

To Attend a WebEx Session:

When a WebEx meeting is set-up, the instructor will email you an invitation to attend the session. This email includes the **meeting number**, the **password** (if one is required), and **a link to the URL where the meeting will occur**. It will look similar to the email below.

Topic: test
Date: Thursday, January 19, 2012
Time: 9:57 am, Central Standard Time (Chicago, GMT-06:00)

Meeting Number: 626 437 963
Meeting Password: pepper

To join the online meeting (Now from mobile devices!)

1. Go to <https://wtamu.webex.com/wtamu/e.php?AT=MI&EventID=190622237&UID=1322211977&PW=NNTQzOTMzYjNI&RT=MIM3>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: pepper
4. Click "Join".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:
<https://wtamu.webex.com/wtamu/e.php?AT=MI&EventID=190622237&UID=1322211977&PW=NNTQzOTMzYjNI&ORT=MIM3>

To join the audio conference only

To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.
Call-in toll-free number (US/Canada): 1-877-668-4493
Call-in toll number (US/Canada): +1-408-600-3600
Toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf

Access code:626 437 963

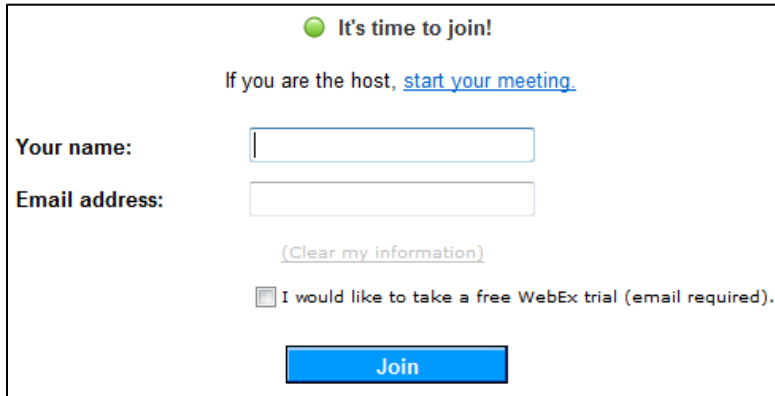
For assistance

1. Go to <https://wtamu.webex.com/wtamu/mc>

- A. Students should follow the instructions numbered 1-5 in the email.
- B. It is important to note the meeting number and Password.
- C. Click the link in the email to attend the WebEx session.

Step 1. After receiving the email from your instructor, click the link to enter the meeting.

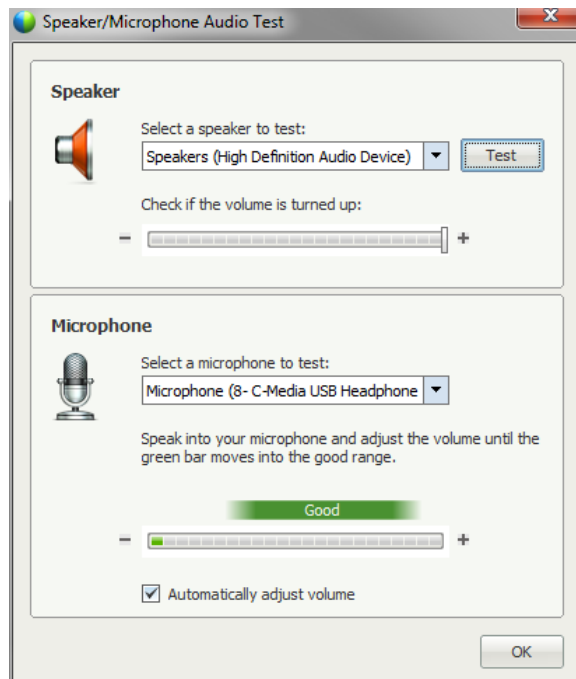
Step 2. If prompted to enter your name and email address.



The screenshot shows a registration window titled "It's time to join!". It contains a link "start your meeting" for hosts. Below are input fields for "Your name:" and "Email address:", a "(Clear my information)" link, and a checkbox for "I would like to take a free WebEx trial (email required)". A blue "Join" button is at the bottom.

Step 3. Click the "Join" button to enter the WebEx session. (NOTE: You cannot click the join button until the starting time of the meeting. You may have to refresh the page closer to the meeting time to see the "Join" button.)

Step 4. Audio: Select the Voice Conference button to use your computer microphone to connect to the audio.



Step 5. Mute your microphone/phone until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.

