Logging Into WebEx

1. At the time of the WebEx meeting, open up the Event in your Outlook Calendar.
2. Click on the link that is provided. (Note: Your link will be different than the example shown below.)

3. When prompted, enter your name and email address and click “Join.”
   (Note: After clicking “Join,” several warning windows will appear while your computer is correcting.)

4. Once you have successfully logged in, you should see this WebEx Meeting Homepage on your screen.

5. Once logged in, a window will pop up prompting you to enter your phone number. Enter the phone number you prefer and click “Call Me.”

6. If you accidentally exit the pop-up box before you enter your phone number, you can re-access it by clicking on the “Audio Conference” icon on the WebEx homepage.