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. The instructions for both methods are provided below.
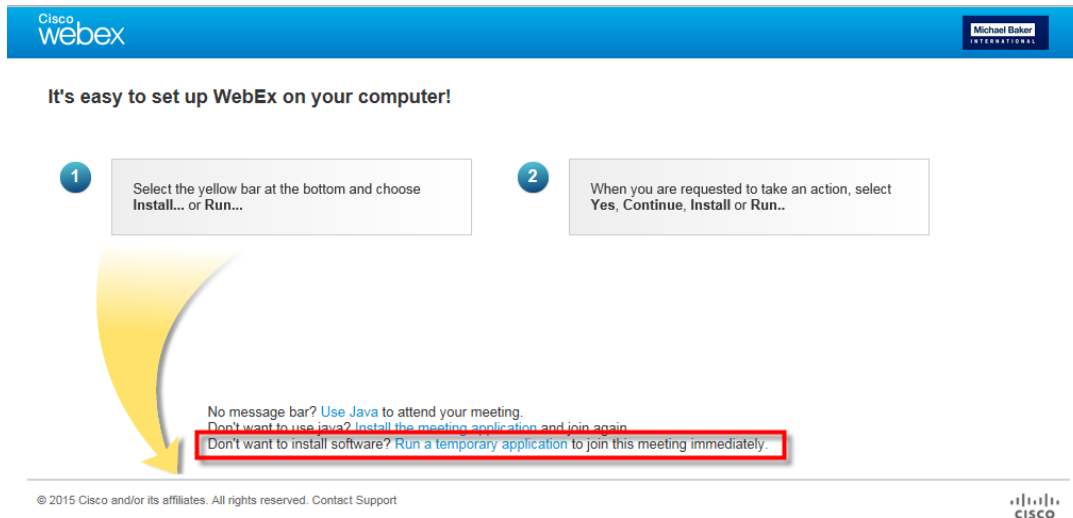
Installing a Temporary Extension

**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."
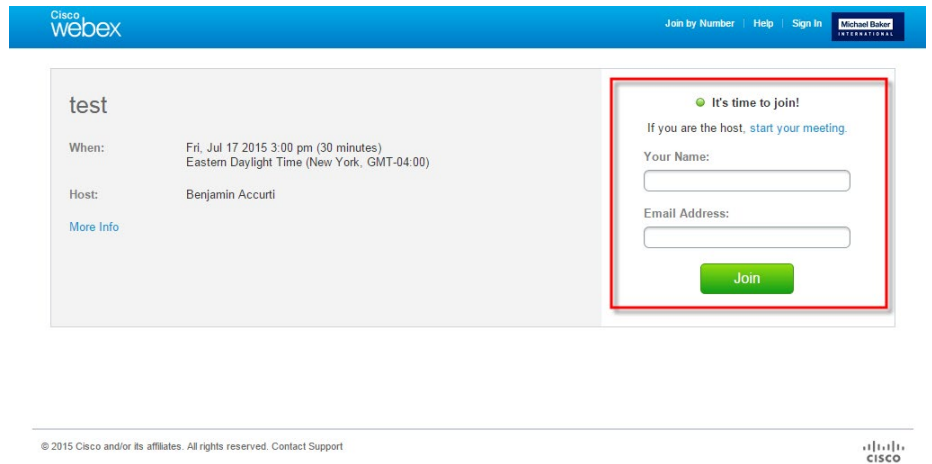
Step 3: Click the third option, Don't want to install software? Run a temporary application to join this meeting immediately.

Step 4: Once you are in the WebEx application, you will be prompted to select an option for dialing into the audio portion of the webinar. Press the three dots at the bottom of the button on the left-hand side for all audio options.
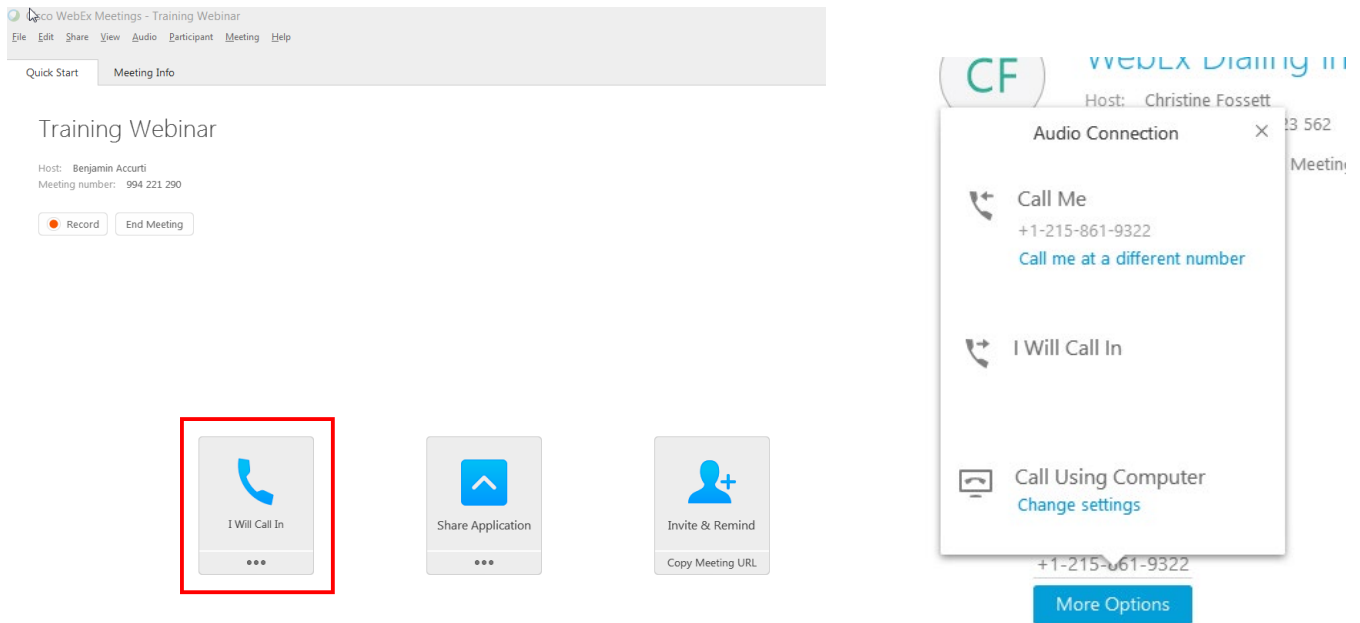
Option 1: Select the Call Me option. Incoming phone lines to platforms such as WebEx may be limited these days. You may get a busy signal when dialing in. We suggest asking WebEx to call you. (There are more outgoing lines than incoming.) Enter your phone number. (WebEx will call you immediately, likely from a Leesburg, VA, number.) Press "1" when prompted to be connected to the webinar.

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Option 2: Select the I Will Call In option. An access code and an Attendee ID will be assigned to you. 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 by name in the attendee list.
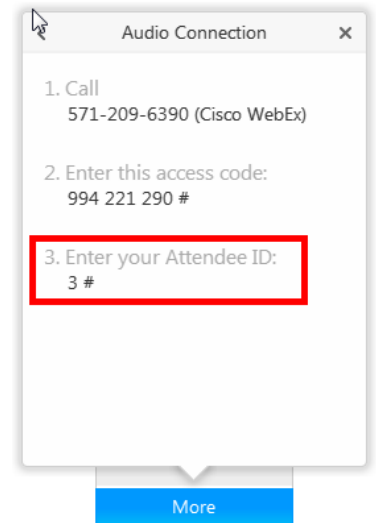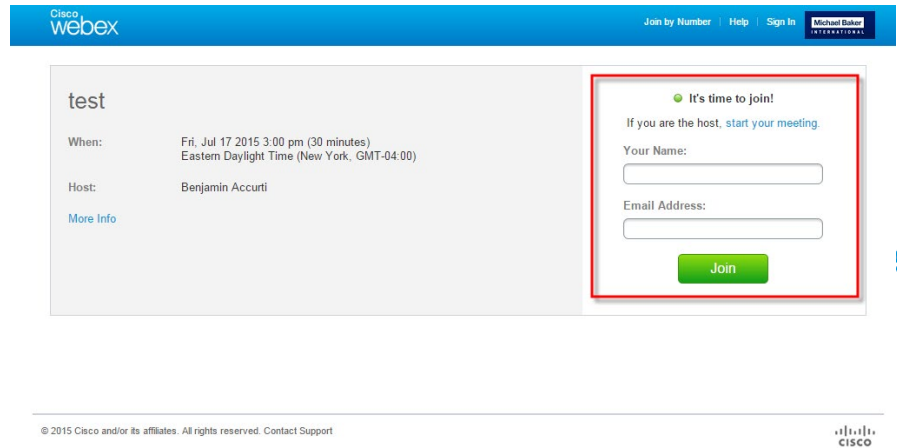
Installing an Extension

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.

Step 3: Click the green Add WebEx button

Step 4: Click the blue + ADD TO button
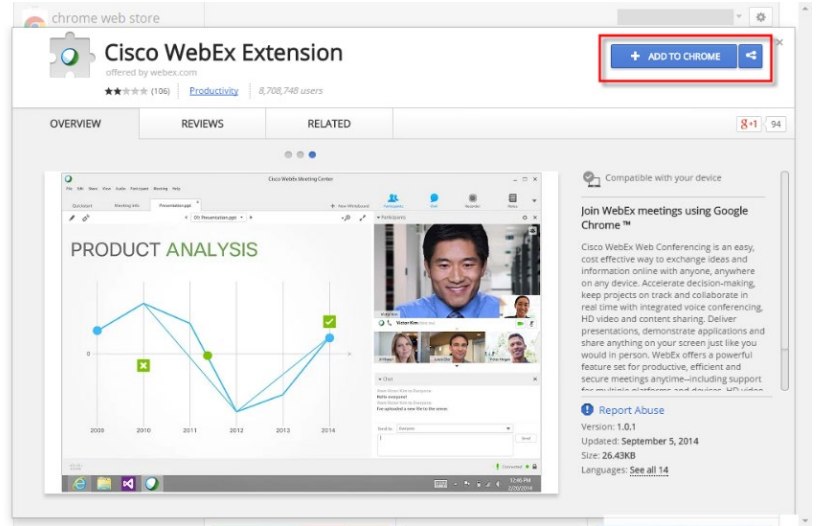
Step 5: Click the white Add button
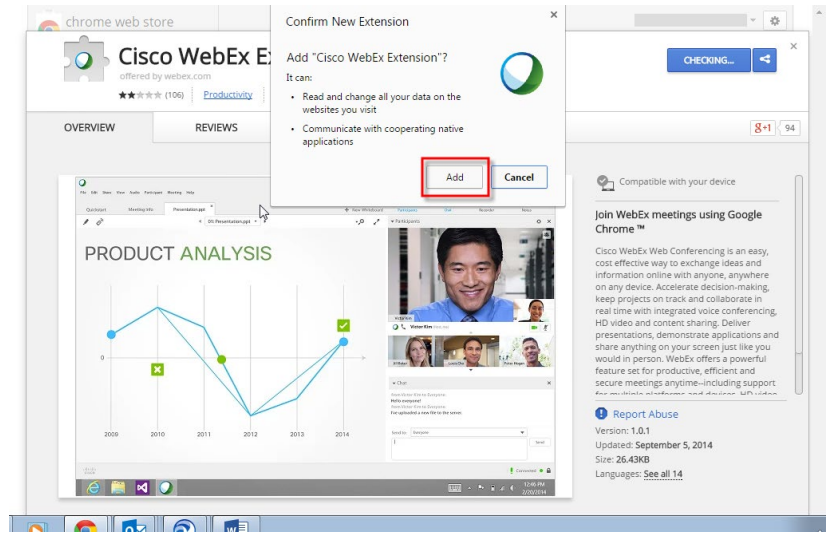
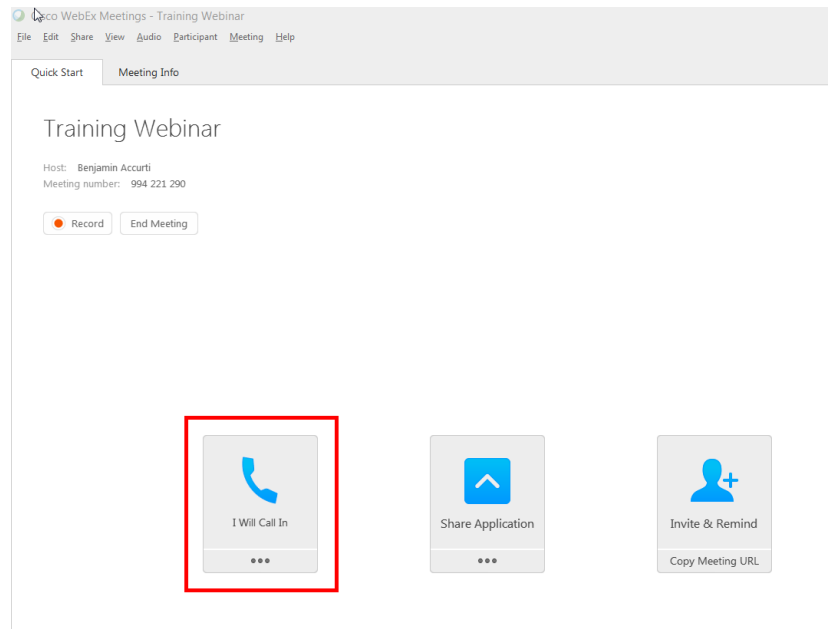**Step 6:** Once you are in the WebEx application, you will be prompted to select an option for dialing into the audio for the webinar. Select the I Will Call In option. An access code and an Attendee ID will be assigned to you.

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.
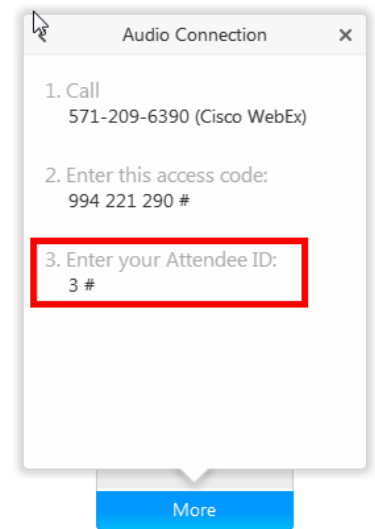
Polling

Please note: CERC training webinars often use WebEx's polling feature. A desktop computer is recommended for best viewing. The point size for the poll questions and answer choices may appear small on a laptop screen.