INSTRUCTIONS FOR JOINING A WEBEX MEETING

JOIN FROM AN EMAIL INVITATION

Your email invitation appears in one of the following formats, depending on how the meeting host schedules your meeting.

1. Select the **Join the Meeting** link in your email invitation.

   **SCHEDULED FROM WEBEX SITE**

<table>
<thead>
<tr>
<th>Weekly Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 19, 2018</td>
</tr>
<tr>
<td>10:35 am</td>
</tr>
<tr>
<td>Meeting number (access code): 153 779 975</td>
</tr>
<tr>
<td>Meeting password: 0WVQc6</td>
</tr>
</tbody>
</table>

   **SCHEDULED FROM MICROSOFT OUTLOOK**

   - **Join WebEx meeting**
     - Meeting number (access code): 151 498 446
     - Meeting password: 2Pd8Y55

   - **Join from a video system or application**
     - Dial 151498446@go.webex.com
     - You can also dial 173.243.2.69 and enter your meeting number.

   - **Join by phone**
     - 1-555-234-5678 US Toll Free
     - + 1-555-234-5678 US Toll

   - Global call-in numbers  | Toll-free calling restrictions

   - Can't join the meeting?

   - **Join Meeting** button.

2. The Meeting Information screen displays. On the Meeting Information screen, enter the required information. You will need to enter some details on this page, such as:

   - **Your name**: Enter the name you used when registering in FastLane. Avoid using nicknames or initials.
   - **Email address**: Enter your email address.
   - **Meeting password**: Enter the meeting password. The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way. If the meeting does not require a password, the password text box will not appear on this page.
   - **Click on Join**.
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3 Connect your audio and video so other attendees can see you.

4 On the Audio and Video Connection screen, locate Select Video Connection. Use the pulldown menu to select your video (webcam) connection.

5 Click on Connect Audio and Video to simultaneously connect your video and audio to the meeting.

Audio and Video Connection

On the Audio and Video Connection screen, find Select Audio Connection and choose your audio connection. There are several audio connection options. NSF recommends using:

- **Call Me** option, which will call your wired or mobile phone number to connect meeting audio. You will be prompted to enter your phone number. Answer your phone when the meeting calls you to join the teleconference. Note: NSF strongly discourages the use of mobile phones to join panel meetings for quality reasons.

- **Call Using Computer** option, which will connect your audio via your computer system speaker and or USB headset (recommended) or microphone.
6 The Audio and Video Connection screen will close and you will be joined to the meeting where other participants will now be able to see and hear you and you should be able to hear and see others.

NAVIGATE THE MEETINGS SCREEN

• Webcam On/Off: Use the camera icon to control your Webcam.

• Microphone On/Off: Use the microphone icon to mute and unmute your audio.

• Chat: At any time during the meeting you can click in the “Chat” icon on the Meetings icon shelf. The chat pane opens so that you can enter a message. In the “Send to:” drop-down, select the Program Director’s name and click the “Send” button. **Note:** NSF does not permit private chatting between panelists during a virtual panel.

• See Participants: Click “Participants” to open and view the online participants.

• Share: Use the Share icon to Share Application, Screen, or Files.