

Insurance Carrier WebEx Login Instructions

- Click on the link for the webinar session you want to attend. In the registration form under **Event Status**, the **blue Register link** will be on the top left (see below).

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))

Date and time: Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)

Panelist(s) Info:

Duration: 1 hour

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

[Join by browser](#) **NEW!**

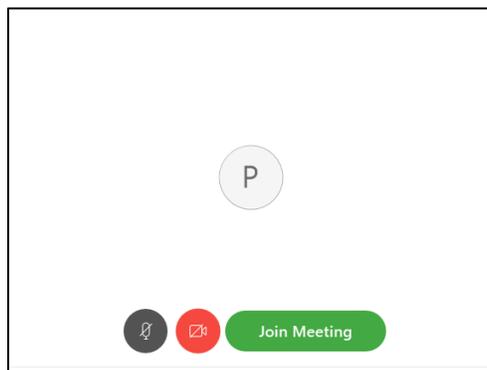
- After you register, you should receive a confirmation email with a calendar invite. Click **Accept** to add to your calendar.

To join the webinar:

- If you've set up a calendar invite, click the **Join Event** button in your invite. If you don't have a calendar invite, you can join the event from your registration email – **Join Event Now** on the right.

WebEx settings have changed.

- If you don't have WebEx installed on your computer, you can run a temporary application.
 - **It may ask you to join from your browser or download the Cisco WebEx meetings app.**
- You will be asked to enter your name and email address. Then click **Join event**.
 - A screen may pop up asking you to choose your phone and video connections, or WebEx will automatically connect your audio/video based on what you have used in the past.
- You may see a preview screen with microphone and video button symbols (below).
 - **Please turn off/mute your video option/button.**

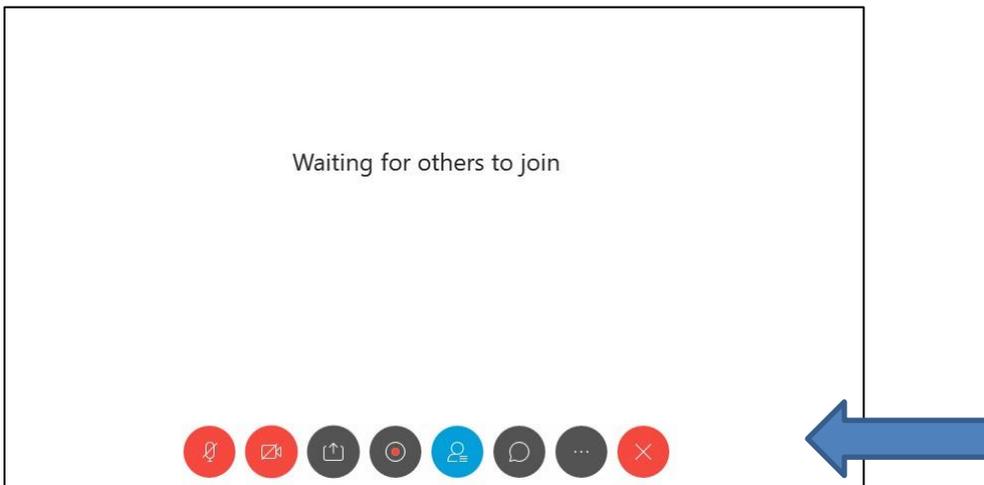


- You can click on the down arrow to change how you will dial in to WebEx:
 - **Call me** (recommended - enter the number you want to system to call)

- **Use your computer for audio (use if you have a headset)**
 - You can select your speaker and microphone settings
- **Call in** (gives you the phone number to call)
- Buttons along the bottom of the screen can change your audio, video and open up chat (**image below**).

Chat function/Questions: To cut down on noise, everyone will be placed on **MUTE**.

- You can use **chat** to ask questions during the session. **Chat is the bubble found at the bottom of your screen (image below).**
- Through **chat**, type what you want to say and **send to all Panelists**. Make sure you post to all panelists so we are sure to see your question or comment, **but please DO NOT discuss or post any personal or private health-related information.**



- For questions after the session, you can send an email to benefits.info@tn.gov. This goes into our Help Desk ticketing system and someone will get back to you as soon as possible.