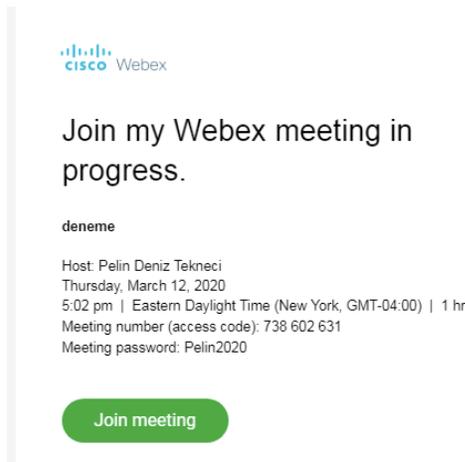


GUIDE FOR WEBEX CONFERENCE CALLS

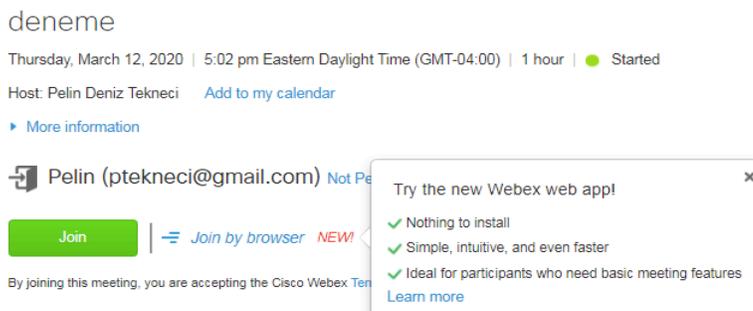
- WebEx can be used on your computers and on your mobile phones.
- It is advisable to download WebEx on your mobile phones in addition to computers, as some participants may experience problems in audio connections through the computers (try using the Chrome browser instead of Safari).
- You will need to have a working Internet connection to be able to use WEBEX.
- You do not need to have an account to initiate or join meetings. However, you can create an account for yourself (<https://admin.webex.com/login>) if you choose to.

Connecting WebEx on COMPUTERS

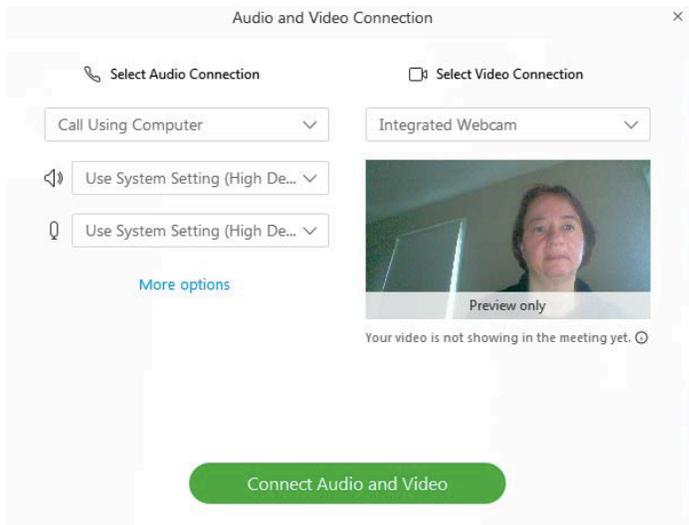
1. You will receive a meeting invitation email from the host of the meeting. At your meeting time open this email and click on the “Join Meeting” box, at the bottom of the email text.



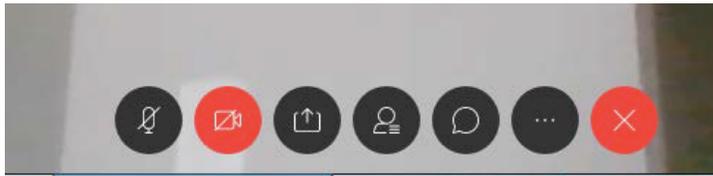
2. A webpage will open automatically. Click on the ‘**Join by browser**’ and NOT on the ‘Join’ link.



3. Once clicked on 'Join by browser', you will join the meeting. Click on the green tab at the bottom 'Connect Audio and Video' to access the audio and video connection.



4. When you join the meeting you can use the button panel at the bottom of the screen for different functions:

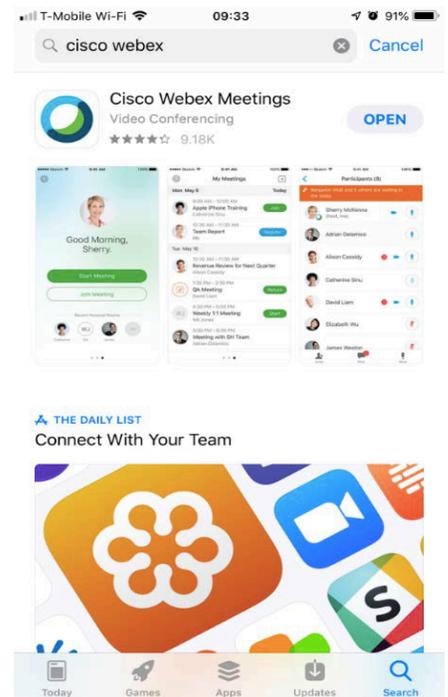


Left to right

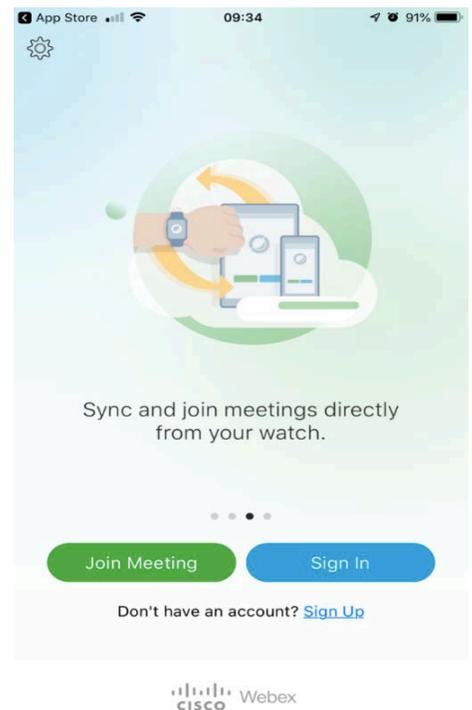
- Mute (When you are not talking, it is recommended to turn the mic off)
- Video
- Sharing your screen
- Seeing participants
- Chat with all participants
- More settings
- Exit the meeting

Connecting WebEx on MOBILE PHONES

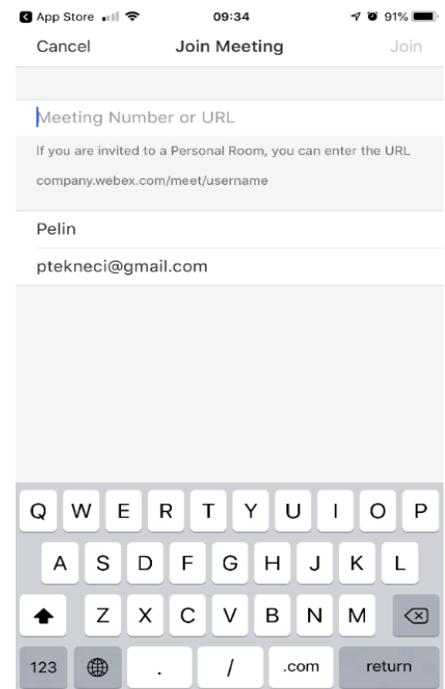
1. Download the “Cisco Webex Meeting” application on your phone, which is a free to download app. Regular Internet data charges apply.



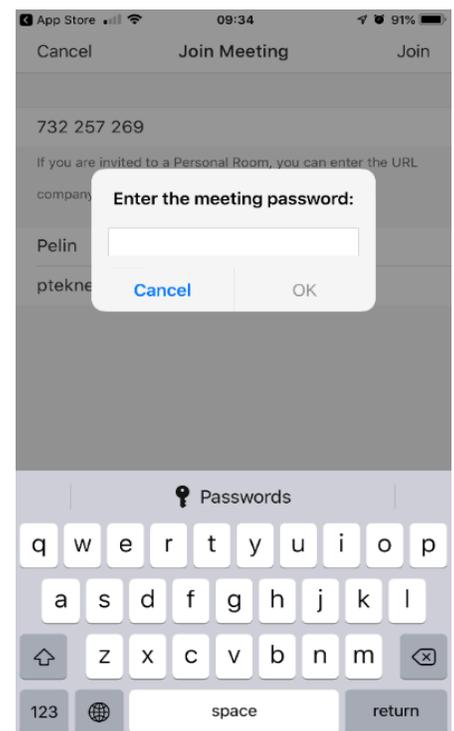
2. At your meeting time open this application. Click on ‘Join Meeting’. You do not need to sign in or have an account.



3. Enter the meeting number provided in the email Invitation.



4. Enter the meeting password provided in the email Invitation.



5. You will automatically join the meeting. Depending on the host's settings, the meeting will be audio or video enabled. Ensure that your microphone and speaker are on.