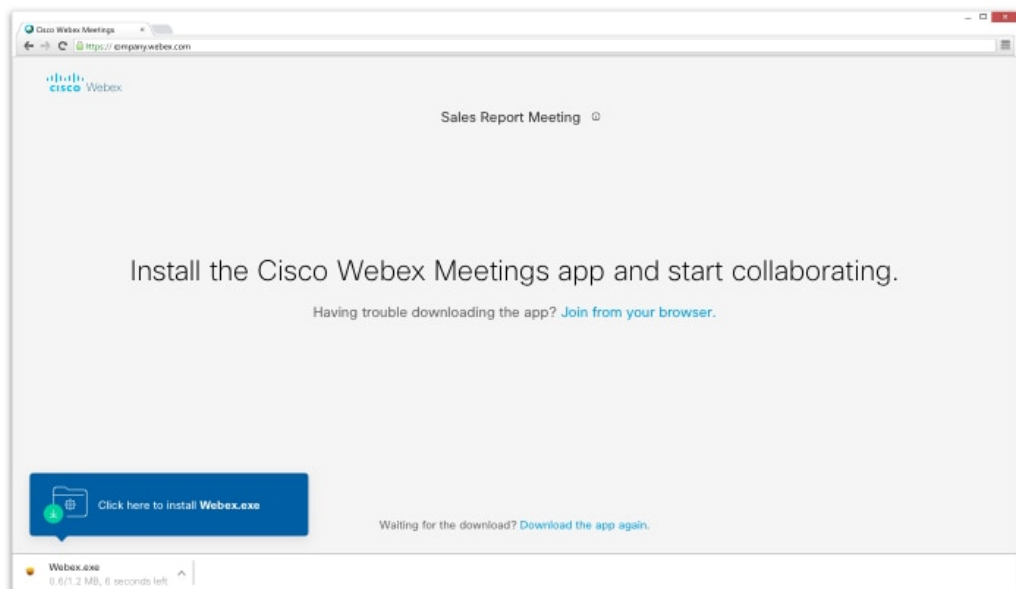


Here is a step by step guide on how to get started with Webex.

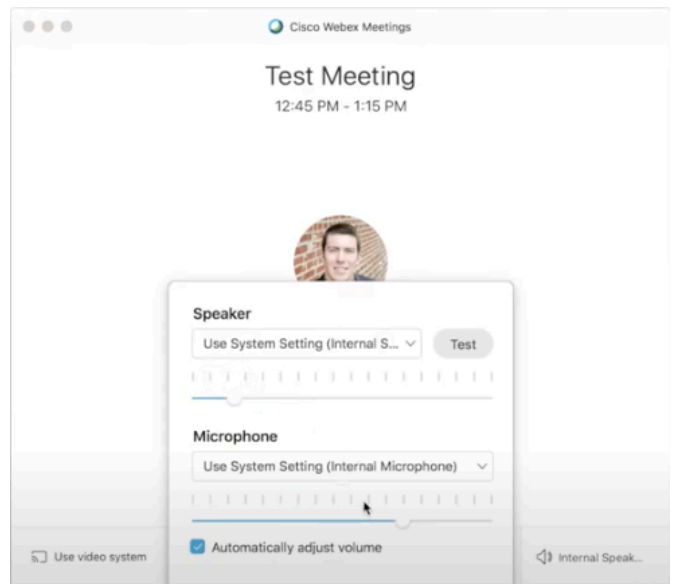
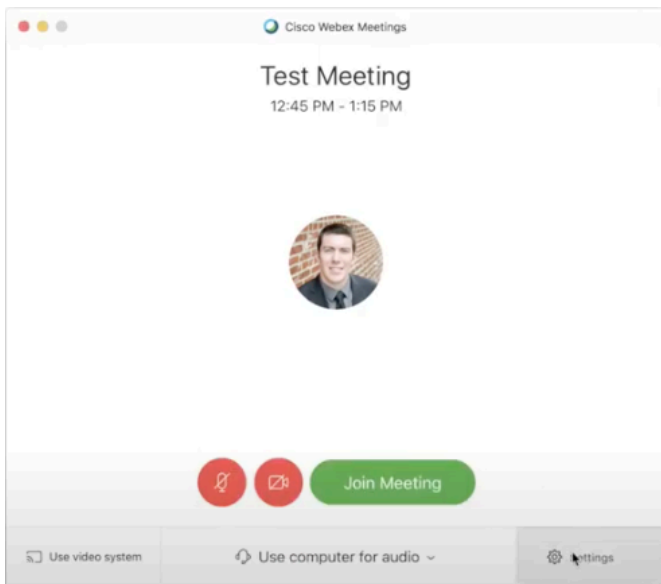
**Please give yourself some time before the event to check your set up and install the Webex app.**

1. Follow the meeting invite link from the email you received.
2. You will be asked to download the Webex app if you don't have this application already. The app can be used on a desktop or mobile device. Click the installer file to install the app. If you prefer not to install, you can use the join from your browser option which will enable the meeting directly in your browser without any software installation required.



3. Once download is complete, select 'Join Meeting'
4. You will then enter a virtual waiting room, and the host will admit you to the meeting.
5. Test and adjust your video and audio settings. Use computer for audio (default) – Use your computer with a headset or speakers.

# WEBEX GUIDANCE



You can test your speakers output and if your microphone is picking up sound when you talk. Please adjust levels if needed.

6. We look forward to speaking to you!