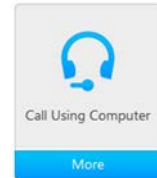


Web-based meeting: I will send a web link in the invitation that everyone will use to view the documents and video display on the WebEx meeting. After clicking on the link to the meeting, follow the directions you are given to connect to the meeting.

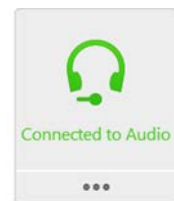
- You may be asked to download WebEx – Do it.
- You may be asked if it is OK for the application to make changes to your computer. Click “Yes”.

Connecting to Audio: Once you are in the meeting room you will have to connect to audio. You will see a button that looks like this.



Option 1: VoIP: If your computer has a microphone and speakers you are all set. However, using a headset gives the best audio experience because noise in your office (fans, phone, other people) won't be picked up by your computer's microphone. If you are going to purchase a headset, I would suggest the **Logitech brand with the USB connection.**

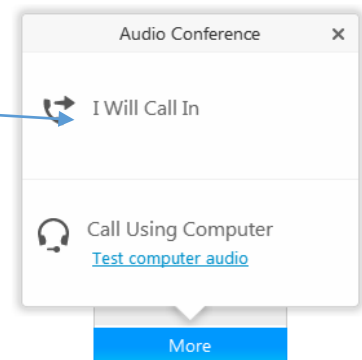
To connect, just click on the icon. It will take a few seconds and then the icon will look like this:

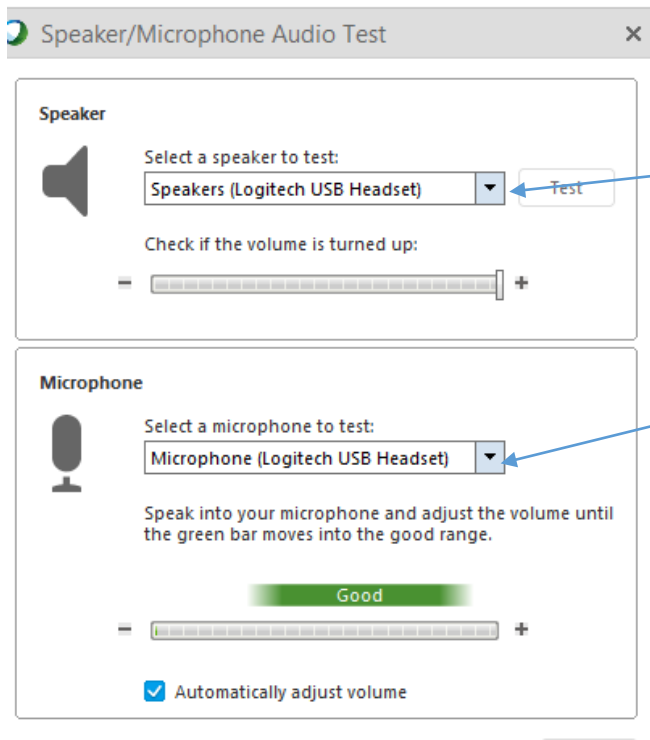


To test your audio – Look at the options across the top of your screen and select “Audio”. Choose “Speaker/Microphone Audio Test”. Follow the directions.

Option 2: Call in using your phone: If you don't have audio capacity on your computer, you can connect to audio portion of the meeting using the long-distance phone number that is provided in the meeting invitation or scroll your mouse over the three dots below the headset – the words “More” will show up. If you click on “More” you will see this window. Click on “I will call in”

Follow the directions for making the toll call exactly, but remember – this is not a toll free call. If you normally have to dial an access code to make a long distance call from your office phone, you will need to enter it when prompted, and then enter the WebEx access code when prompted.



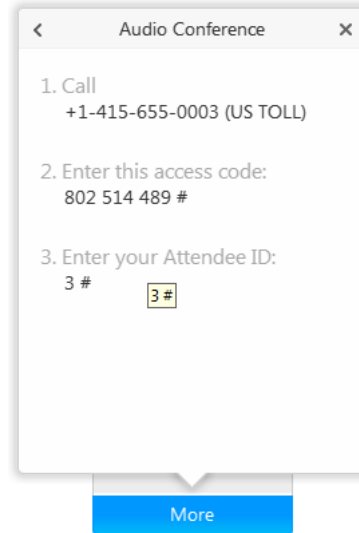
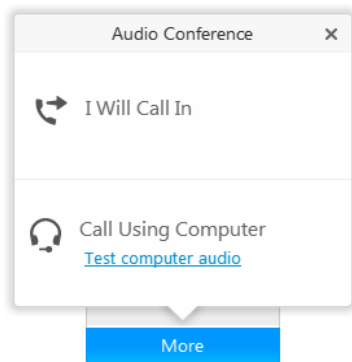


You will see this window which allows you to select your computer's speaker and microphone or your headset. If you are using the computer microphone and speakers – select them from both drop down menus and test.

If you are using a headset – click on the drop down menus and select the head set for both Speaker and Microphone and test it.

If you are not able to use the speakers and microphone on your computer, you will need to use the Audio Conference call in number.

Click on "I will call in" and you will see the phone number to call in:



Turning on your video: Click on the video camera next to your name in the list of participants. (If you don't see the list of participants, click on the triangle in front of the word "Participants".

Testing Microphone and Speakers:

Under "Communicate" menu at the top left - Click Speaker/ Microphone test

1. Select the speaker to test - Click "Test"
2. Select a microphone to test – Click "Test"