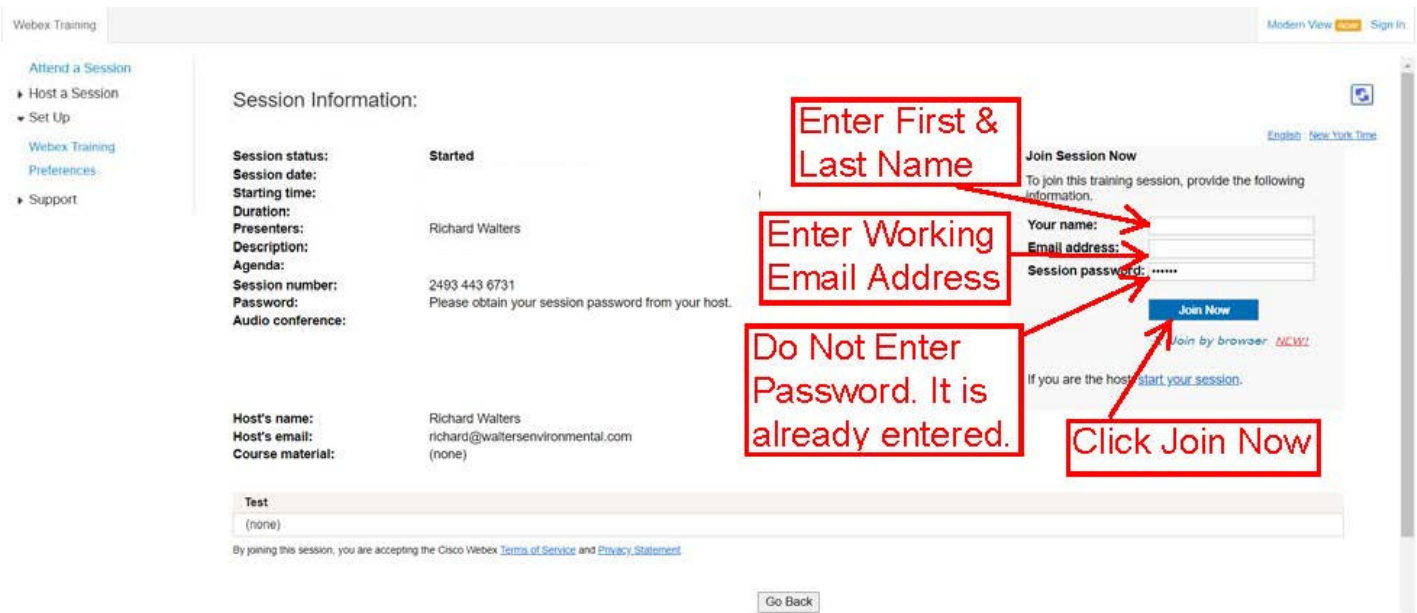


Webinar Login Instructions

- Click the link in the email with the course name followed by “Webinar Link & Login Instructions” in the subject line. This link will be sent twice: the first time, a few days before the webinar and a second time, the day before. Copy and paste link if clicking does not work. Link only works after it is activated by the instructor.
- Enter your first name, last name, and email address. See image below.



The screenshot shows the Webex Training interface. On the left is a navigation menu with options like 'Attend a Session', 'Host a Session', 'Set Up', 'Webex Training', 'Preferences', and 'Support'. The main area displays 'Session Information' for a session titled 'Started' by Richard Walters. Below this is a 'Join Session Now' form with fields for 'Your name:', 'Email address:', and 'Session password:'. A blue 'Join Now' button is visible. Red annotations with arrows point to the form fields: 'Enter First & Last Name' points to the name field, 'Enter Working Email Address' points to the email field, 'Do Not Enter Password. It is already entered.' points to the password field, and 'Click Join Now' points to the 'Join Now' button. There is also a 'Join by browser. NEW!' link and a 'Go Back' button at the bottom.

- You do not need to enter the password or session number as it is already entered.
- Click "Join Now". It will take a minute or two to join. If that does not work, you can run a temporary application. Again, it will take a few minutes. If it still does not work, then try “Join by browser”.
- Follow any additional instructions that may appear on your screen.
- If you cannot join, call me at (317) 502-1921.