HOW TO ACCESS AND USE WEBEX

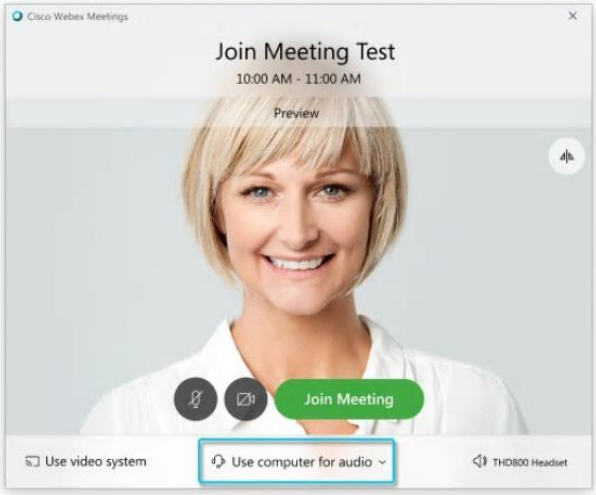
TEST YOUR ACCESS

Prior to the day of training all learners must have tested their access to the Webex meeting software.

Using the computer, laptop or tablet, that will be used on the day of training, follow these steps.

1. Go to https://www.webex.com/test-meeting.html
2. Enter your name and email address, and then click Join.
3. Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.

   Install the desktop app to get the full-featured Webex Meetings experience. If you're not using a Mac or Windows computer, or you can't install apps, don't worry. You can still join right from your web browser by clicking Join from your browser.
4. A Cisco WebEx meeting window will open. Make sure the 'Use computer for audio' option is selected



5. Click Join Meeting.
6. Click OK when you see the message about the host not being in the meeting.
7. Follow the tips and instructions that you see in the meeting window and try out the available options.
8. When you're finished, click Leave, to leave the meeting.

ADDITIONAL RESOURCES

If you are using a tablet you will be prompted to install the Webex meetings app. Here is a video on how to use the app: https://youtu.be/rbLABQEhYkw . Please do not use a mobile phone.

Here is a video on how to join a Webex meeting from a computer or laptop: https://youtu.be/ru85544RveA