

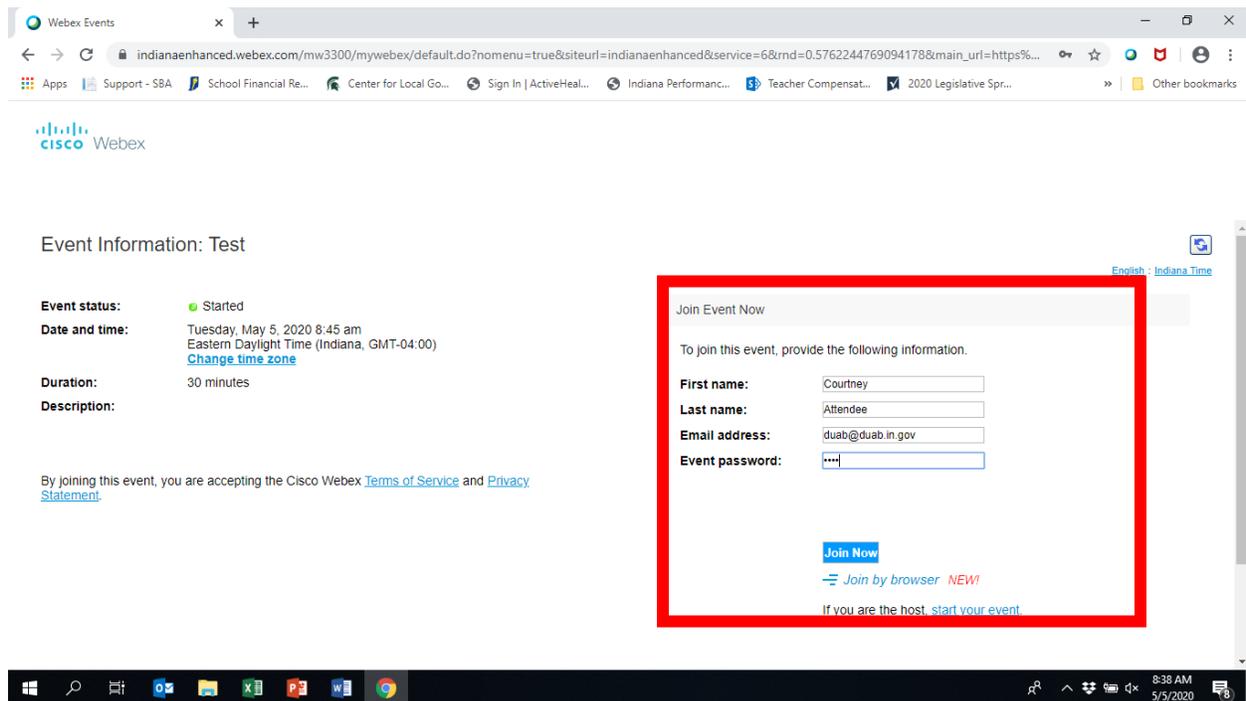
**WebEx Instructions for Attendees**  
**October 22, 2020 Meeting**  
**10:00 A.M. Eastern/9:00 A.M. Central**

**JOINING THE MEETING**

**STEP 1:** Click on the link below

<https://indianaenhanced.webex.com/indianaenhanced/onstage/g.php?MTID=e342285c9b48131db909d7dbbf77156bc>

**STEP 2:** After selecting the link, you should be taken to a screen that looks like the following:



The screenshot shows a web browser window displaying a WebEx event page. The page title is "Event Information: Test". The event status is "Started". The date and time is "Tuesday, May 5, 2020 8:45 am Eastern Daylight Time (Indiana, GMT-04:00)". The duration is "30 minutes". The description is empty. Below the event information, there is a link to "Terms of Service" and "Privacy Statement". On the right side of the page, there is a "Join Event Now" form. The form is highlighted with a red square. The form contains the following fields: "First name" (filled with "Courtney"), "Last name" (filled with "Attendee"), "Email address" (filled with "duab@duab.in.gov"), and "Event password" (filled with "DUAB"). Below the form, there is a "Join Now" button and a link to "Join by browser NEW!".

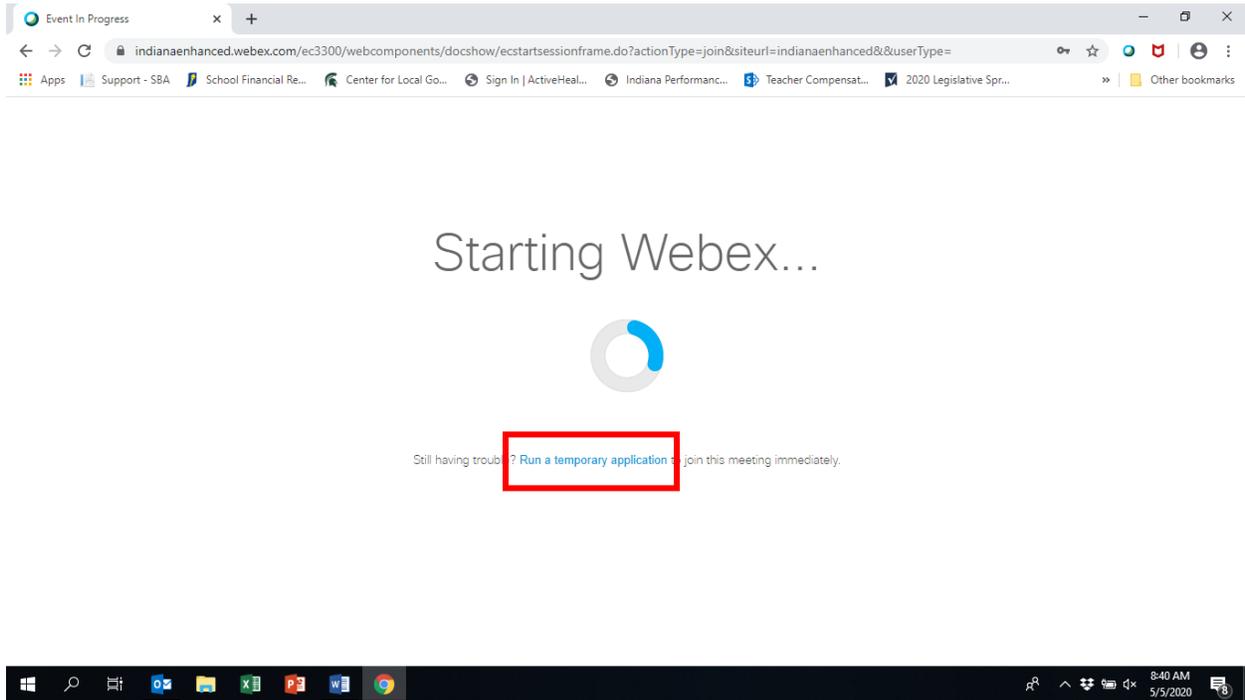
Fill out the Join Event Now information (in the red square above). You will need to enter your email address and the Attendee password (see below).

**Attendee Password: DUAB**

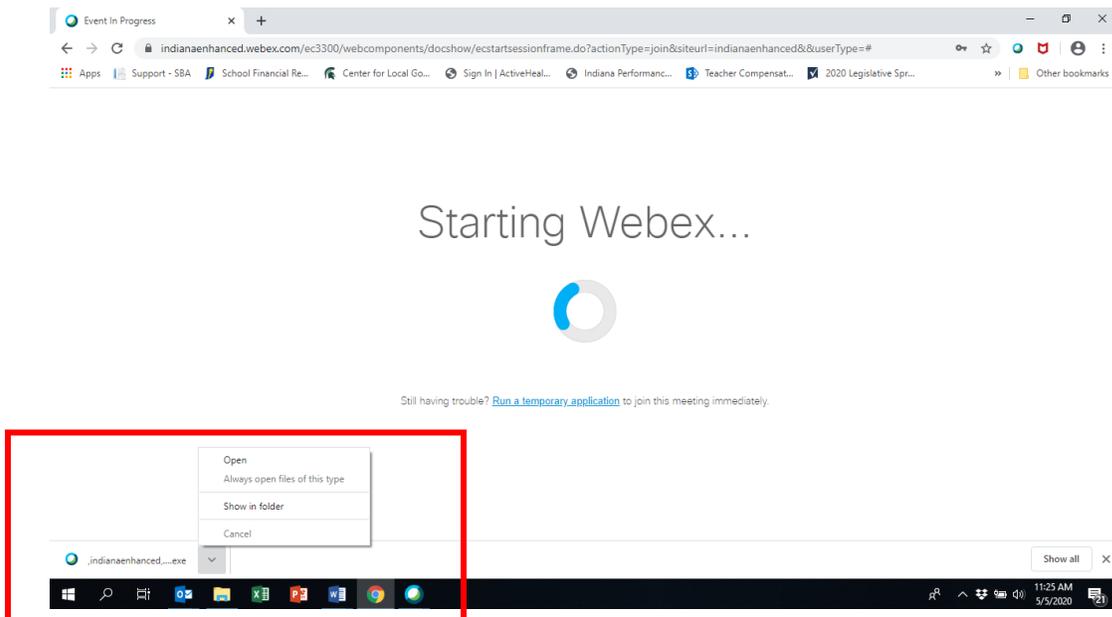
Hit Join Now.

**STEP 3:** You should be taken to a screen that looks like the below. For most people, this screen will move on to the next screen after 10-15 seconds. If it moves to the next screen, then skip to Step 4 below.

If the screen does not automatically advance, you can click the “Run a temporary application” button to advance to the meeting. If you do this, follow the steps

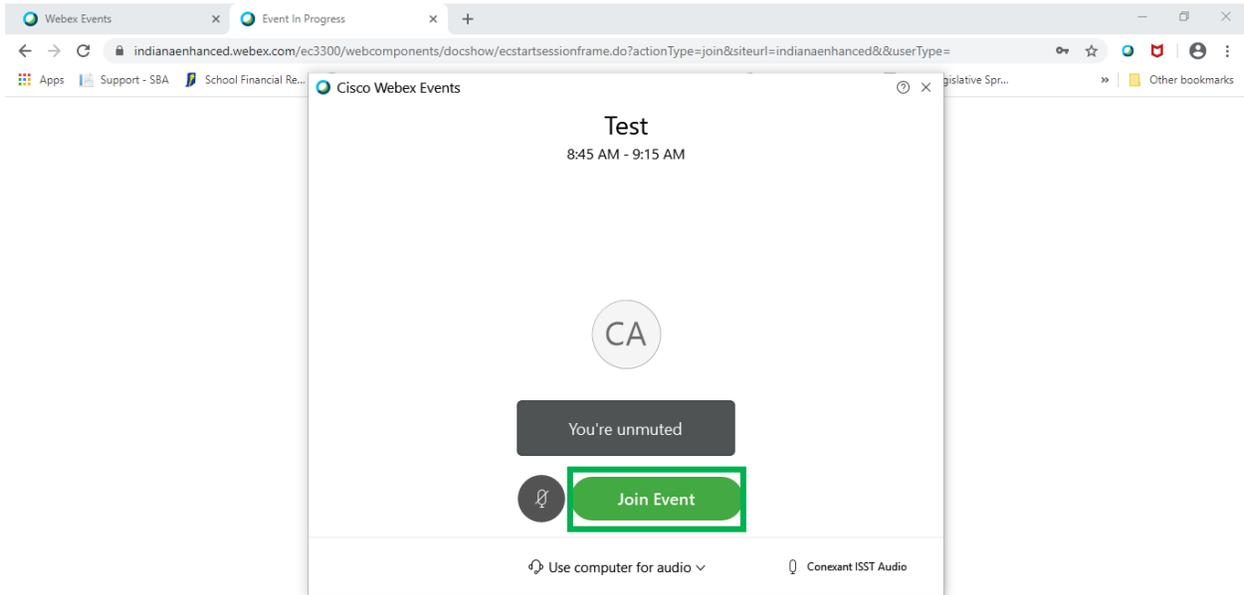


A file should show up in your download bar at the bottom of the screen. Select the arrow next to the file name and select Open.

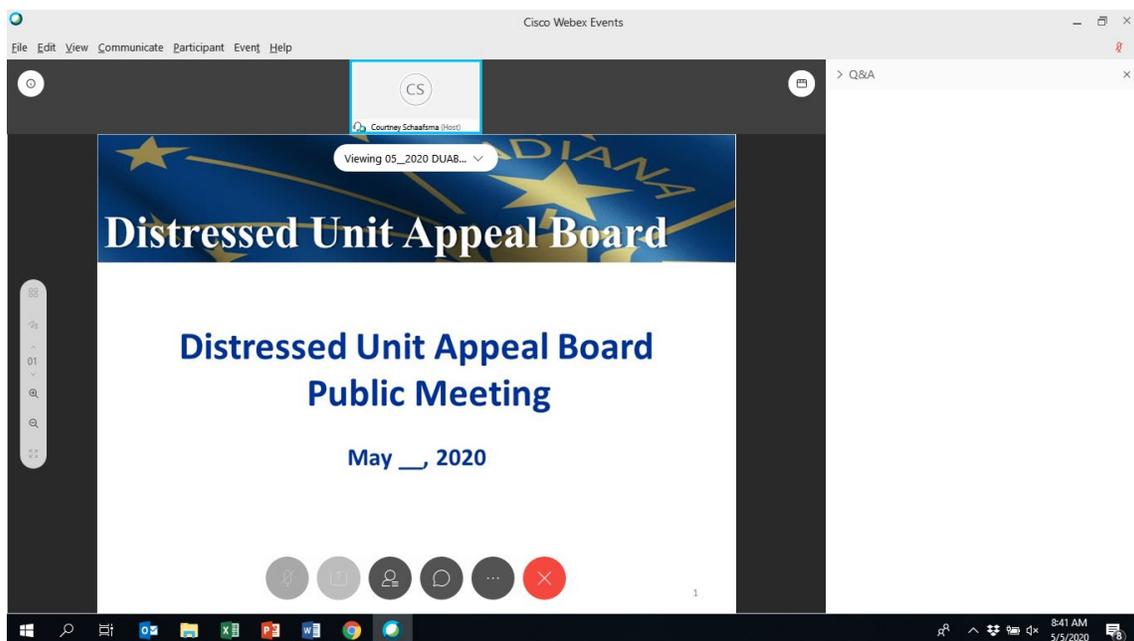


**STEP 4:** You should then see something similar to the screen below. Attendees will be muted during the meeting and will not be able to display video.

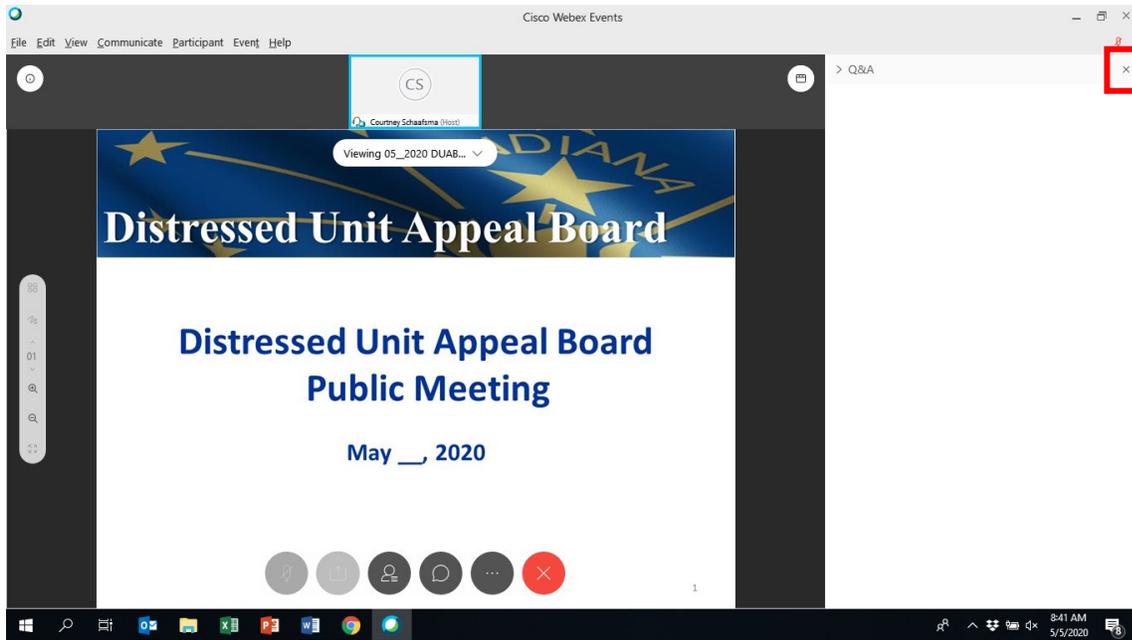
Press Join Event (in green box below).



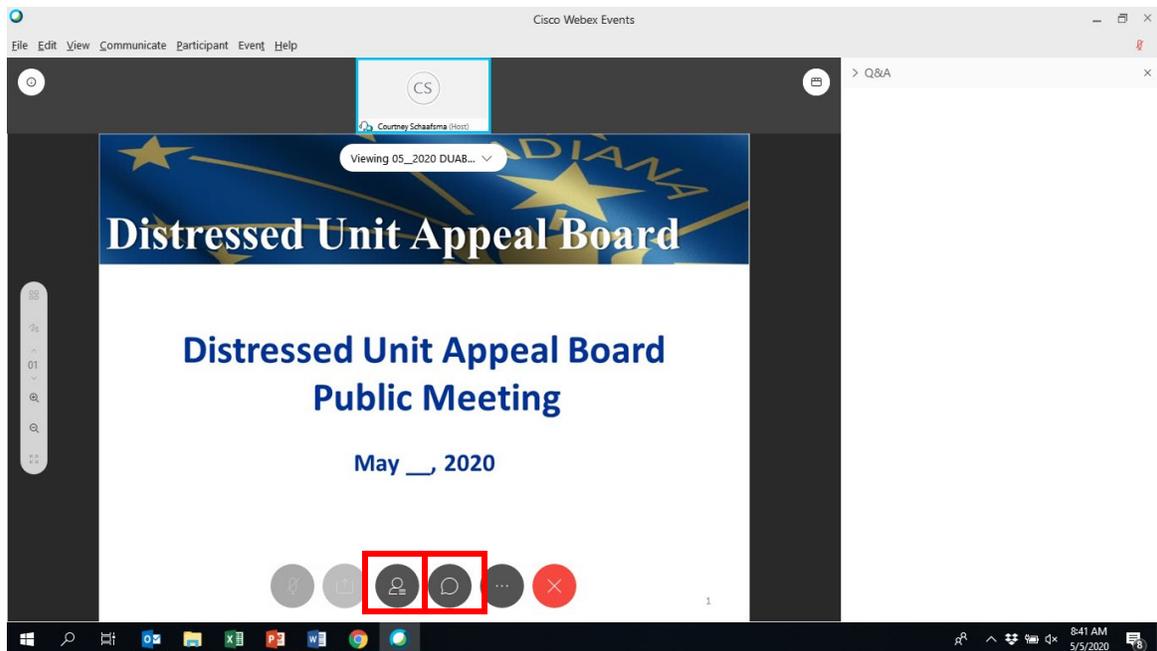
It may take a few seconds, but you should then be connected to the meeting and see a screen that looks similar to the screen below.



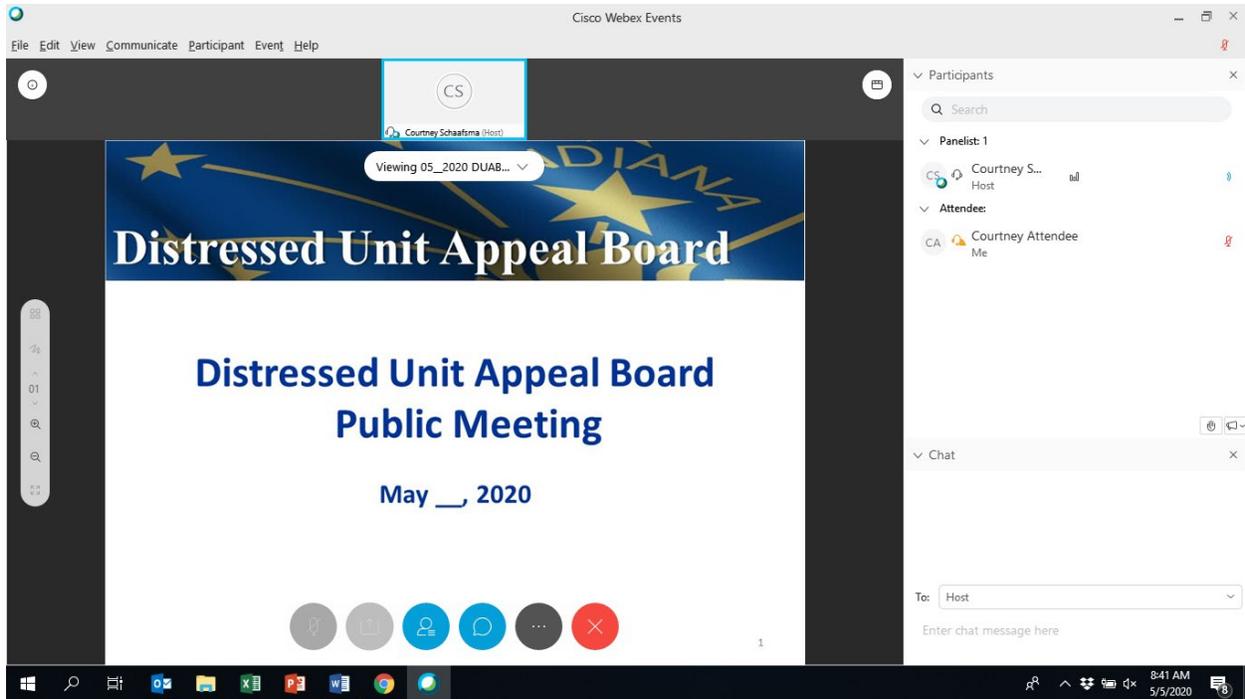
**STEP 5:** During the meeting, if any issues arise, we will use the Chat function, rather than the Q&A function. So, it is easiest to close the Q&A panel. To do so, click on the “x” next to Q&A (in red box on image below).



**STEP 6:** Now, open the participant and chat windows. To do so, drag your cursor on the screen until a bar of icons pops up towards the bottom of the screen. Select the two buttons that are in red squares below.



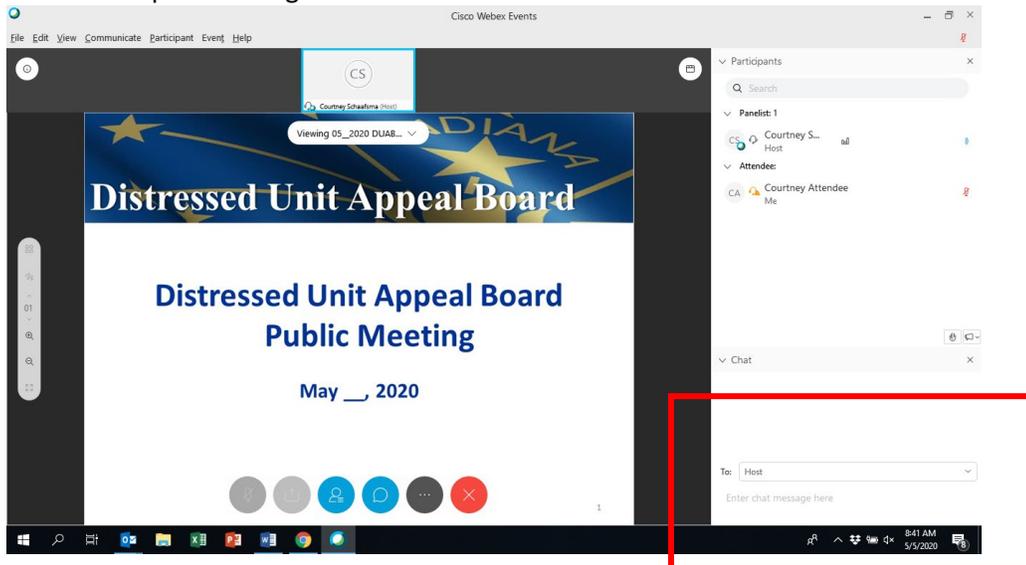
Your screen should now look like this:



**STEP 7:** Be sure your computer speakers are turned on in order to hear the panelists/presenters talking.

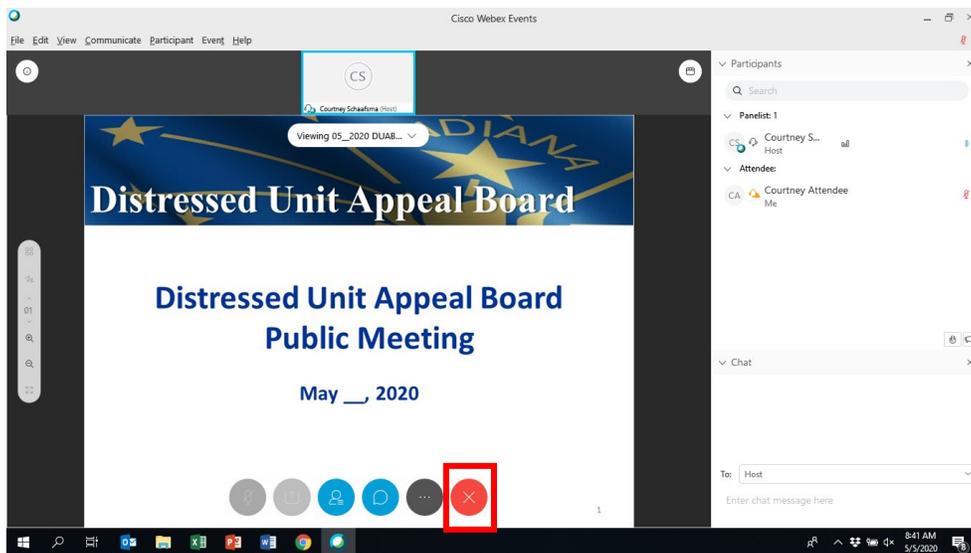
### **DURING THE MEETING**

**CHAT:** During the meeting, if you encounter any issues, you can chat with the host of the event. To do so, type your message at the bottom of the Chat panel and hit Enter. Your message will go to the host directly and she will respond through the Chat as well.



## **LEAVING THE MEETING**

To leave the meeting, select the red X towards the bottom of the screen.



After you leave, the following survey will pop up. This survey is auto-generated by WebEx. Responses to the survey will not go to DUAB. If you have comments for DUAB, please email them to [duab@duab.in.gov](mailto:duab@duab.in.gov).

Thank you for using Webex Events.

[Click Here](#) if you are interested in Webex for your company.

Please rate your event experience.

Your email

Comments

I need technical support.

Don't show this window after each event.

	Excellent	OK	Poor
Setup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>