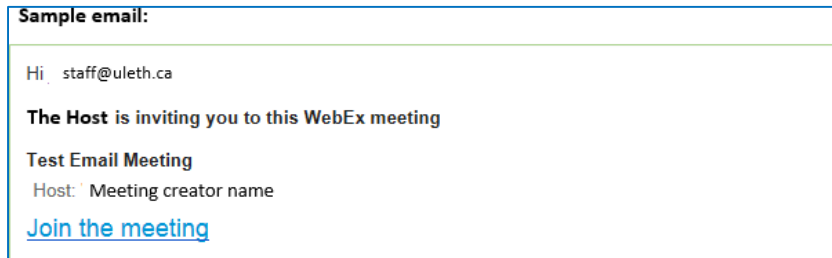


Join a U of L WebEx Meeting

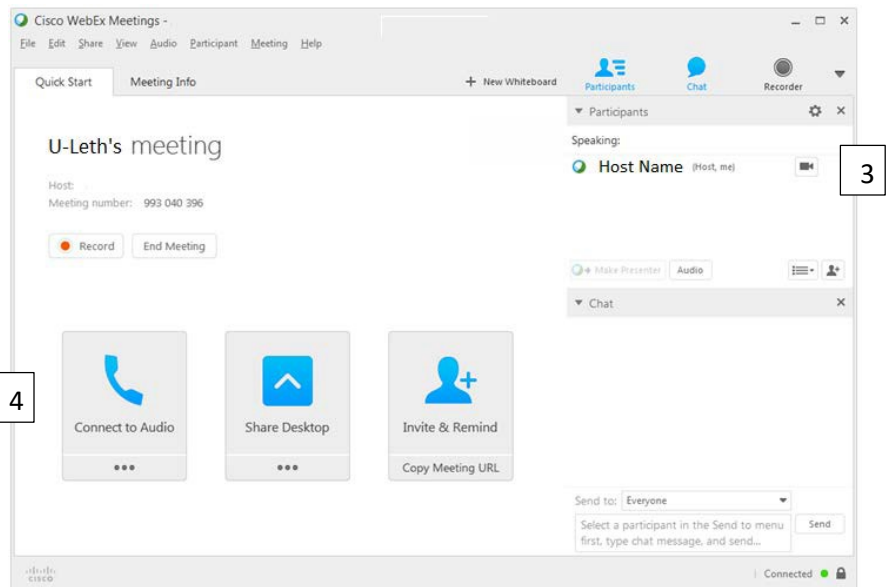
When you are invited to a WebEx meeting, you will receive an email invitation which allows you to join the meeting. You may join the meeting by:

1. Phoning into the meeting with a regular phone or mobile for audio participation (the call-in phone numbers and meeting ID, a 9-digit number, are in the email), or;
2. Using a computer - which supports audio, video of participants and shared desktop visuals

As you are invited to a meeting by email, click “Join the meeting” in the email message, then:



1. Install Webex from your default browser (the WebEx plug-in is free and on Windows computers you have the choice to click ‘Run a Temporary Application’ which is very fast installation)
2. Login by Entering Your Name and Email address
3. On the next screen you can click a camera icon by your name to show your webcam video
4. To start audio, click on “Connect to Audio”, use computer for audio



If the audio is not clear, click the “More Options” button under “Connect to Audio”, and choose “I will call in” to have an audio connection:

On your phone, dial one of the numbers
Enter the 9-digit code from the email invitation
Enter the suggested “Attendee ID”

