



## HOW-TO USE WEBEX

*Follow the below steps to ensure you're able to join our webinars easily.*

**(1) First, test a WebEx meeting on your device!**

Visit <https://www.webex.com/test-meeting.html>

**\*\*NOTE:** This is NOT the meeting to join.

**(2) Ensure you are able to access WebEx by joining the meeting 5-10 minutes early to allow any necessary downloads to complete before the meeting begins.**

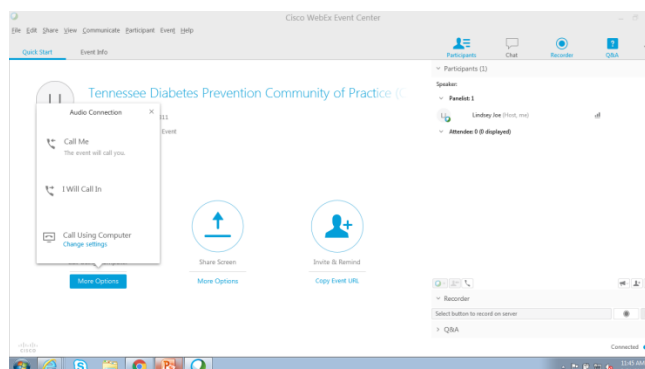
**\*\*NOTE:** If you don't have WebEx installed on your device, you can run a temporary application. The system will prompt you to run the temporary application.

**(3) When it's time to join the meeting, click the Meeting Link below to join.**

- Meeting link to join: <https://tn.webex.com/meet/natalie.bannon>
  - You will see **Natalie Bannon's** Personal Room.
  - You will be asked to enter your name and email. Then click 'Join Meeting'.

**(4) You will need to select a VIDEO and AUDIO connection option to hear the meeting audio:**

- For Video connection: Please click on the drop down box and click on "No Video".
- For Audio connection: You will have a few choices...
  - (a) **Call Me (recommended)** -- You can put any phone number into WebEx and click the green box that says 'Connect Audio'. The system will call you.
  - (b) **I Will Call In** -- The phone number you need to dial in will appear on the screen and you will need to use the access code given to.
  - (c) **Call Using Computer** -- We do not recommend using this option unless you are using a headset connected to your computer.



For calling in only (no computer connection): Please use the following...

- Phone number: +1-415-655-0003 US TOLL
- Access code: 649 751 602
- NOTE: You will not need an attendee ID number. You can just push the “#” key.

*\*\* Please be mindful of your audio connection. It's good practice to MUTE yourself to eliminate any distractions and background noise.*

For additional WebEx questions, please see “[Joining Meetings FAQs](#)”.