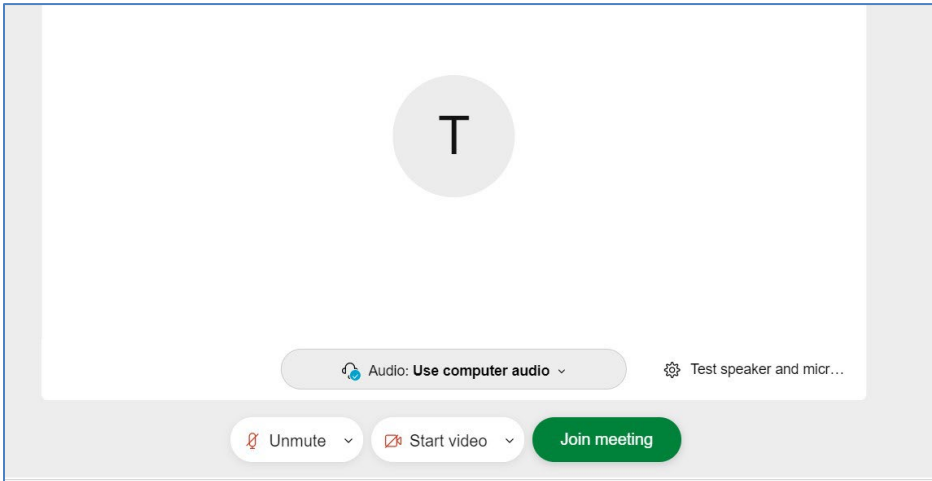


## WebEx Login Instructions for 2022 Annual Enrollment Employee Webinars

1. To join, click on this link: <https://tn.webex.com/meet/crystal.mallery>

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.

2. You will see **Crystal Mallery's Personal Room**, and you will be asked to enter your name and email.
3. You will click **Join meeting** (see image below).



- You may see a pop up asking you to choose your phone and video connections, or it will automatically connect you based on prior settings.
- You may see a preview screen with microphone and video button symbols.
- Turn off/mute your video option/button
- You can click on the down arrow to change your audio option (see below).

For **Audio Connection**, you have a few choices:

- Call me (recommended – enter the number you want the system to call)
- Call using computer audio (if you have a headset)
- I will call in

Note that **Chat** is on the bottom right-hand side.

If you are only calling in to listen and **not** using a computer, please use the following phone number and access code:

**Phone number:** +1-415-655-0001 US TOLL

**Access code:** 2309 821 4238

### Tips:

- If you dial in using your phone, long distance charges may apply.
- If you choose “call me” you can put any number into the box and click the box that says connect audio.
- If you choose “I will call in” the phone number you need to dial will “pop up” on the screen, and you will need to use the access code given to you in the pop-up box. This phone number and access code is also listed above.
- We do not recommend using the “call using computer” option unless you are using a headset connected to your computer.