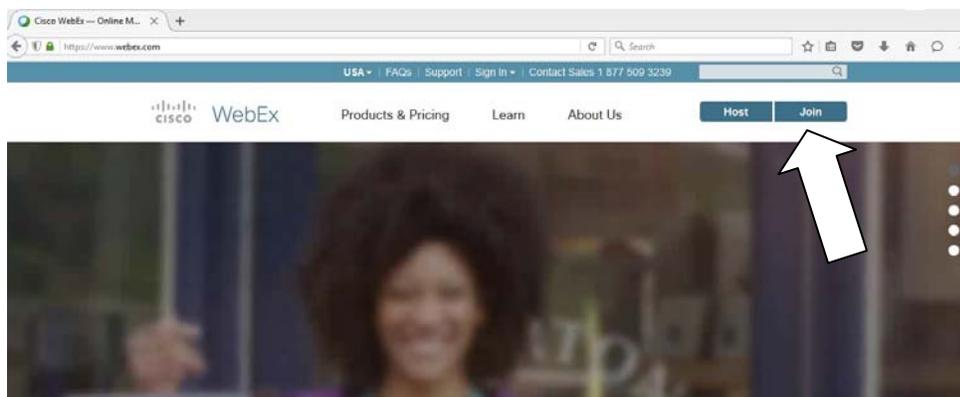# WEBEX ONLINE MEETINGS

Simplified Instructions

07/17/16 G.T.Absten

You can join the meeting online, listening to the audio through your computer and watching video of the meeting presenter, and viewing items on their computer they choose to share. If you wish to talk to the group please ensure that the microphone on your computer is turned on. You should also be able to turn your Mic on or off in case there is noise in your room that might be distracting to the meeting.

My suggestion is to use Internet Explorer as your browser for this program. I don't like that browser, but it's quicker to get online with this service than something like Firefox. See instructions below.

STEP ONE: Log on to www.Webex.com and see this screen:

Hit the "Join" button.

STEP TWO: Enter the Login information provided to you separately for our meeting.

The meeting number is provided to you in a separate invitation email. Just enter your name and email address and then hit "Join" at the bottom to continue.
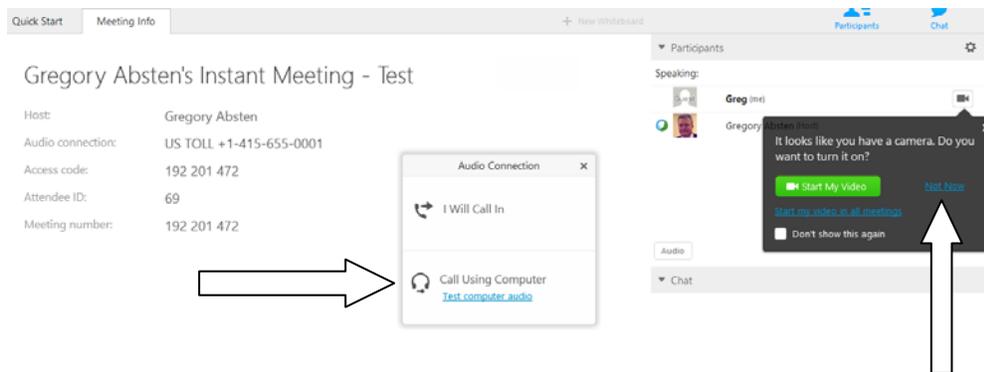
STEP 3: You may or may not be asked to download some software before you start. This shows the screen if you're using Mozilla Firefox. It's easier if you just use Internet Explorer to begin with.

Step 1 of 2: Download a temporary WebEx application

You will need to download this application each time you join a meeting with FireFox 64-bit version.

Download

Want to download the WebEx application only the first time you join a meeting? Use a supported browser instead.

STEP 4: Once you're connected, you'll turn your COMPUTER AUDIO On, and keep your video off (for now):

Click on the "Call Using Computer" for your Audio connection. You can test your audio first if you want. Then click on the "Not Now" for using your video. We can use this for face to face meetings in the future, but for now it only supports about 8 video frames so meeting attendees should just keep theirs off and all you'll see is the presenters video.

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You're now in to the meeting and can just sit back to watch and listen. If your microphone is on you can participate when discussion allows. Please identify yourself if you choose to speak, when the presenter opens it up for questions and discussion. A recording of the meeting can be made available to you afterwards to review what we did online.

You don't have to wait for our meeting in order to explore and experiment with this service. You can go to https://www.webex.com/test-meeting.html to join a test meeting and experiment.

Questions? Call or email Greg Absten, absten@lasertraining.org, cell 305.849.0285.