

Joining a WebEx Net Meeting for the First Time:

Download the Necessary Files to the Meeting Computer

In order to participate in a WebEx Net Meeting, you will need to have access to a computer with internet access and a telephone. Both of these machines should be located in close physical proximity to one another because you will participate in the audio portion of the Net Meeting using the phone and watch the Video portion of the Net Meeting on your computer screen.

This document was attached to an invitation e-mail that has some important information pertaining to accessing the Net Meeting conference call (the Audio portion of the meeting) and WebEx (the Video portion of the meeting). **First time participants will require some lead time to prepare the computer that will be used during the meeting by allowing the WebEx client software to download and install.** Access to the conference call is the same each time a participant enters a Net Meeting.

A telephone headset equipped with a microphone is highly recommended for persons who wish to actively participate in the conference call. Persons or groups of people who participate as spectators only may find that a speaker phone may serve this purpose very well. In both cases, the sound quality of the Net Meeting will be enhanced if all participants use the Mute function of their respective telephone devices so that ambient sound does not intermix with the presentation or conversation. Persons who do not have a Mute function can press “*” then “6” or “*6” for short on their telephones after connecting to the conference call. This will mute the phone, preventing sound from entering the conference call, but will allow the participants to hear the audio portion of the Net Meeting. Should users wish to participate in the audio portion of the meeting after having used the *6 feature, *6 can be pressed again to un-mute the phone.

The following pages illustrate:

1. the manner in which one enters into the conference call and,
2. for first-time users who need it, the manner in which WebEx client software can be downloaded and automatically installed.

As a first step, locate and open the invitation e-mail that was sent to notify you of the Net Meeting. After this is done, follow the red annotations (located within text boxes) in the illustrated instructions on the following pages.

Annotated Sample Invitation e-mail

From: e-meetings@mymeetings.com [mailto:e-meetings@mymeetings.com]
Sent: Tuesday, September 26, 2006 4:06 PM
To: Ivanovitch, Boris; Morgenstern, Levi
Subject: Invitation for Instant Meeting and Instant Net Conference

You are invited to join a meeting hosted by LEADER NAME. Meeting details are listed below.

Meeting Date: MM/DD/YYYY

Meeting Date and Time

Meeting Time: 04:05 PM EASTERN TIME

Instant Meeting Details:

Click on the following link to join the Audio Conference:

<http://wbbc.mci.com/wbbcClick2Join/servlet/WBBCClick2.2285&pc=4295382&customHeader=emeetings>

Use this link to connect to the Audio portion. See the next page for screen shots. If it works, the call center calls your telephone and you are connected to the Audio portion.

If you are unable to join with the above link, please dial in using one of the phone numbers below:

USA Toll Free Number: ###-###-####

Participant Passcode: #####

If the link doesn't work

or if your telephone system will not easily route an automated call to your phone, then dial the USA Toll Free number. [Note: Many prefer this versus using the link.]

Use the Participant Passcode followed by the pound sign (#). If you do this before the leader starts the meeting, you will hear music. Otherwise, you will have successfully entered the Audio portion of the meeting. Remember, pressing *6 will mute your phone.

Instant Net Conference Details:

Meeting Number: #####

Meeting Passcode:

Meeting Host: LEADER NAME

Next, you must enter the Video portion of the meeting.

Join Instructions for Instant Net Conference:

1. Join the meeting now:

<http://e-meetings.mci.com/nc/join.php?i=741585456>

2. Enter the required fields.

3. Indicate that you have read the Privacy Policy.

4. Click on Proceed.

Click this link on your own email message. If this is your first time, some plugins must be downloaded and installed. See the next pages for preparing your machine to interact with WebEx. Pages 4 and 5 of this document show screen shots of this transaction.

Connecting to the Audio Portion If You Used the Audio Conference Link

NOTE: You will not see this if you dialed into the conference call using the USA Toll Free Number. Go to the next page for information about preparing a computer to connect to the WebEx Net Conference site.

Enter your Name and Telephone Number and Click the "Join Meeting" button

Participant Join

Please enter your name and the phone number where you can be reached, so that we can call you and place you into conference.

Name:

Country Code:

Phone Number:

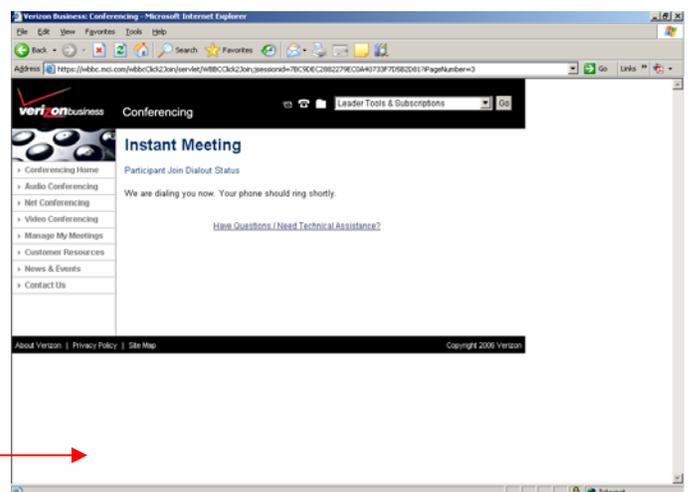
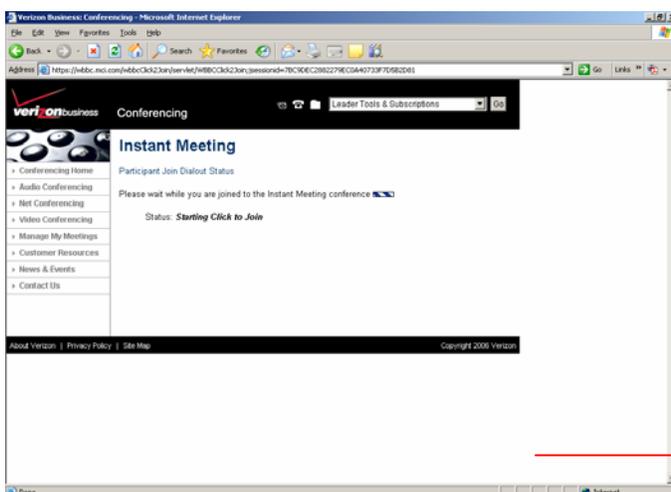
I am the leader. Use the following passcode to join me as the leader:

[Have Questions / Need Technical Assistance?](#)

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The Audio Conference Center will call your phone and you will be connected to the Net meeting.



Connecting to the WebEx Net Conference for the first time requires the installation of WebEx client software.

https://mci.webex.com - WebEx Client Entry - Microsoft Internet Explorer

This site might require the following ActiveX control: 'WebEx Client' from 'WebEx Communications Inc.'. Click here to install...

1. Click on this bar.

Follow these instructions to download the client software.

Installing...

Windows XP SP2 Users

1. Click the **Information Bar** at the top of page.
2. Select **Install ActiveX Control**.
3. In the security warning that appears, click **Install**.

2. Select "Install ActiveX"

Problems?
If you are unable to install the software using ActiveX, you can either:

Internet Explorer - Security Warning

Do you want to install this software?

Name: WebEx Client
Publisher: [WebEx Communications Inc.](#)

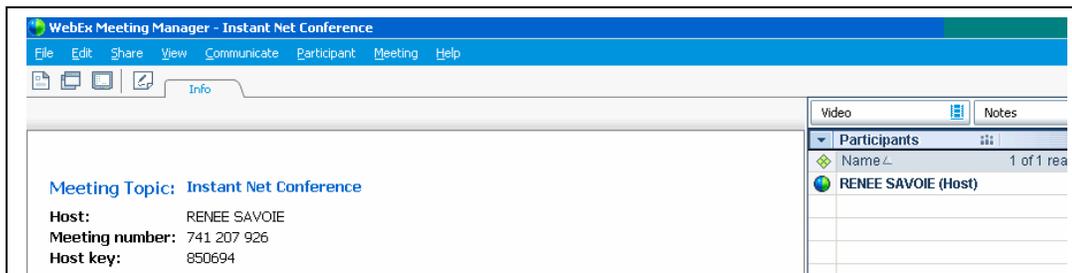
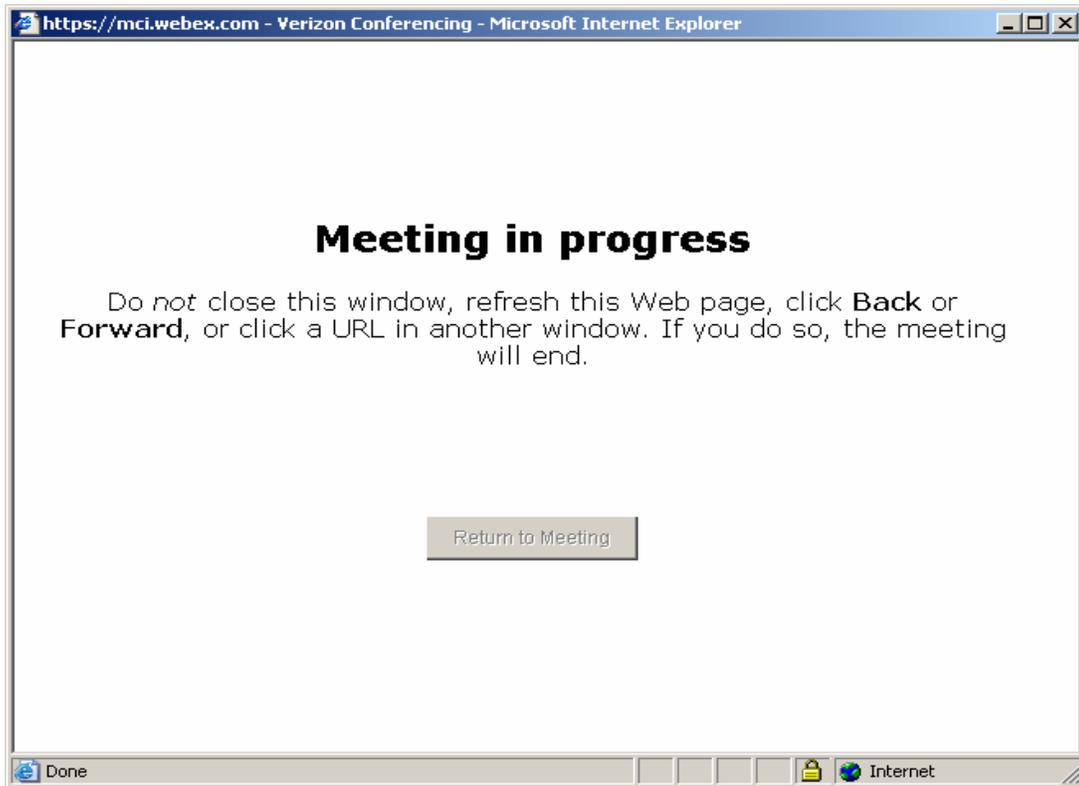
More options

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

3. Click "Install"

This may take a few minutes.....

4. After the automatic downloading and installation of the client software, this window will appear. DO NOT CLOSE THIS WINDOW.



5. The WebEx application launches automatically.

