

## WebEx Login Instructions

To join the ABC Conference Call:

Click on the **NEW WEBINAR LINK:**

<https://tn.webex.com/meet/joan.williams>

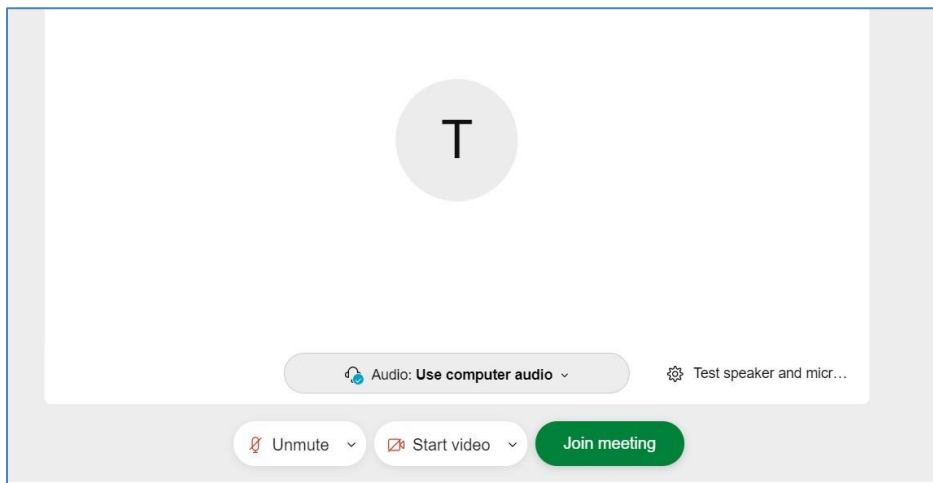
If you don't have WebEx installed on your computer, you can run a temporary application. The system will prompt you to run the temporary application.

You will see **Joan Williams's Personal Room**

You will be asked to enter your name and email. Then click **Join meeting (see image below)**.

You may see a pop up asking you to choose your phone and video connections, or it will automatically connect you based on prior settings.

- You may see a preview screen with microphone and video button symbols
- Turn off/mute your video option/button
- You can click on the down arrow to change your audio option (see below)



For **Audio Connection**, you have a few choices:

- Call me (**recommended – enter the number you want the system to call**)
- Call using computer audio (if you have a headset)
- I will call in

**Chat is on the bottom right hand side.**

If you are only calling in to listen and **not** using a computer, please use the following phone number and access code (**note – the phone number and access code have changed**):

+1-415-655-0001 US TOLL

Access code: 160 068 7633

**Tips:**

If you dial in using your phone, long distance charges may apply.

If you choose “call me” you can put any number into the box and click the box that says connect audio. The system will call you.

If you choose “I will call in” the phone number you need to dial will “pop up” on the screen and you will need to use the access code given to you in the pop-up box. This phone number and access code is also listed above.

We do not recommend using the “call using computer” option unless you are using a headset connected to your computer.

If you call in using the 415-655-0001 telephone number, you will not need an attendee id number. You can just push the pound key.

**FAQS****Do I have to be sitting at my computer to participate, or can I just call in?**

No, you do not have to be sitting at your computer. You can call in using the following information:

+1-415-655-0001 US TOLL

Access code: 160 068 7633

**Will the login information always be the same for each call/webinar going forward?**

Yes, unless otherwise noted prior to the meeting.