What to expect the first time using WebEx (Attendee Info):

You will receive an email similar to this

Subject: Join Webex meeting in progress: Adult Program
Importance: High

Hello,

My Webex meeting is in progress.

Adult Program
Friday, November 2, 2018
8:30 am | Pacific Daylight Time (San Francisco, GMT-07:00) | 1 hr 30 mins
Meeting number (access code): 290 182 462
Meeting password: Meet

Join Meeting

Join from a video system or application
Dial **290182462@minnesotaepilepsygroup.my.webex.com**
You can also dial 173.243.2.68 and enter your meeting number.

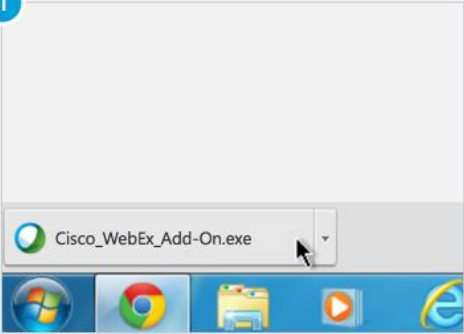**Join by phone**
+1-510-338-9438 USA Toll
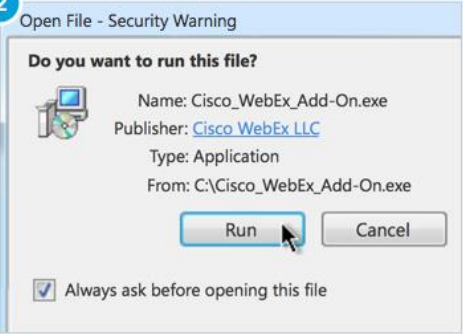Global call-in numbers

Can't join the meeting?

1. When it is time for the meeting click "Join Meeting". You will then be prompted to Install Cisco WebEx. Please click the "Cisco-WebEx-Add-On" box as illustrated below and then click "Run"

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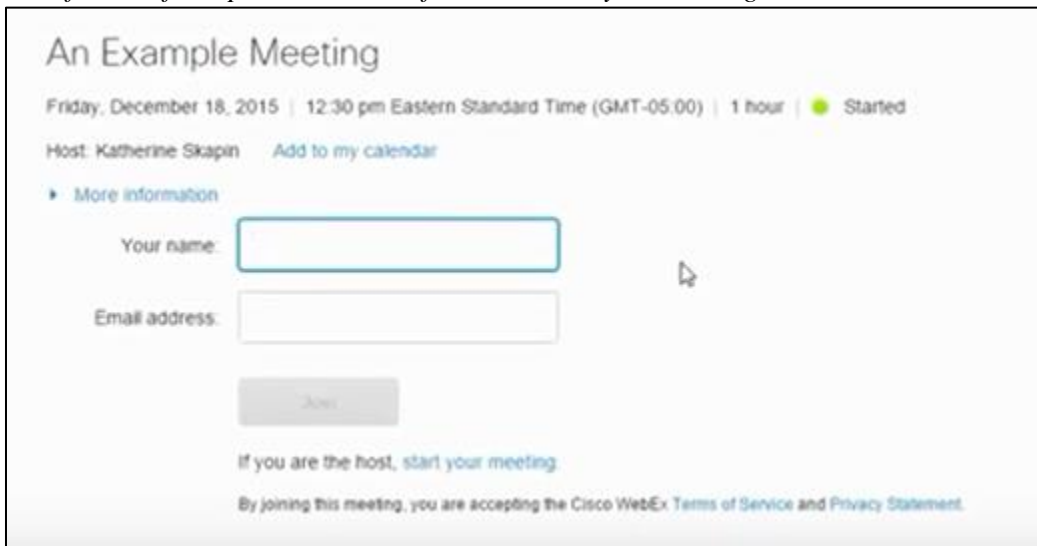
2. You may be prompted to enter in your name and email address. Once entered hit "Join". *Please note if it asks for a passowrd that information is in your meeting invite!*
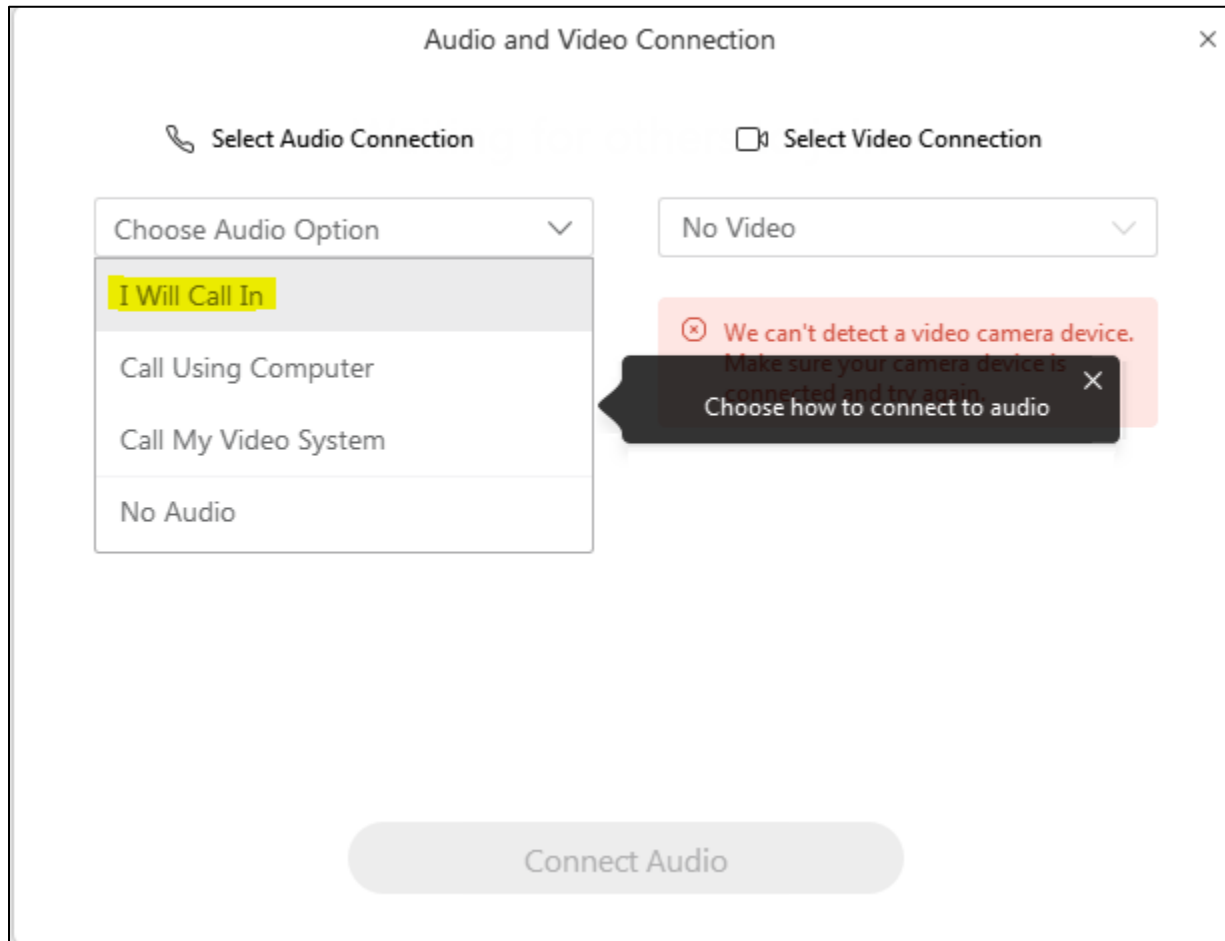

3. *Please note:*
   - If you are the participant but you inadvertently land on the page for the host to start ●● a meeting, click **If you are not the host, join as a participant.**

* Steps 1-4 will allow you to see the presenter/host's screen *

* Follow steps 5 – 7 to be able to hear and talk in the meeting *

**What to expect the first time using WebEx (Attendee Info):**

4. Once in the meeting you will be asked what audio connection you would like.

Please note: You will need to choose how you want to connect to audio for each meeting you attend unless you don't use your computer and call into the meeting directly by phone.

5. Please note that if you're joining from your computer, and your computer does not have a microphone (which most don't) you will still need to call in to the meeting, or in other words, will need to select "I will call in".

6. Once you select "I will call in" it will provide you with the meeting phone number, ID code, and participant ID (illustrated below). You will be prompted to enter in all of that information.

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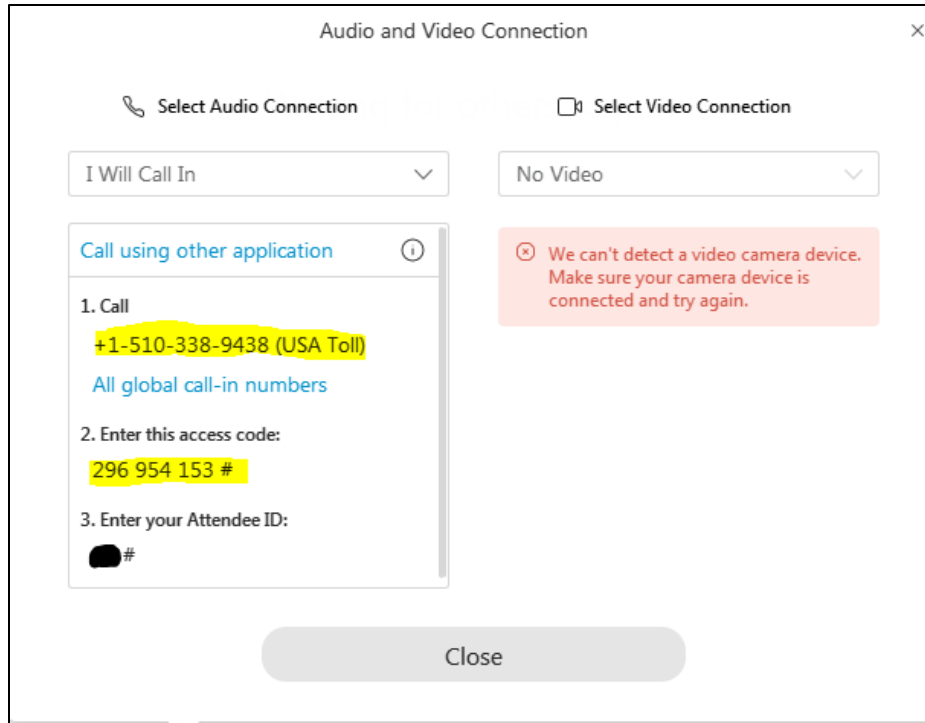
7. If you have a microphone on your computer please feel free to select the "Call Using Computer" option.

8. Once you join the meeting your screen will look similar to this unless a document is already pulled up.