April 22 - #4Mind4Body Lunch and Learn WebEx Login Instructions

To register for the April 22 Lunch and Learn:

- Click on the button:

![Click Here to Register](image)

Or, [click here to register](#).

- After you register, you will receive a confirmation email with a calendar invite. Click Accept to add to your calendar.

To join the lunch and learn:

- If you’ve set up a calendar invite, WebEx will send you a reminder BEFORE the meeting. Click the link.
- If you don’t have WebEx installed on your computer, you can run a temporary application. The system will prompt you to run the temporary application.
- You will be asked to enter your name and email. Then click join meeting
- You will see two options. **Select Audio Connection** on the left and **Select Video Connection** on the right. For Video, select No Video.
For **Select Audio Connection**, you will have a few choices:

- **Call me (recommended)**
  - If you select this option, enter the phone number you want to use

- **I will call in**
  - If you select this option, use this phone number, 1-415-655-0003 and access code in your registration confirmation/calendar invite

- **Call using computer**
  - Only use this option if you are using a headset

**Note:** Often, there are a lot of people on the WebEx session. So to cut down on noise, everyone will be placed on **MUTE**. You will be able to **Chat** to ask questions during the session.

**Chat function is found at the bottom of your screen (image above).**

- Through **Chat**, just type what you want to say and select **Send**. Make sure you post to **All Attendees** so all can see your question or comment. If needed, you can ask to be unmuted to speak during the session.