

## Connecting to WebEx

### iPad / iPhone

Download and Install the “Cisco WebEx Meetings” app. (it is free)

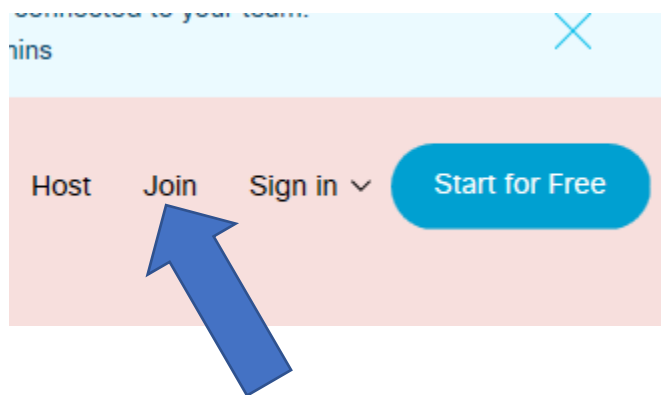
Before the meeting start the app and type in the meeting Id: 191 894 047 (This will change in the future)

### Windows 7/10

Use the Internet Explorer browser.

Go to <https://www.webex.com>

Top right next to “Sign In” click on “Join”




Type in the meeting number from the invite

## Join a Meeting ⓘ

Hit <Enter>

● **It's time to join.**

 Your Display Name:

Email Address:

Enter your call sign then your name then click on Join.

It will ask you to download the temporary WebEx Application. Click on Download, then "Run" at the bottom of the screen,

It will put you into the meeting when ready.

Select your Audio Mode. It will use your computer audio and generally works with the defaults. If not, you can call in +1-415-655-0001 at the prompt enter the meeting number 191 894 047 # you will then be prompted to enter the number you were giving on the screen. Doing this will assign your video stream.

Please do this otherwise you will be counted as 2 viewers not 1. This will limit the number of people that can log in.

**If WebEx detects your camera on your device or computer. PLEASE DO NOT MAKE THE CONNECTION. It will slow the connection to WebEx.**

## **Guidelines during a web session:**

- Please mute your audio during the session. Your microphone picks up all sound and will rebroadcast it. Such as paper rustling, coo coo clocks, etc.
- The presenter will open to questions after the presentation is complete. Use the Chat function to be identified. The Host (aka me) will unmute your microphone and you can then ask your question.
- Sign in 10-15 minutes early the Wednesday session. New people signing in disrupts the meeting. Try not to leave the meeting until it is over. The meeting will start promptly at 7:30 PM on Wednesday, March 25, 2020. I will start the meeting space at 7:00 to allow ample time for everyone to connect.
- Be courteous to the presenter and others.