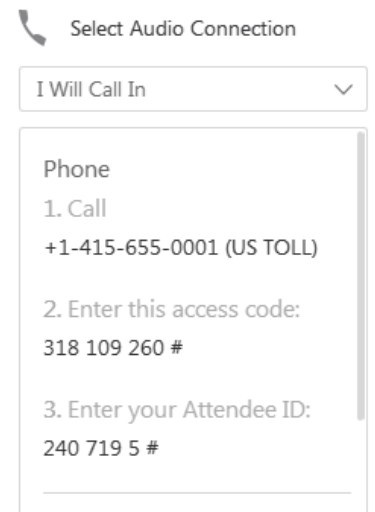
Audio and Video Connection



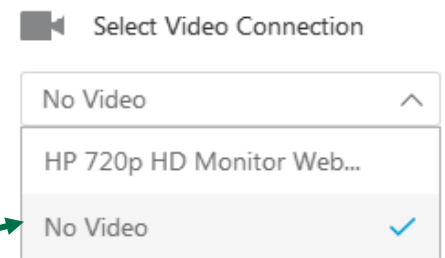


2. If you would like to “call in” to the training or meeting, select that option and dial the listed number > when prompted, enter the listed access code > when prompted, enter the listed attendee ID number.

3. Your audio should now be set.

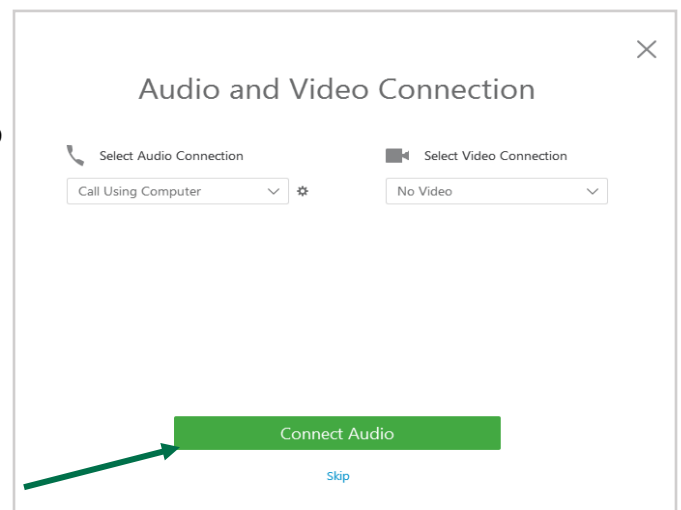


4. There is an area to setup video. Options in the drop down will vary based on available video sources connected to your computer. For the purposes of participating in this training or meeting please select the “No Video” option.



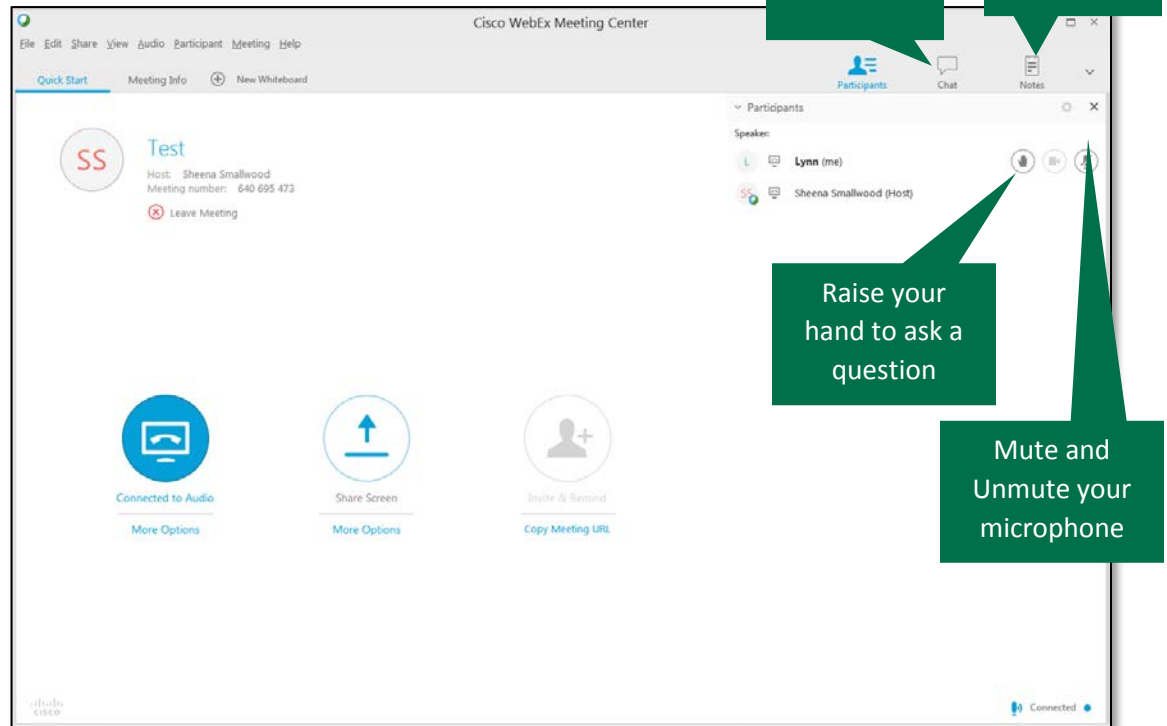
5. Important once you have made your audio and video selections please click the green “Connect to Audio” button.

6. Your audio is now connected. Note, while you can hear audio the moderator may have muted your microphone. To ask a question be sure to use the chat feature.



Participating in Your Session

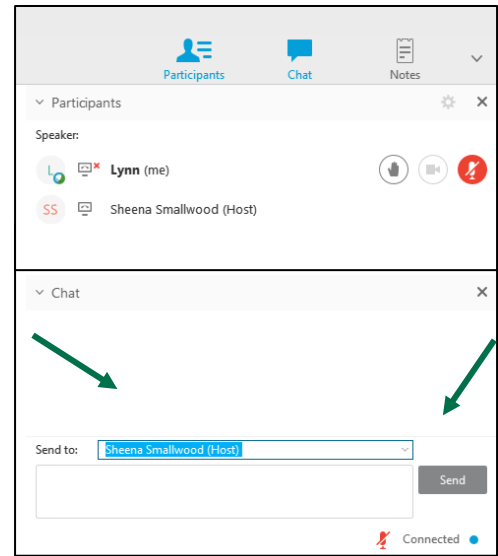
1. Now that you're all set up, take a few moments to look around the interface.



NOTE:

Your moderator may limit the number of options available to you.

2. To use the chat panel, select it in the top toolbar. You may choose to send a message to everyone or just one person by changing the setting in the **Send to** box > type your message > hit **Send**.



3. If you choose to use the **Notes** area in the session, make sure to click the **Save** button to save your work as a txt file before exiting the session.

