

Tips for Accessing WebEx

There are two primary ways to access a WebEx webinar:

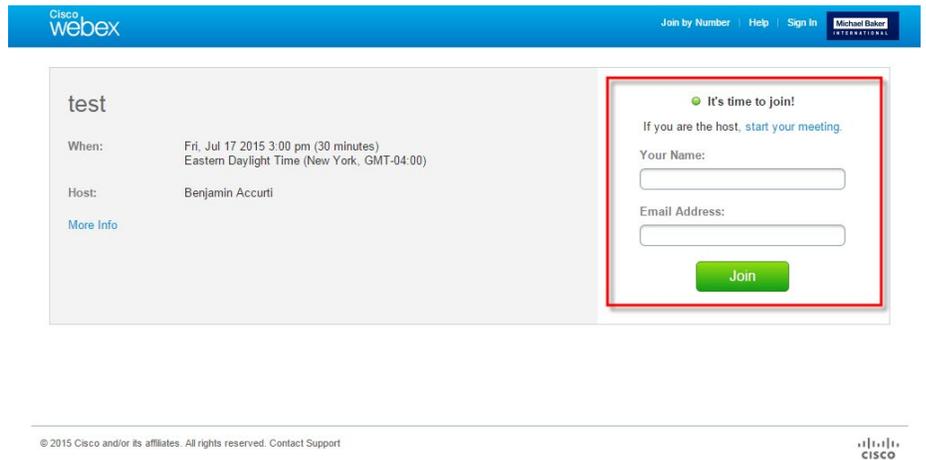
- through a temporary extension or
- by installing the extension.

Both methods work equally well. Installing the extension may make future WebEx logins faster. The instructions for both methods are provided below.

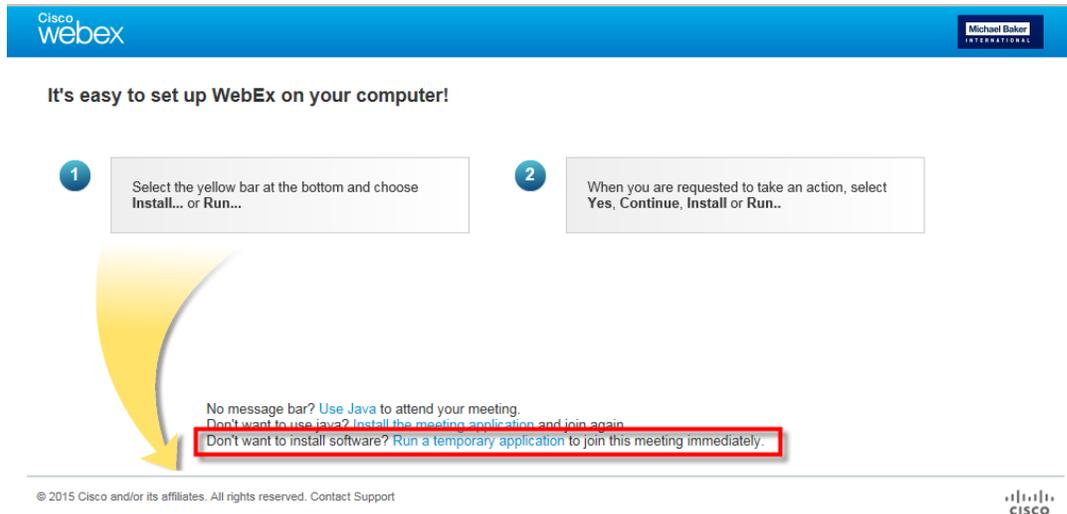
Installing a Temporary Extension

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

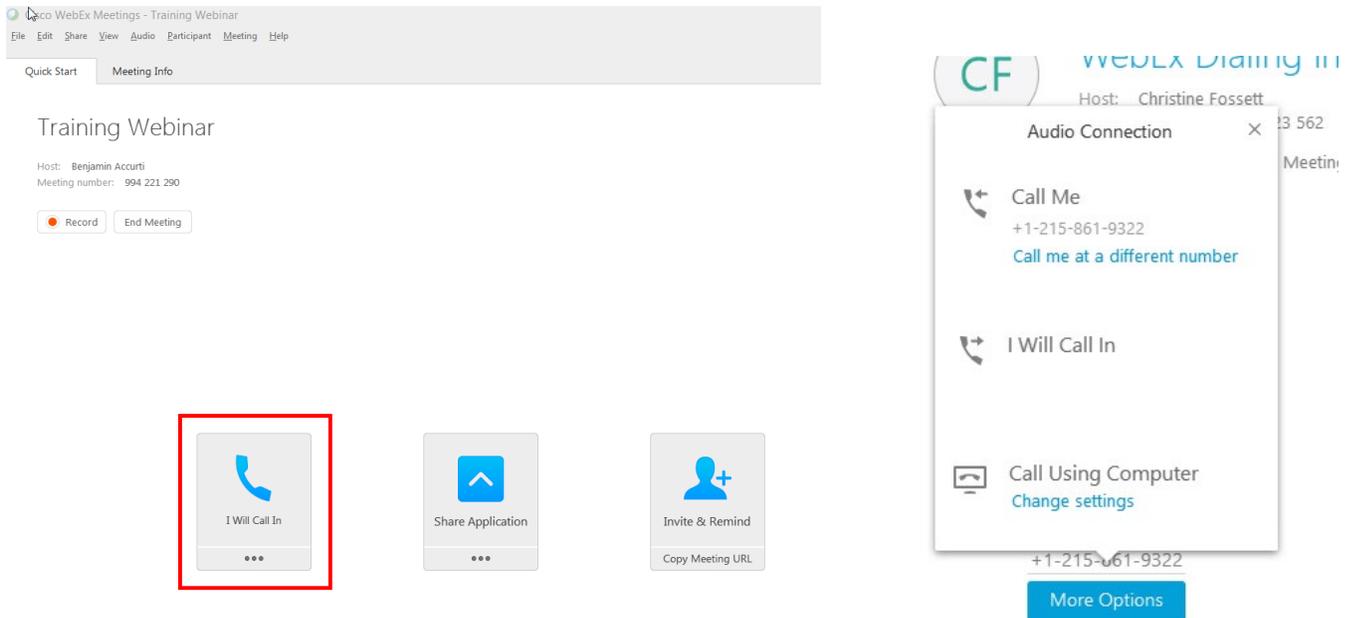
Step 2: Sign in using your name and affiliation. For example, "John Doe, FEMA Region I."



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

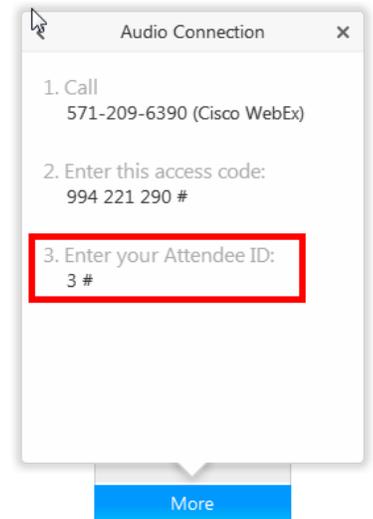


Step 4: Once you are in the WebEx application, you will be prompted to select an option for dialing into the audio portion of the webinar. Press the three dots at the bottom of the button on the left-hand side for all audio options.



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.

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.

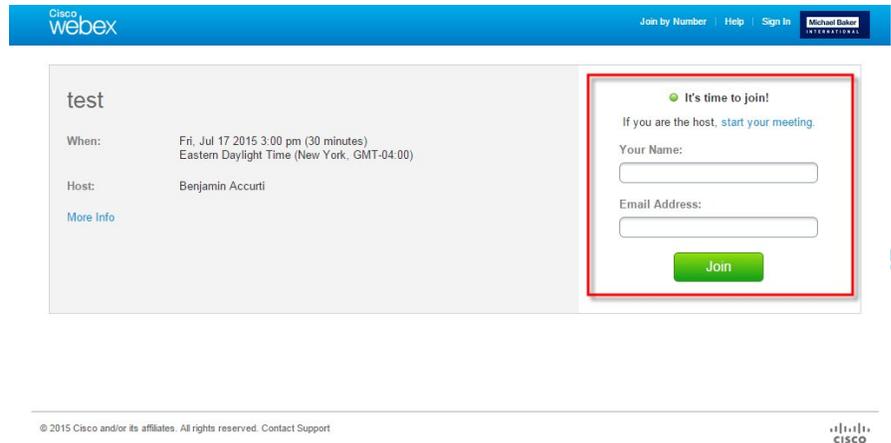


Installing an Extension

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.



The screenshot shows the Cisco WebEx meeting interface. At the top, there is a blue header with the Cisco WebEx logo on the left and navigation links for 'Join by Number', 'Help', and 'Sign In' on the right. Below the header, the meeting details are displayed: 'test' as the meeting name, 'When: Fri, Jul 17 2015 3:00 pm (30 minutes) Eastern Daylight Time (New York, GMT-04:00)', and 'Host: Benjamin Accurti'. A 'More Info' link is also present. On the right side, a 'Join' button is highlighted with a red rectangular box. Above the 'Join' button, there is a green checkmark icon and the text 'It's time to join!'. Below this, it says 'If you are the host, start your meeting.' followed by input fields for 'Your Name:' and 'Email Address:'. At the bottom of the page, there is a copyright notice: '© 2015 Cisco and/or its affiliates. All rights reserved. Contact Support' and the Cisco logo.

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

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

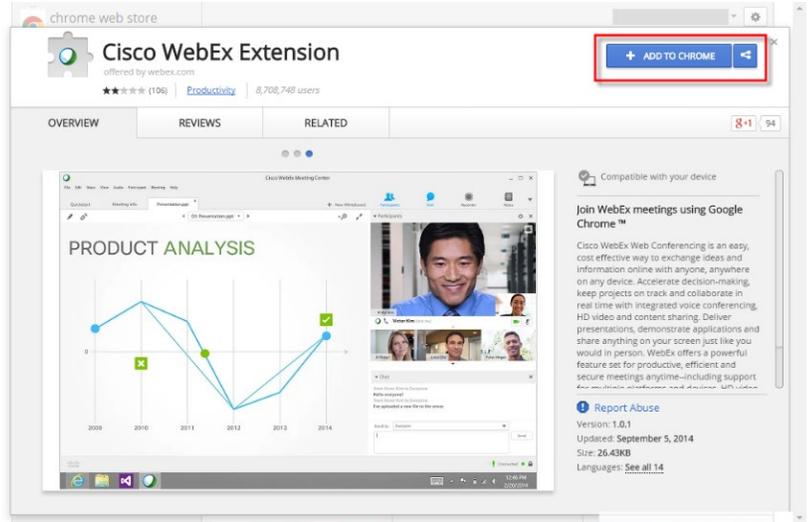
Step 1 of 2: Add WebEx to Chrome

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

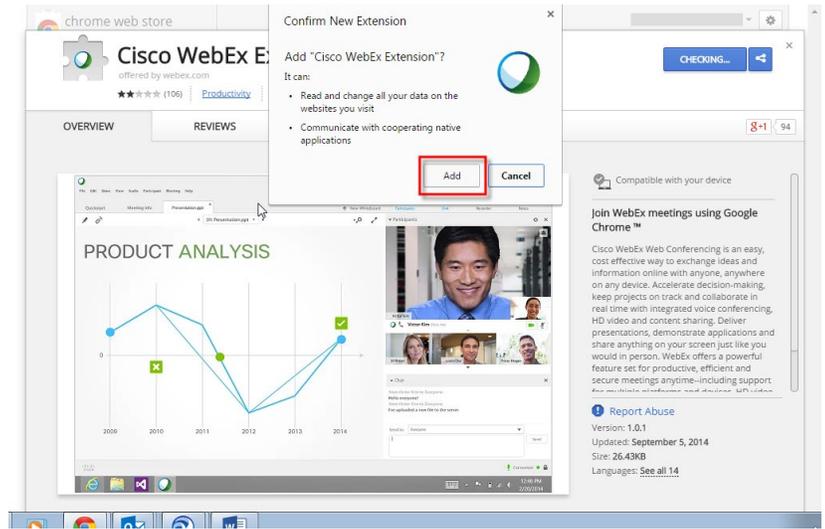


Do not want to use an extension? [Run a temporary application](#) to join this meeting.

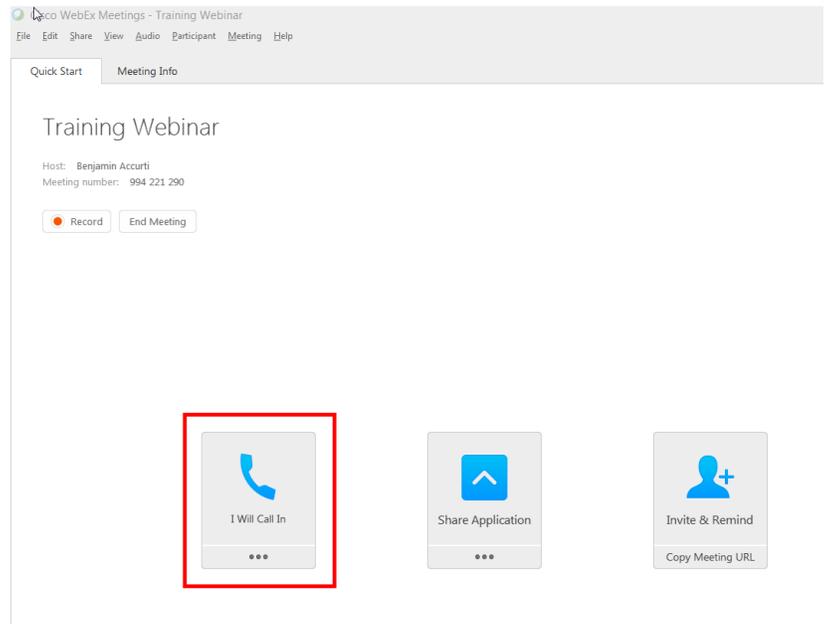
Step 4: Click the blue + ADD TO button



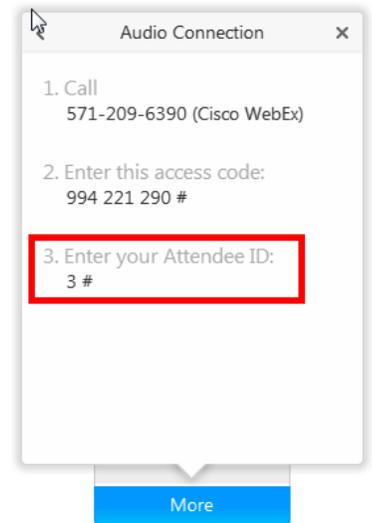
Step 5: Click the white Add button



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.