

Annual Enrollment Employee Education Webinars: WebEx Login Instructions

After you register for a webinar on the date that works best, you will receive an email confirmation and calendar reminder. You can find a link to join the webinar included in both the email and calendar reminder.

On the day of the webinar:

- Open the email confirmation or calendar reminder.
- Click the green button that says: Join the Event. You can also click the URL. It will look similar to this:

Join from the event link

<https://tn.webex.com/tn/j.php?MTID=ma657ccc040a42e3b2e9d9966352a8777>

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 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.

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

Chat is on the bottom right-hand side. Click the quote bubble to open the chat window. You can ask questions or make comments here.

Tips:

- If you choose "call me," you can put any number into the box and click the 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.
- If you prefer using the "call using computer" option, we recommend that you use a headset connected to your computer.