How to Access Online Class in WebEx

Note: You do not need your own WebEx account to participate in ICCIE classes

- Go to iccie.webex.com (we recommend you do this 5-10 minutes prior to the start of class)
- In the area marked "Enter meeting information" in the middle of the screen, type the course Session Number.
 - The course Session Number and Password are provided in the "Important Information" email sent to you from ICCIE



• You do <u>not</u> need to Sign In

- Click "Join"
- If prompted, enter course password and click "OK"
- Enter your full name, e-mail address and course password (case sensitive)
- Click "Join Now"
- WebEx will then automatically set up WebEx Training. Note: This can take a few minutes.
 - $\circ~$ If WebEx prompts you to install an extension, follow the instructions they provide
 - To avoid delays, you can set up WebEx Training before the day of class (see "How to Set Up WebEx Training" section of this web page)
- Choose "Use Computer for Audio" on the Audio Conference popup window, then click
 "Call Using Computer"

- Please do <u>not</u> use the phone number provided by WebEx. It is for instructors only.
- We recommend you listen to the session with headphones plugged into your computer, for optimal audio quality

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| Session 1 / Slide 1 | Send to: All Participants | |
| | Select a participant in the Send to m first, type chat message, and send | enu Send |

If you have difficulties, email or call ICCIE: info@iccie.org or 802-651-9050

For information on using mobile devices or other questions, contact WebEx technical support:

- 1-866-229-3239 (U.S. and Canada Toll-Free)
- 1-408-435-7088 (International Toll)
- <u>https://help.webex.com</u>