

Test Your System	
Step	Action
1	Two days before the session, click the following link: http://www.webex.com/lp/jointest/ Webex join meeting test page appears.
2	Enter your name and email address and click <Join>. A progress bar showing your wait time appears.
3	You know you are in the meeting when you see "Meeting Topic: Join Meeting Test".
4	Click the <X> in the upper right corner of the Webex screen to exit out of the session. A pop up message will ask if you want to leave this meeting, click <Yes>. Session closes.

Join a Webex Conference Session	
Step	Action
1	Join the session 30 minutes prior to start to ensure your system is working correctly. To join the session, open your e-mail confirmation. <i>Check your junk mail folder if you cannot locate the confirmation email in your inbox.</i> E-mail confirmation opens.
2	Click the link within the e-mail to join the session. Link opens to Webex Session Information page.
3	Type in your name and password (provided in the confirmation email), and click <Join Now > to join the session. A progress bar showing your wait time appears.
4	After you join a meeting, the Audio Conference dialog box appears automatically.
5	Choose one of the following options: Option A. If you want to attend by telephone: In the Use Phone pane of the Audio Conference dialog box, select <I Will Call In> from the drop down menu Using your telephone, dial the following number to join the conference: 866-469-3239, when prompted enter your access code that is provided in your confirmation email. Option B. If you want to attend using a headset and microphone: In the Use Phone pane of the Audio Conference dialog box, select <Use Computer Headset>

Leave a Webex Conference Session	
Step	Action
1	By telephone: hang up your telephone and click <X> in the upper right corner of the Webex screen. By headset & microphone; click <X> in the upper right corner of the Webex screen. Your participation in the audio conference ends; however, the meeting continues until the host concludes it.