

Login instructions for WebEx

1. When you initially click the link, confirm the Preferences are set up correctly, and then click ok.

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Event Center My WebEx Meet Log In

Preferences

Time zone: New York (Eastern Standard Time, GMT-05:00)

Language: English

Locale: U.S.

Note: Changing the locale affects the display of times, dates, currency, and numbers for this Web site.

OK Cancel

Once settings are confirm, click OK

Done Internet | Protected Mode: Off 100%

2. Enter name and email address. Password should be prefilled, if not enter LOMA (all caps) as the password.

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Event Information: ARSG Test

Event status: Started

Date and time: Friday, January 10, 2014 9:45 am Eastern Standard Time (New York, GMT-05:00) [Change time zone](#)

Duration: 1 hour

Description:

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Join Event Now

To join this event, provide the following information.

First name: Todd

Last name: Giesing

Email address: tgiesing@imra.com

Event password: *****

[\(Clear my information\)](#)

Join Now

1. Enter name, email address. If not prefilled, enter password (LOMA)

2. Click Join Now

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Done Internet | Protected Mode: Off 100%

3. You have options on how to join the event. With WebEx you can choose to download a plug-in one time, or run a temporary application to enter the meeting. To download the plug-in you need administrator rights, and this may require assistance from your IT team. To run the temporary application, you do not need administrator rights.

This screenshot shows a web browser window displaying the 'To Join the Event' page. At the top, a yellow bar contains the text: 'This website wants to install the following add-on: 'WebEx' from 'Cisco WebEx LLC'. If you trust the website and the add-on and want to install it, click here...'. The main content area is titled 'To Join the Event' and contains two sections:

- Section 1:** '1. Select the yellow bar above to install the WebEx add-on. 2. When you are requested to take an action, select Yes, Continue, Install, or Run.'
- Section 2:** 'No message bar?' with sub-points: '1. [Use Java](#) to join your meeting. 2. Select Run in the dialog box that appears.'

Below this is another section: 'Don't want to install software?' with sub-points: '1. [Run a temporary application](#) to join this meeting immediately. 2. Select Run in the dialog box that appears.'

Two callout boxes are present:

- A box on the left says: 'Click on the yellow bar or the Use Java hyperlink to install the one time plug in, this will require admin rights'. Arrows point from this box to the yellow bar and the 'Use Java' link.
- A box on the right says: 'OR, choose to Run the temporary application to join the meeting.'. An arrow points from this box to the 'Run a temporary application' link.

The browser's status bar at the bottom shows 'Done' and 'Internet | Protected Mode: Off'.

4. After choosing the one time plug-in or to run the temporary application, you may need to click on the yellow bar to initiate the download process.

This screenshot shows a web browser window displaying the 'One Moment Please...' page. At the top, a yellow bar contains the text: 'To help protect your security, Internet Explorer has restricted this site from showing certain content. Click here for options...'. The main content area is titled 'One Moment Please...' and contains the following text:

Click **Run** or **Open** if the security warning dialog box appears.
Otherwise [Click Here](#) to join the event.

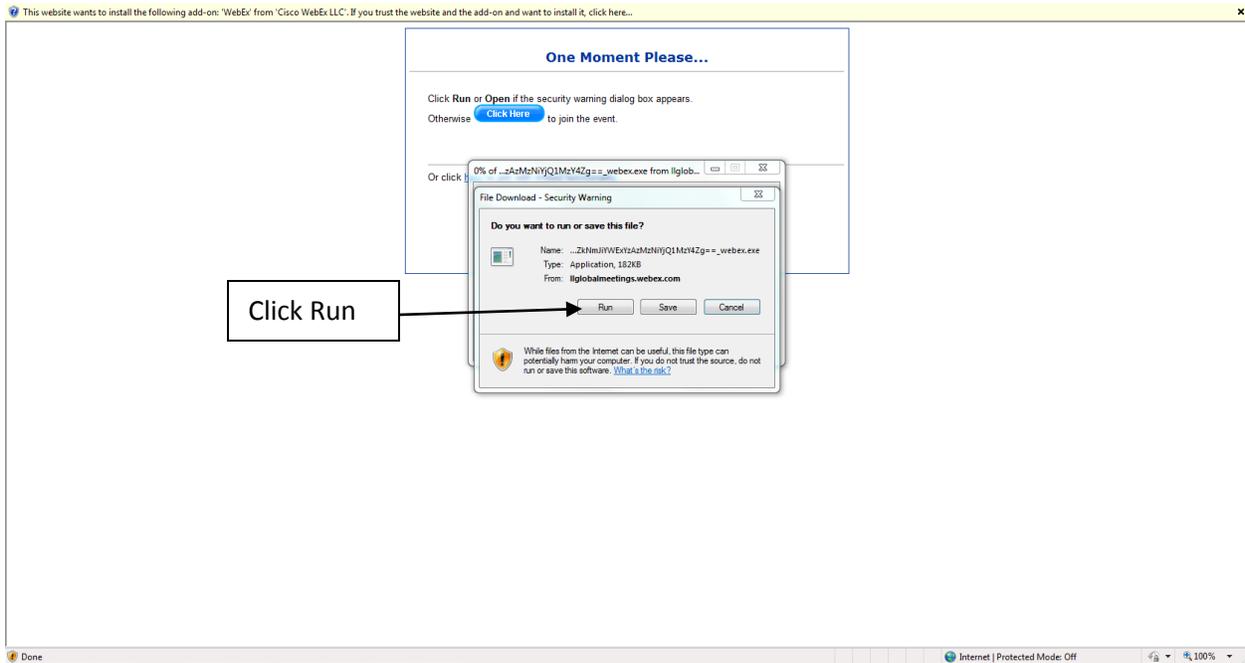
Or click [here](#) to join with limited functionality.

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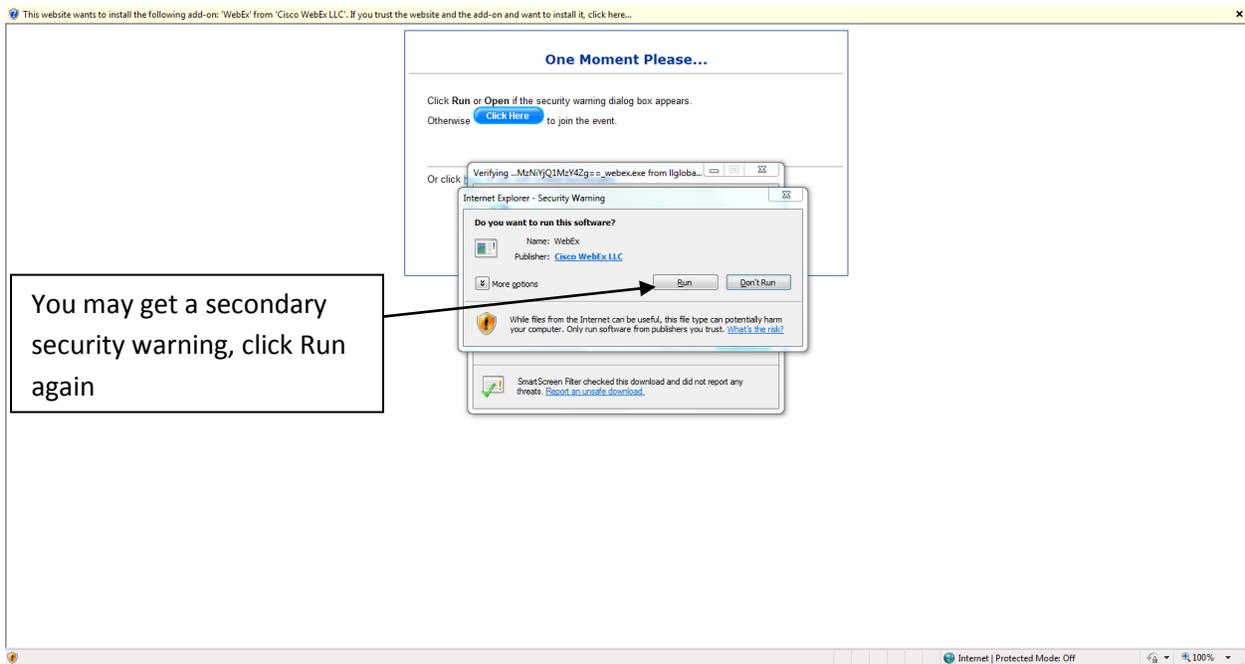
A callout box on the left says: 'After choosing you may need to click on the yellow bar to start the download'. An arrow points from this box to the yellow bar at the top of the page.

The browser's status bar at the bottom shows 'Done' and 'Internet | Protected Mode: Off'.

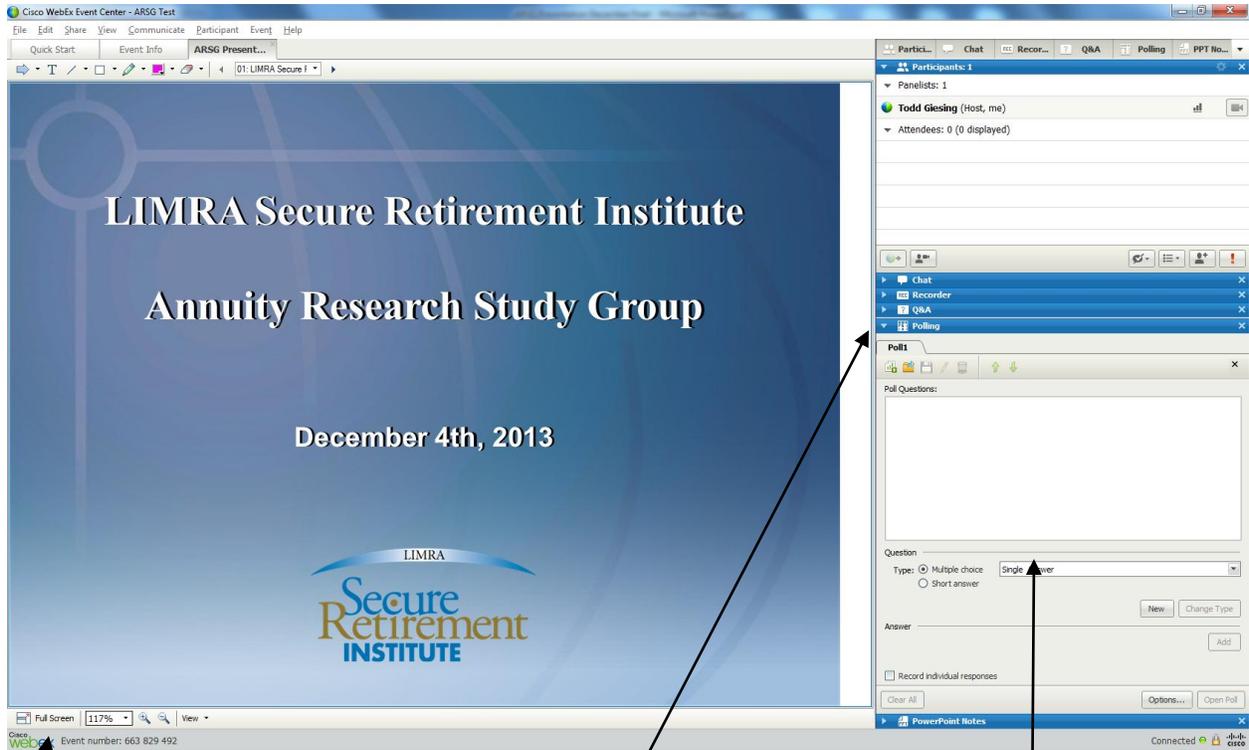
5. Click on run.



6. If you get a secondary security warning, click Run



7. It will take a minute or two to load the WebEx meeting. You will receive a pop up box containing information on the dial in number and passcode. You will see the presentation in the main screen, and the poll questions will be located at the bottom right of the screen. You can make the poll question box larger if you choose to do so.



Use to make presentation full screen

You can expand the attendee list and poll question section by dragging the grey bar to the left.

Poll questions will be located here