**WebEx Instructions**

To Register for a WebEx:

1. When a WebEx is scheduled, you will receive a link to register for a particular event.
2. Click on this link, and a screen will generate. This screen will have a place on the left-hand side that states “Register.” You will need to register and fill in required fields in order to participate in the WebEx.
3. All that you are required to include while registering is your name and email address. Your email address is important because this is where you will receive your registration information and instructions. Click submit once you have entered your information.
4. After you click submit, this will generate a registration email sent to the email address you provided in the registration. It will tell you the date and time of the WebEx, the Event Number, whether or not the event requires a Registration ID, and the Event Password. You also will receive a link to join the online event and a link that you can copy and paste in your browser if clicking on the link to join the event does not work.

To Join the WebEx:

1. To join the event, click on the link or copy the link that you received in your email. It opens a screen where you will enter your First Name, Last Name, Email Address, and Event Password (that you received in your confirmation email), then click “Join Now.” This will open up the actual screen the WebEx will take place from. You will need to do this in order to view any PowerPoints or documents that will be presented.
2. **Dialing into the audio** – you must use the phone number shown on the WebEx screen and your case-specific Attendee ID#. You will receive this Attendee ID # after you join the event. Attendee ID #’s are case-specific and should not be shared, otherwise the audio will not work. Once you dial in, please place yourself on mute. All participants are generally muted upon entry, but please press mute when you sign on so that the presenter and audience do not hear any background noise.
3. If you do not hear anything or see anything on the screen, it is because the presenter has their phone on mute and their screen is still “unshared” until the event begins. Once the event is scheduled to start, the presenter will come onto the phone to make sure he/she can be heard and that the audience is able to see the presentation on the shared screen.

We hope these instructions are helpful during the WebEx registration process.