

How to Join the WebEx Online Seminar

→Using either the **Email Invitation** or Academy **URL**

Some General Information Before You Get Started

- You will be logging in as a “**guest**” not a “user.” You will be asked to provide **your email** and **name**. (**NOT** password).
- You will be listed on the participant roster by the email and name you enter during login.
- If asked for a meeting number and password—You will find this information in the **Join Meeting Emails email**, *below* the GREEN **JOIN MEETING** button and url.

IF YOU ARE EXPERIENCING TECHNICAL DIFFICULTIES:
Please email Phil Rossi at PhilRossiVetMedAcad@gmail.com.

DO NOT CALL OR EMAIL THE ACADEMY.

Not Tech Savvy? No Problem.

WebEx is a user-friendly platform designed to facilitate collaboration while eliminating geographical restrictions. **It supports Voice Over IP—meaning you don’t need to call into the meeting, your computer does that for you.** And, with the latest version of WebEx, **you don’t even need to install anything** on your computer. You can view the meeting right through your web browser. Also, important to note, **WebEx has a great mobile support for iOS and Android devices.** You can view any meeting on your phone or tablet.

Getting Started:

The minimum to get started:

- A stable internet connection. You don’t need screaming fast internet to view a web meeting. 2.5 mbps or higher is recommended

- Recommended: speakers or headphones (that you can plug into your computer); you will be able to use your computer speakers as well.
- Update-to-date web browser (Chrome, Safari, Firefox, IE).

You can test your setup's readiness and get a feel for WebEx by visiting: <http://www.webex.com/test-meeting.html>

NOTE: You will receive a special JOIN MEETING Invitation Email before the seminar. If you do not receive an email within 72 hours of the seminar, please reach out to PhilRossiVetMedAcad@gmail.com

[Joining the Meeting via the Email Invitation \(The simpler way to join.\):](#)

Joining a WebEx meeting is as simple as clicking on the big **JOIN MEETING** (join) button in the invitation email sent you. You will then be taken to the meeting landing page and asked to enter some basic information—

Name (please enter your full name) and **Email** (please enter the email you use for the Academy). You'll then be presented with a large green button that says **join** to join the meeting. See **steps 1-3 below:**

1. On this **join button** you'll notice a **white arrow** and if you click on this arrow, WebEx will give you the option to join the meeting with your **web browser** or from the **Desktop app** (*additional installation required*).
2. Upon clicking join, a window will pop-up (the preview window) to allow you to **configure your audio and video settings** before you enter the meeting. You should see "**join using computer audio**" already set for you (next to the headset icon). You should see your default audio device (speaker output) next to the speaker icon. You will want to make sure your **video is off**, which can be done by clicking on the video camera icon, it will turn red.
3. Once you're configured, click the join and the WebEx meeting will launch.

Note: On the day of the seminar, you will not hear audio or see the presenter's slides until the meeting has begun. You may text questions to 703-733-0556 and they will be forwarded to the speaker.

Joining the Meeting via the Academy WebEx URL:

1. To join the meeting visit <http://DC.webex.com> where you will be asked to enter your meeting number (in the field marked “Enter Meeting Information”)
2. After entering your **name and email information**, you’ll click **next**, and then you’ll be given the ability to join the meeting via the large green button labeled **join**.

Reminder—you can now join WebEx directly from your supported Browser – see above process.

3. On this **join button** you’ll notice a **white arrow** and if you click on this arrow, WebEx will give you the option to join the meeting with your **web browser** or from the **Desktop app** (*additional installation required*).
4. Upon clicking join, a window will pop-up (the preview window) to allow you to **configure your audio and video settings** before you enter the meeting. You should see “**join using computer audio**” already set for you (next to the headset icon). You should see your default audio device (speaker output) next to the speaker icon. You will want to make sure your **video is off**, which can be done by clicking on the video camera icon, it will turn red.
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