

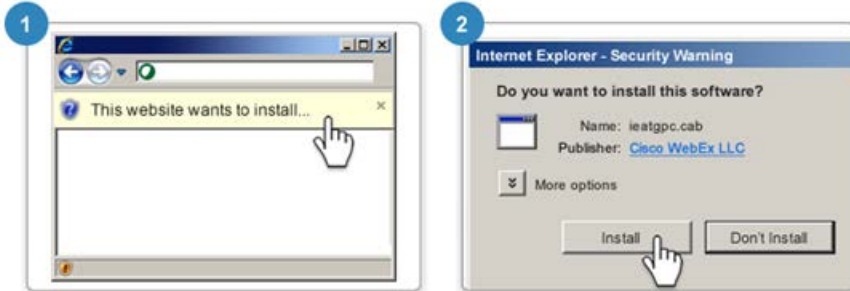
WebEx Meeting Instructions

G2NA PreMeeting Webinar January 11, 2017

1. Join online: You can access the online conference room by clicking here: [Join WebEx meeting](#). (Open session only)

You will be prompted to enter your name and email address to log in. If you do not already have WebEx installed, you will be prompted to either install the program or run a temporary application. If you have administrator rights go ahead and install the program, and if not please click on the “Run a temporary application to join this meeting immediately” option (see screenshot below).

Install Cisco WebEx Meetings



In the message bar at the top of the window, select **Install or Allow**.

Select **Install**.

Still having trouble? [Run a temporary application](#) to join this meeting immediately or [view more options](#).

2. Connect to audio: Once into the room, you will be presented with a pop-up asking you to choose an “Audio Connection” option.

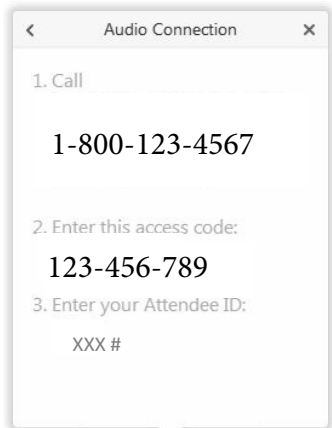
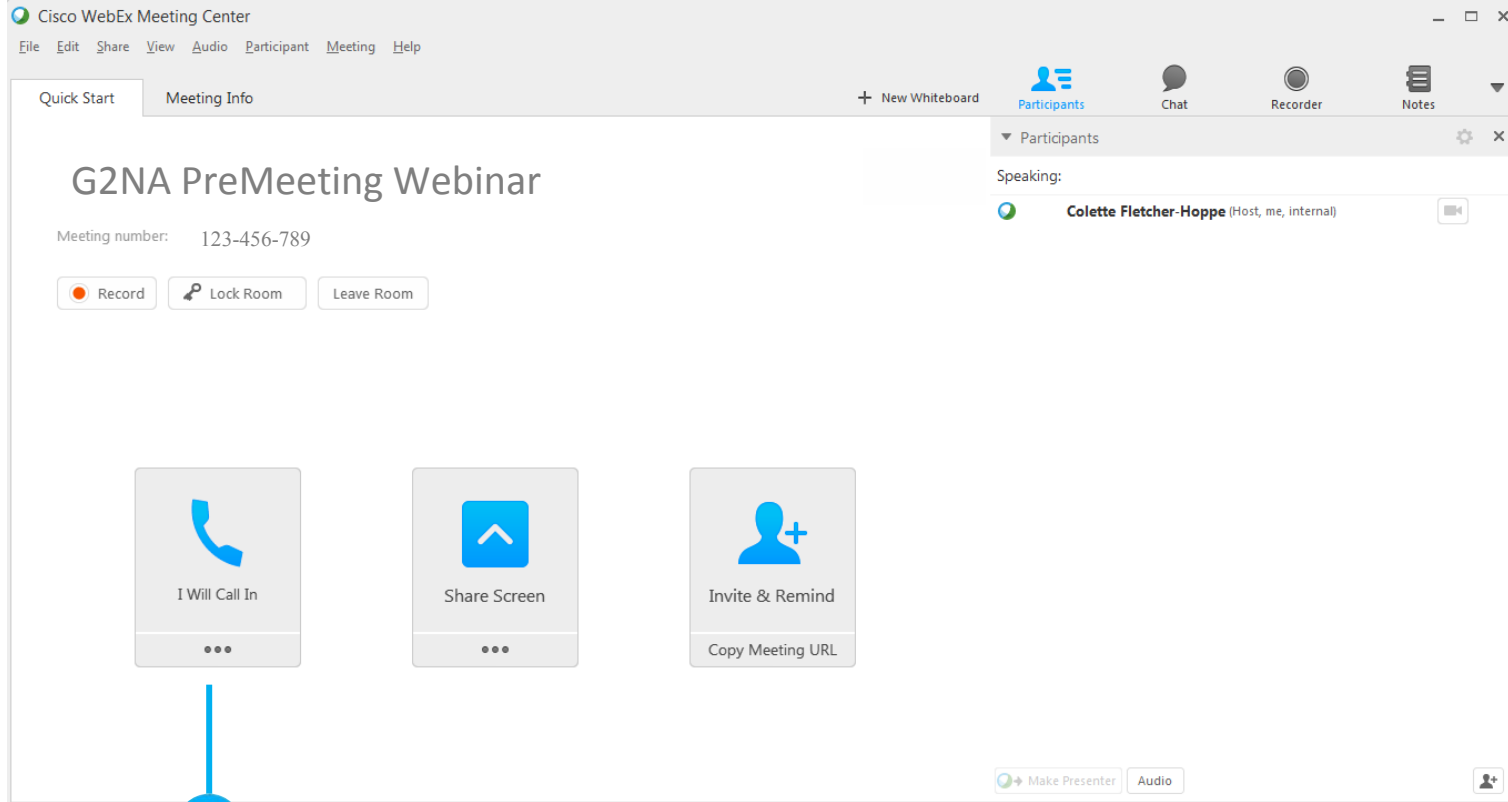
- “Call me” - You will be prompted to enter your phone number, and the webex meeting will call you
- “I will call in” – The webex pop-up will provide the dial-in number and access code.*
- “Connect using computer” – The webex will connect to your computer speaker and microphone

*If you would prefer to call in (option b), the dial in information is located in the Global Access numbers

A detailed graphic of how to connect your audio is included on the following page.

Please contact Kathy Calzone via email (calzonek@mail.nih.gov) or phone (301-435-0538) with any questions or concerns.

HOW TO SET UP MEETING AUDIO



Or second option

