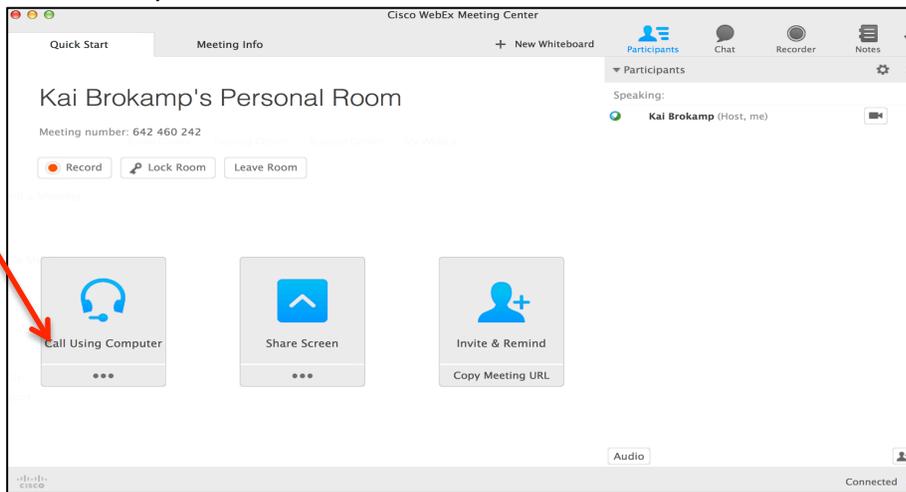
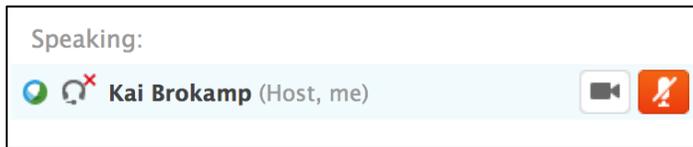


Webex Instructions

- ⇒ Click [Join WebEx meeting](#) in the email invite or click hyperlink below
- ⇒ Enter your name and email address
- ⇒ Choose to download the plug-in or run the temporary application (this will only come up if you are a first time webex user)
- ⇒ Once the download is complete the meeting window should open (you may have to click the link in the email invite again) at this point you aren't active in the call yet even though you may be able to see other participants.
- ⇒ In order to activate the call fully click the button the left side of the screen "call using computer" then click ok



- ⇒ Once you have joined make sure to mute your microphone and turn off your camera. When muted and not sharing video the control will look like this--



If the microphone is grey or the camera is green click on them so that they will turn off

- ⇒ To view the meeting chat click on the chat tool bar

