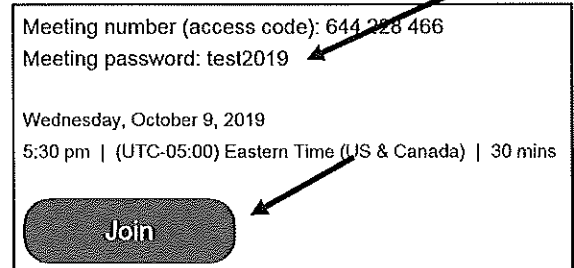


Your WebEx Session

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.



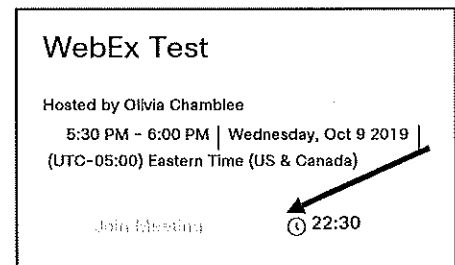
Meeting number (access code): 644 228 466
Meeting password: test2019

Wednesday, October 9, 2019
5:30 pm | (UTC-05:00) Eastern Time (US & Canada) | 30 mins

Join


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

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

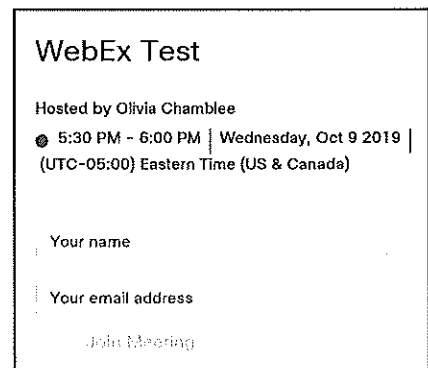


WebEx Test

Hosted by Olivia Chamblee
5:30 PM - 6:00 PM | Wednesday, Oct 9 2019 |
(UTC-05:00) Eastern Time (US & Canada)

Join Meeting  22:30

4. On the next screen, enter your **name**, your **email address**, and when the button turns green > select **Join Meeting**.



WebEx Test

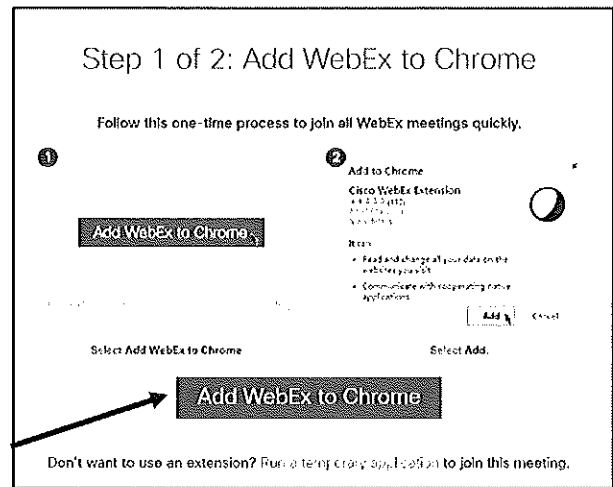
Hosted by Olivia Chamblee
● 5:30 PM - 6:00 PM | Wednesday, Oct 9 2019 |
(UTC-05:00) Eastern Time (US & Canada)

Your name

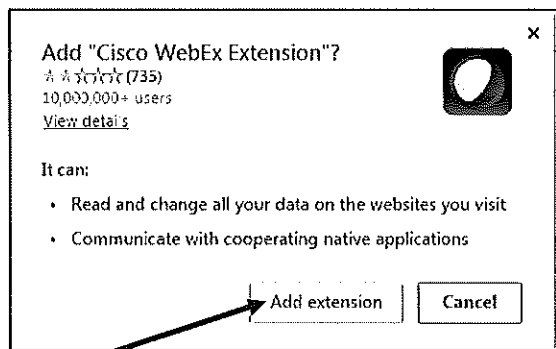
Your email address

Join Meeting

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.

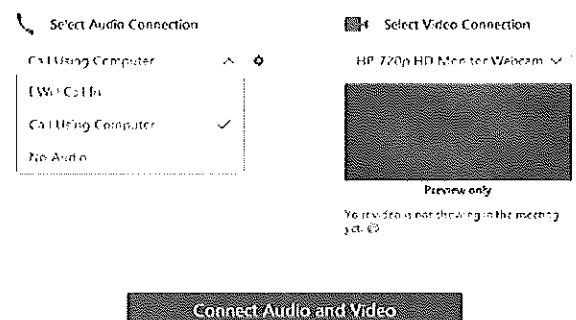
Audio and Video Setup

1. Once the session has loaded, you will be prompted to set up your audio and video.

Here are your audio options:

- You can "call using the computer." All audio in the session will come through your computer speakers or headphones.
- 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.

Select Audio Connection

I Will Call In

Phone

1. Call

+1-415-655-0001 (US TOLL)

2. Enter this access code:

318 109 260 #

3. Enter your Attendee ID:

240 719 5 #

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.

Select Video Connection

No Video

HP 720p HD Monitor Web...

No Video

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 will have muted your microphone. This is important so background noise is minimal. To ask a question be sure to use the chat feature.

Audio and Video Connection

Select Audio Connection

Call Using Computer

Select Video Connection

No Video

Connect Audio

Stop

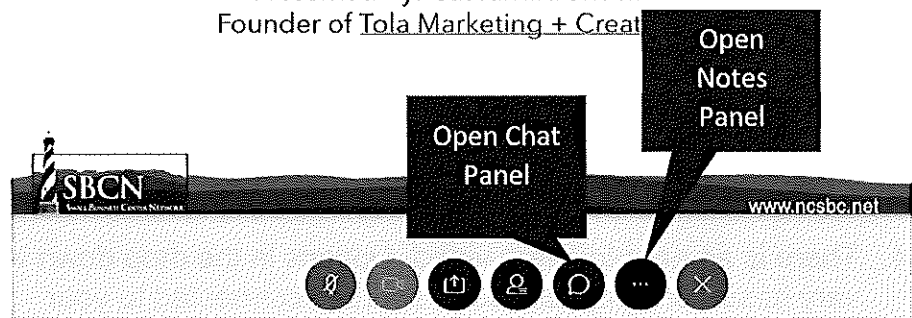
Participating in Your Session

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

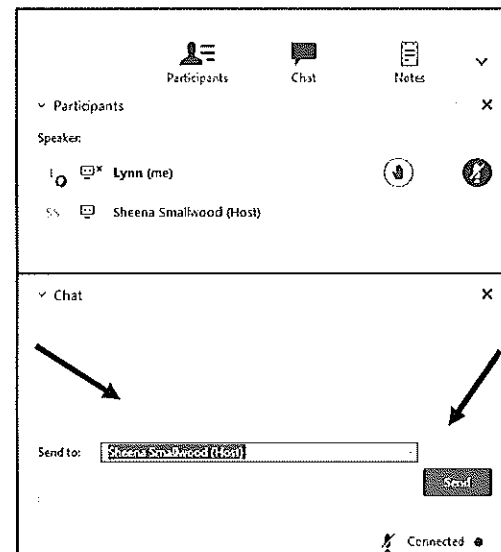
Selling Online

Presented By: Cassandra Shuck
Founder of Tola Marketing + Creativity

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.

