



Click on the following link:

<https://tngov.webex.com/meet/HPease>

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 see **Heather Pease's** Personal Room

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 connection: Please click on the drop down box and click on "no video"

For audio connection, you will have a few choices:

- Call me (**recommended**)
- I will call in
- Call using computer

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

+1-415-655-0003 US TOLL

Access code: 647 036 393

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 green box that says connect audio. The system will call you.

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.

If you call in using the 415-655-0003 telephone number, you will not need an attendee id number. You can just push the pound key.

Instructions for the chat function:

Once you have entered the webinar room, at the top right of the screen you will see a chat button. Push that button. Anytime you want to ask a question or make a comment, you will enter your chat message in the box at the bottom right of the screen. Before you hit send, please note that you have the options on who sees your chat. For example, you could send your chat to “everyone” or you could send a chat to just the host.

FAQS

Do I have to be sitting at my computer to participate, or can I just call in?

No, you do not have to be sitting at your computer. You can call in using the following information:

+1-415-655-0003 US TOLL

Access code: 647 036 393

Will the login information always be the same for each call/webinar?

Yes