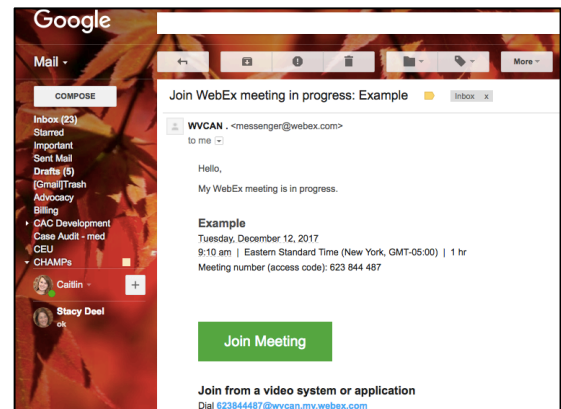


How to Use Webex

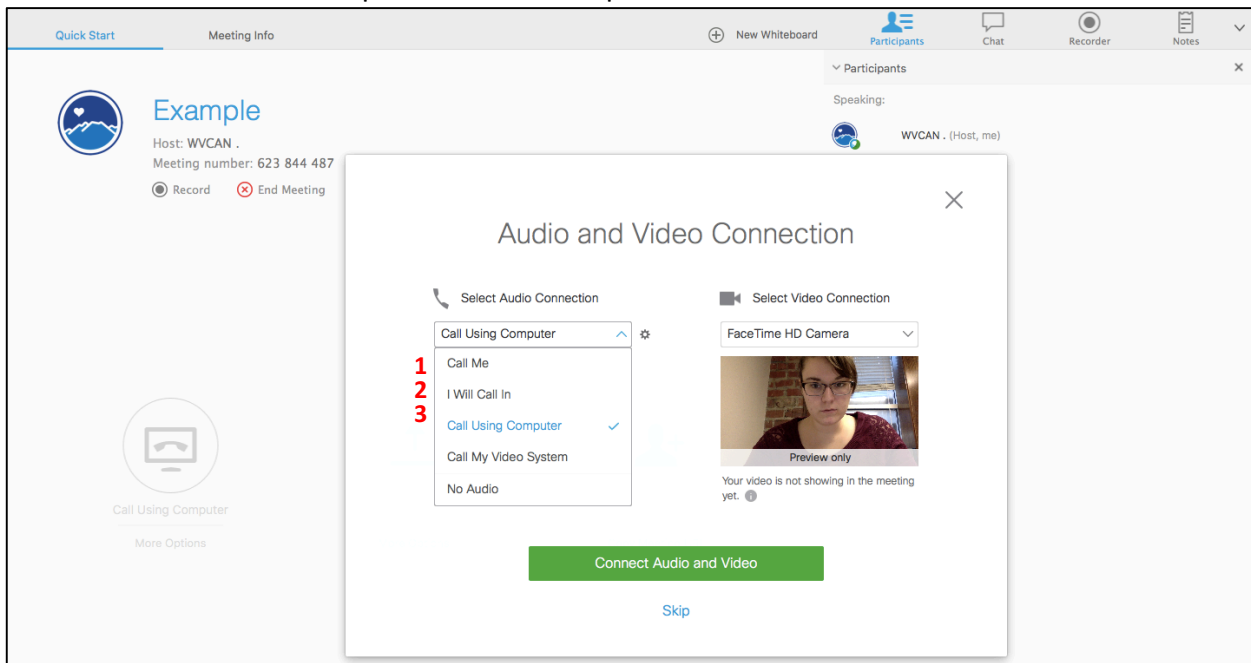
Join the Webinar

To join the webinar, open the email from Cisco WebEx and click “Join Meeting.” You may have to download an extension for your web browser, which may take a couple minutes. If you run into any problems as the meeting is being pulled up, click the small link in the middle of the screen that says “Run as Temporary Application.”



Connect to Audio

Even if you can see/hear a video, if you do not connect to the audio conference in addition to the webinar, you will not be able to hear/participate in the discussion. Below is a screenshot of what you will see as soon as Webex opens. You have 3 options for audio:



- 1. Call Me**
 - a. You will enter your phone number and Webex will call you to connect you to the audio conference.
- 2. I Will Call In**
 - a. This will give you a phone number and access codes to call in on your phone.
 - b. This number is also given in the invitation email.
- 3. Call Using Computer**
 - a. This means you will only be using one device, your computer, for the whole meeting. This only works if you have both speakers and a microphone for your computer.
 - b. We recommend using headphones with a built-in microphone – the headphones that come with an iPhone are fine.

Note: You'll also see the option to connect to video. Most choose not to use this. Just click the dropdown menu and select "No Video" before clicking the green button.

I can't get connected!

1. If it's been a few minutes and you're still having trouble, please text Caitlin. If you don't have Caitlin's cell phone number, call her office or email her.
2. There's always the mobile app! We only recommend this for attendees, not presenters.

Mobile App

Just like the computer, you can join from the green button link in the emailed invitation from Cisco Webex. If that doesn't work, look in that email for the meeting number and enter it under "Join Meeting" in the app. When you join, you'll be prompted to connect to audio just like you would on your computer. We recommend doing the "Call Over Internet" option when using the app.

