When you are ready to attend a WebEx session, use the below instructions:

1. Copy and Paste into your internet browser the full URL from the promotional flyer or email invite from your company.

* We strongly recommend you use Google Chrome or Safari to join the WebEx session.

2. You will be directed to the WebEx main site. Click the "Join as Participant" link.

| Attend a Session List of Sessions Unlisted Sessions Host a Session | Log in to your account |
|---|--|
| | Log in to start your meeting. |
| ▼ Set Up | If you are not the hose join as a participant. |
| Webex Training Preferences | Username: |
| Support | Password: |
| | Log In Forgot your username or password? |

- 3. Under the "Join Session Now" window, enter your name, email address, and password.
 - Session Password: Thrive123

Password is case-sensitive. Must be typed <u>exactly</u> as listed.

| | English : San Francisco Tim |
|-------------------------------------|--|
| Join Session Now | |
| You cannot join the tra started. | aining session now because it has not |
| Your name: | |
| Email address: | |
| Session password: | |
| | Remember me on this computer (Clear my information) |
| | Join Now |
| | - Join by browser NEW! |

4. Click "Join Now" button.



5. Once you enter the WebEx session, you will need to connect your audio. Click on "Audio Conference" under the Quick Start WebEx menu.



- 6. Select Use Phone or Use Computer. Choose from the following options to connect your audio.
 - Option 1 "I Will Call in" Dial the WebEx phone line listed in your meeting details. Follow automated prompts to input the meeting ID and attendee number.
 - Option 2 "Call Me" Input your phone number in the Audio Conference menu. The WebEx meeting will call your number.
 - Option 3 "Call Using computer" -Audio will come through computer speakers. You will need to "Test your audio speakers" to make sure you are connected.



