

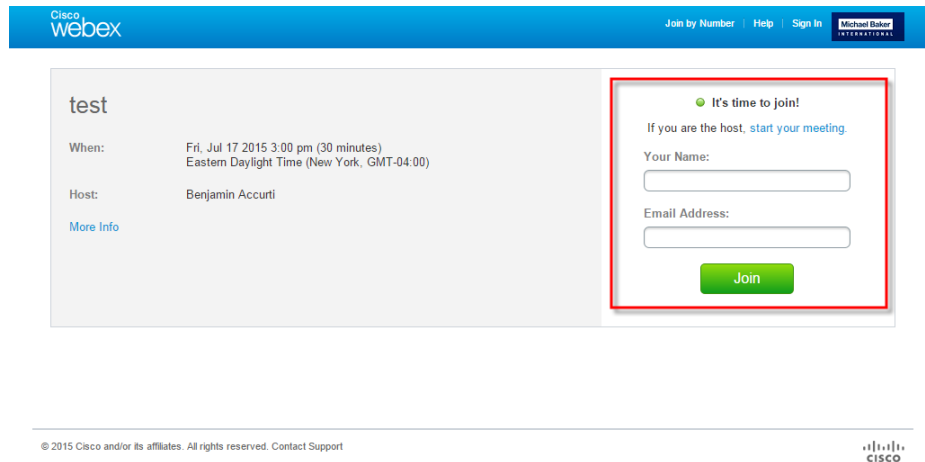
## Tips for Accessing WebEx

There are two primary ways to access a WebEx webinar: through a temporary extension or by installing the extension. Both methods work equally well. Installing the extension may make future WebEx logins faster. Below are instructions for both methods.

### Installing a Temporary Extension

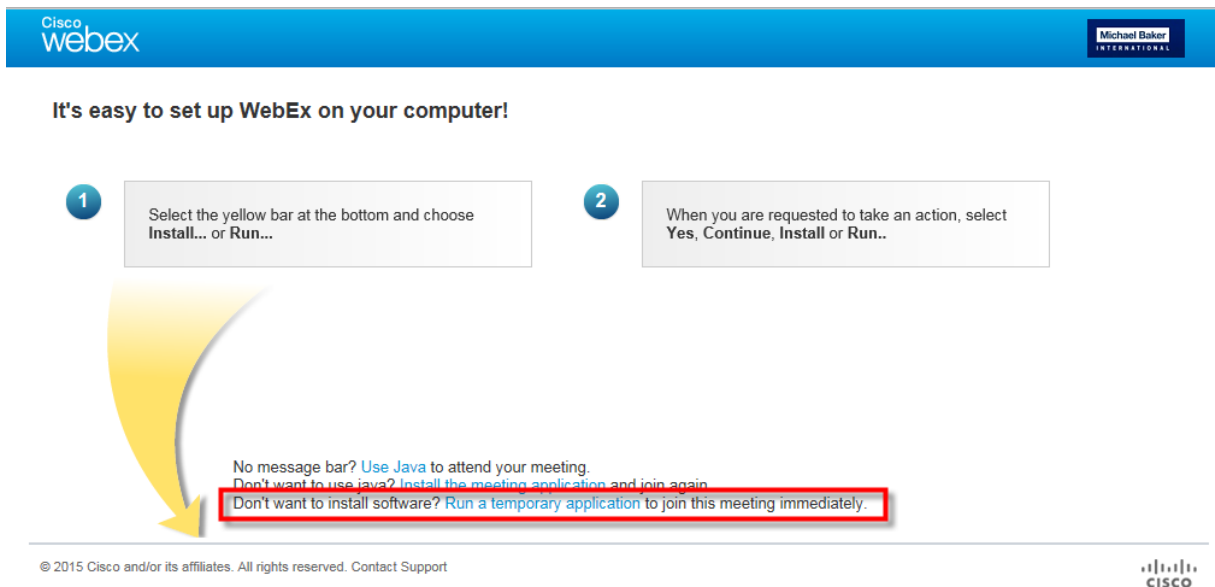
**Step 1:** Click on the link provided in the meeting appointment

**Step 2:** Sign in using your name and affiliation. For example, "John Doe, FEMA Region I."



The screenshot shows the Cisco WebEx interface for a meeting titled "test". The meeting details on the left indicate it is on Friday, July 17, 2015, at 3:00 pm (30 minutes) in Eastern Daylight Time (New York, GMT-04:00), hosted by Benjamin Accurti. On the right, a sign-in form is highlighted with a red border. The form includes a green status indicator and the text "It's time to join!". Below this, it says "If you are the host, start your meeting." The form has two input fields: "Your Name:" and "Email Address:", each followed by a text box. A green "Join" button is at the bottom of the form. The top of the page features the Cisco WebEx logo and navigation links: "Join by Number", "Help", "Sign In", and a user profile for "Michael Baker INTERNATIONAL". The footer contains copyright information: "© 2015 Cisco and/or its affiliates. All rights reserved. Contact Support" and the Cisco logo.

**Step 3:** Click the third option for [Don't want to install software? Run a temporary application to join this meeting immediately.](#)



The screenshot shows the Cisco WebEx setup page with the heading "It's easy to set up WebEx on your computer!". Below the heading are two numbered instructions in boxes:

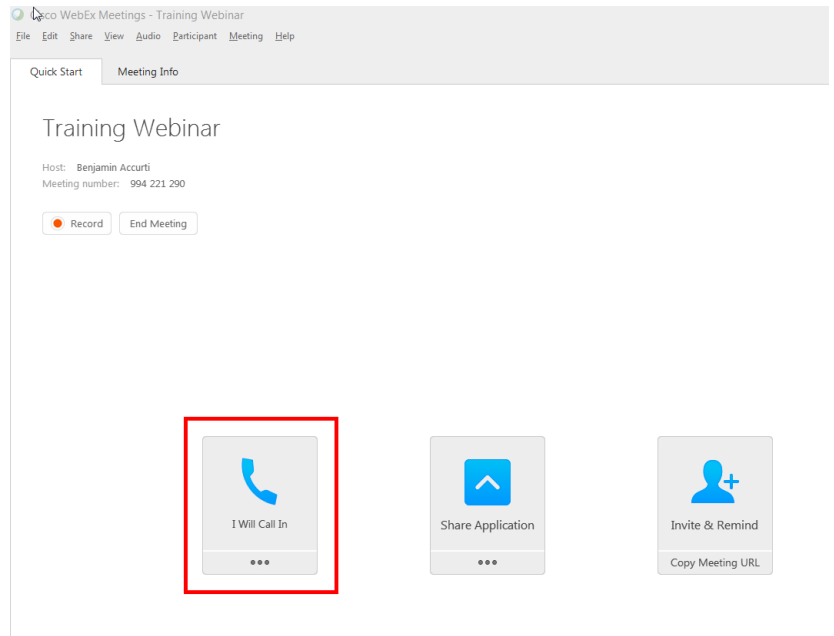
- 1 Select the yellow bar at the bottom and choose **Install...** or **Run...**
- 2 When you are requested to take an action, select **Yes, Continue, Install** or **Run...**

A large yellow arrow points from the first instruction to a message bar at the bottom of the page. The message bar contains the following text:

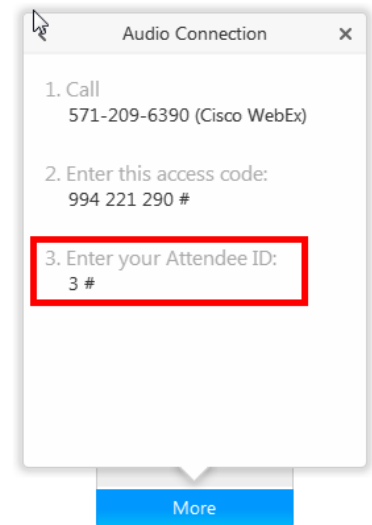
No message bar? [Use Java](#) to attend your meeting.  
Don't want to use java? [Install the meeting application and join again](#).  
**Don't want to install software? [Run a temporary application](#) to join this meeting immediately.**

The bottom of the page features the copyright notice: "© 2015 Cisco and/or its affiliates. All rights reserved. Contact Support" and the Cisco logo.

**Step 4:** Once you are in the WebEx application, you will be prompted to select an option for how you would like to dial into the audio of the webinar. Select the **I Will Call In** option. An access code and an Attendee ID will be assigned to you.



**Step 5:** Dial the phone number and enter the access code. **When prompted by the automatic operator, enter the Attendee ID number.** This will synch your computer with the presentation audio and identify you in the attendee list.



## Installing an Extension

**NOTE:** Please log in approximately 5 minutes before the webinar starts to allow time for the extension to load.

**Step 1:** Click on the link provided in the meeting appointment

**Step 2:** Sign in.

test

When: Fri, Jul 17 2015 3:00 pm (30 minutes)  
Eastern Daylight Time (New York, GMT-04:00)

Host: Benjamin Accurti

[More Info](#)

It's time to join!

If you are the host, [start your meeting](#).

Your Name:

Email Address:

[Join](#)

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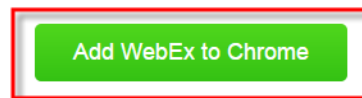
cisco

Do not want to use an extension? [Run a temporary application](#) to join this meeting.

**Step 3:** Click the green [Add WebEx](#) button

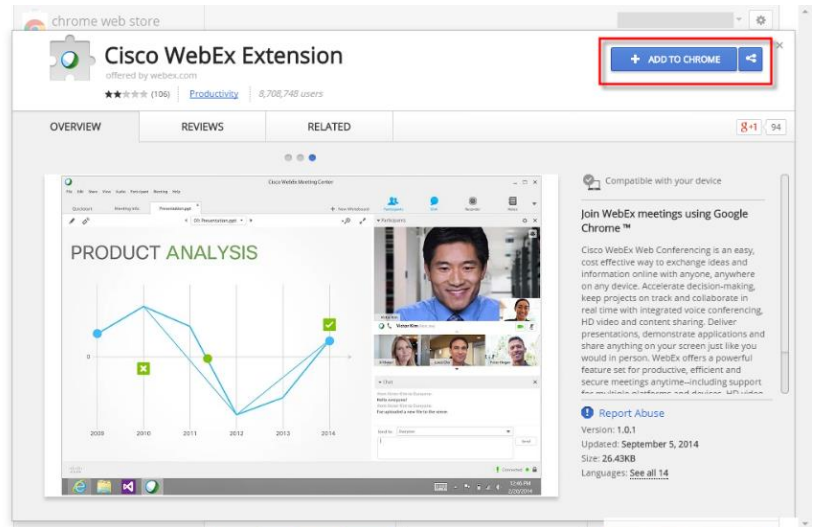
## Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join WebEx meetings quickly.

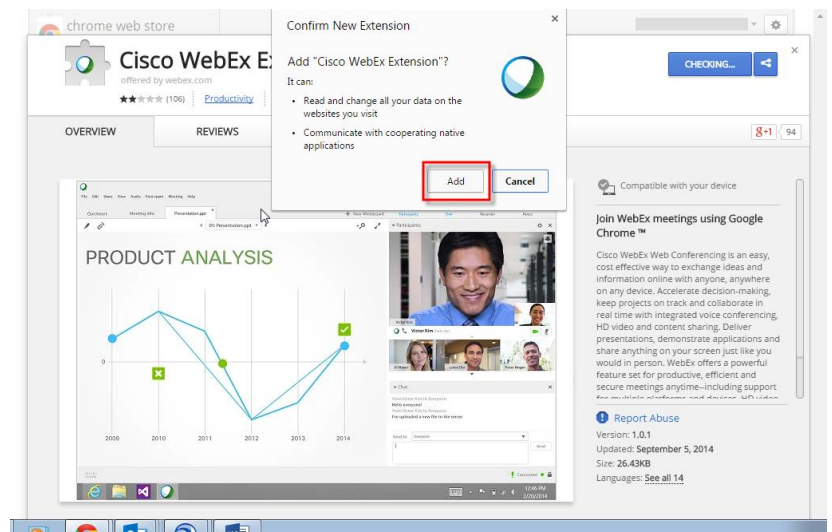


Do not want to use an extension? [Run a temporary application](#) to join this meeting.

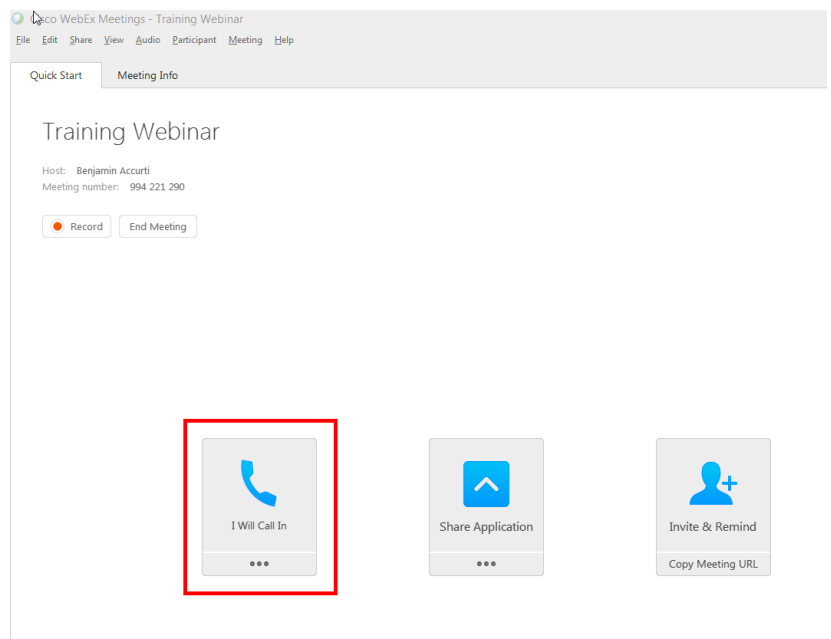
**Step 4:** Click the blue **+ ADD TO** button



**Step 5:** Click the **Add** button

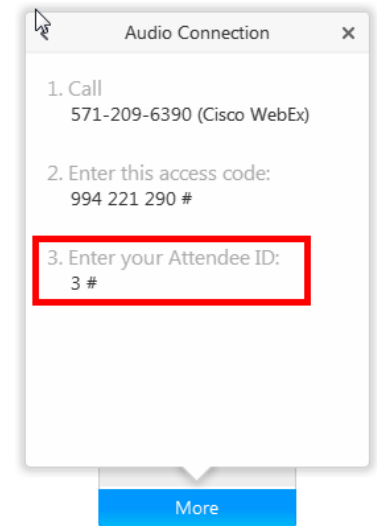


**Step 6:** Once you are in the WebEx application, you will be prompted to select an option for how you would like to dial into the audio of the webinar. Select the **I Will Call In** option. An access code and an Attendee ID will be assigned to you.



**Step 7:** Dial the phone number and enter the access code.

**When prompted by the automatic operator, enter the Attendee ID number.** This will synch your computer with the audio and identify you in the attendee list.



Audio Connection

1. Call  
571-209-6390 (Cisco WebEx)
2. Enter this access code:  
994 221 290 #
3. Enter your Attendee ID:  
3 #

More