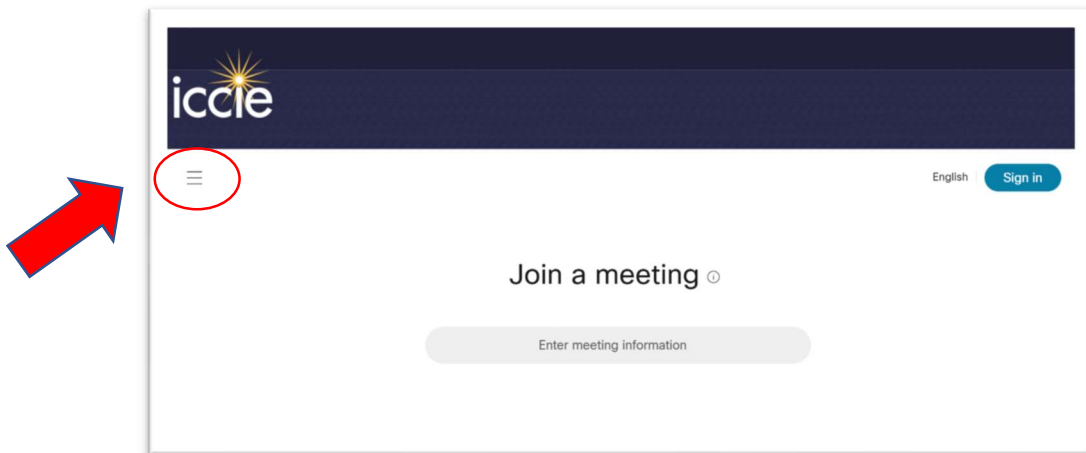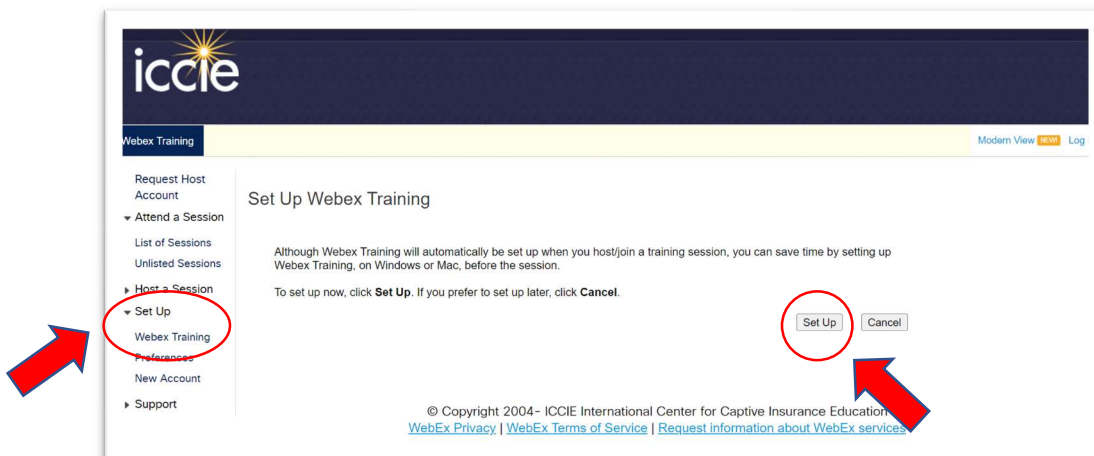# How to Set Up WebEx Training (Optional)

WebEx Training needs to be set up for you to attend class on WebEx. It will set up automatically when you join a class, but sometimes it takes a while. You can save time by setting it up in advance. We recommend you do this <u>before</u> the day of the first webconference to ensure you are ready when class begins.

- Go to **iccie.webex.com**
- Click on the drop-down menu on left side of screen (**looks like three horizontal lines**)

- Select "WebEx Training" from left side tool bar
- Under "Set Up," click "WebEx Training"
- Click on "Set Up" button

- If WebEx prompts you to install an extension, follow the steps they provide
- Note: You must have administrator privileges on your computer to install the Training