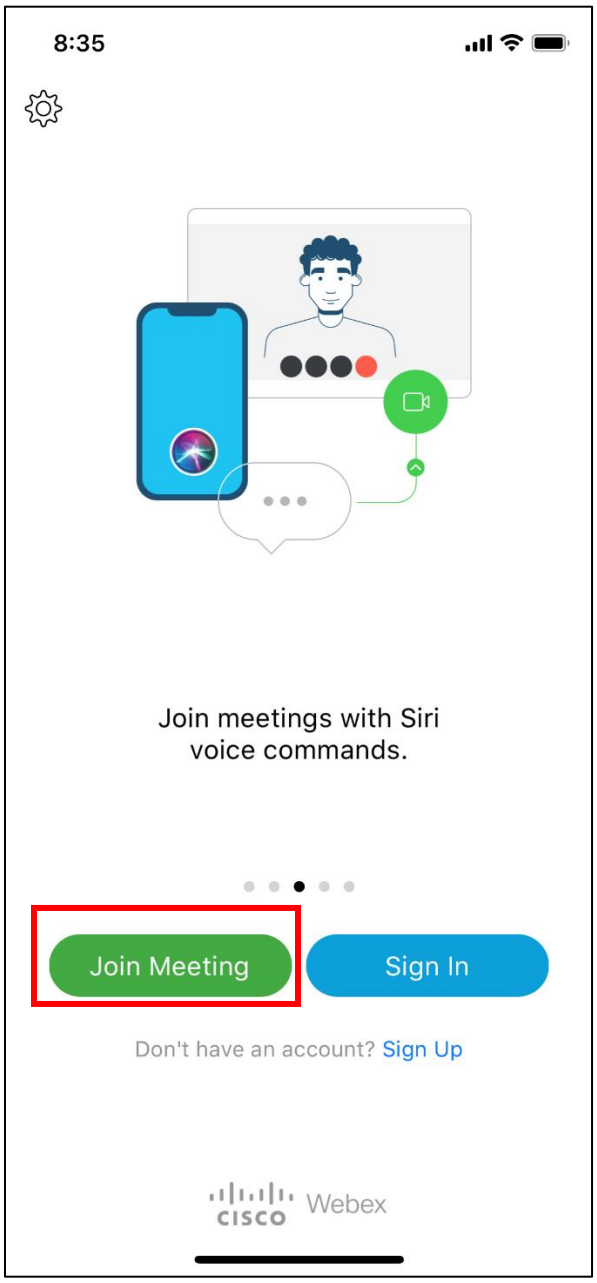
WebEx App Instructions for Attendees
October 22, 2020
10:00 A.M. Eastern/9:00 A.M. Central

WebEx has an app that is free to download through the Apple App Store and Google Play. Once downloaded, please follow the instructions below to participate in the meeting.

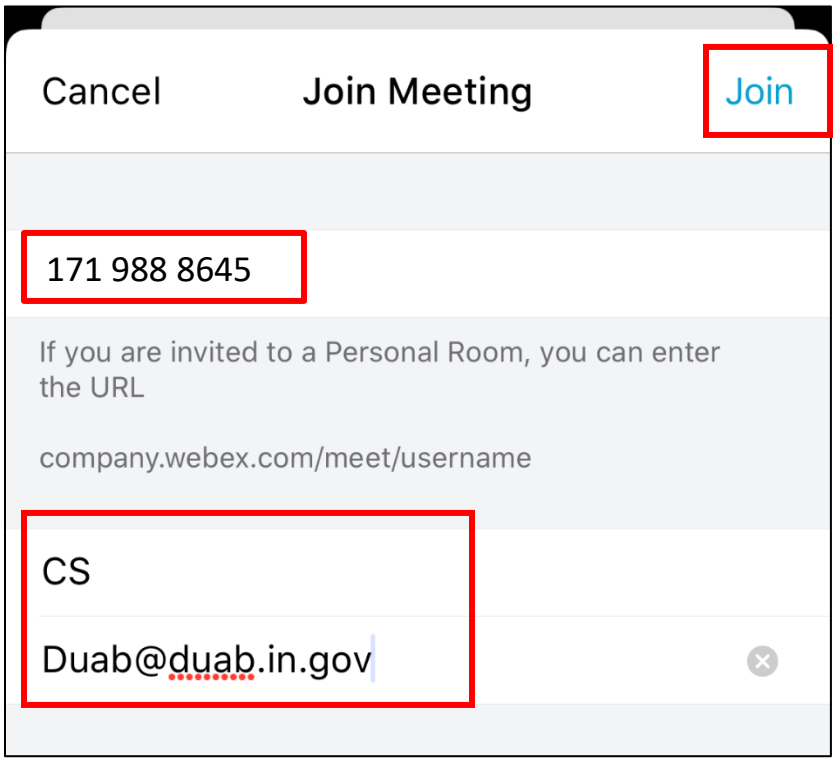
JOINING THE MEETING

To join the meeting, open the WebEx Meet App. Select Join Meeting.



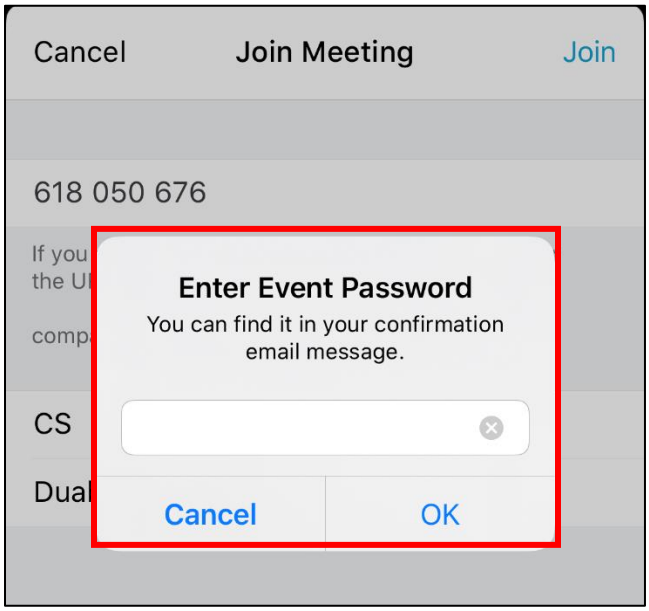
On the next screen, enter the meeting ID, your name and email address. Then select Join.

Meeting ID: 171 988 8645

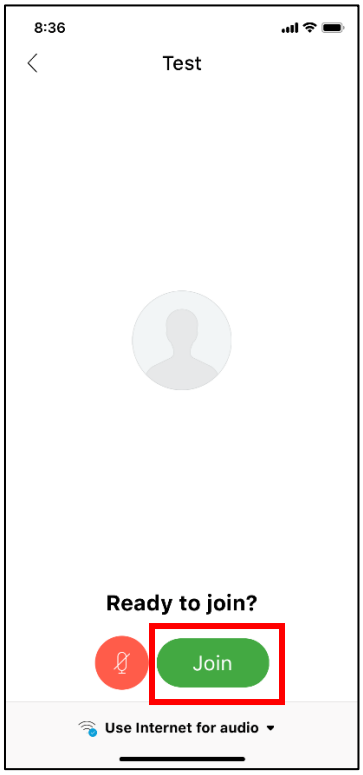


You will then be prompted to enter the event password. Hit OK.

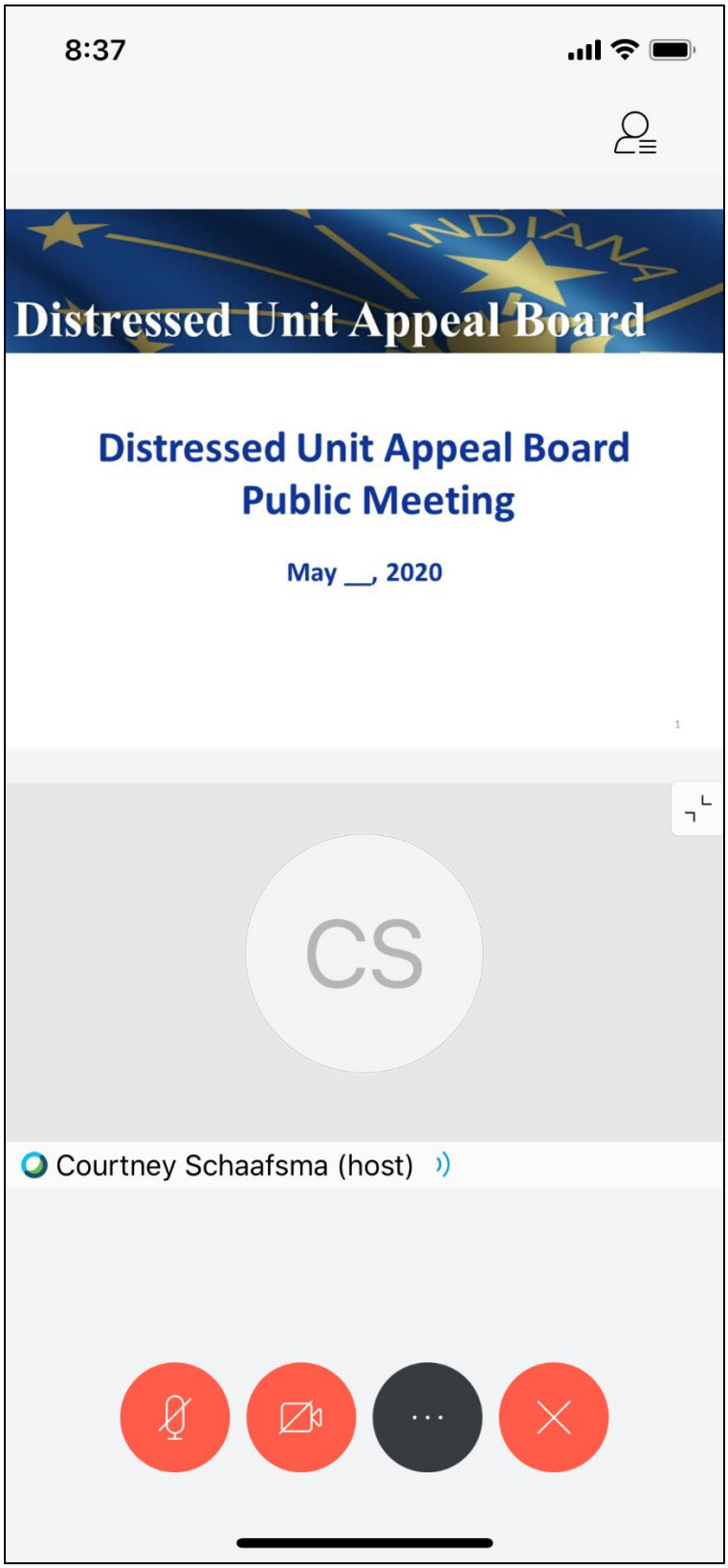
Event Password: DUAB



On the next screen, you will be asked if you are ready to join the meeting. Select Join.

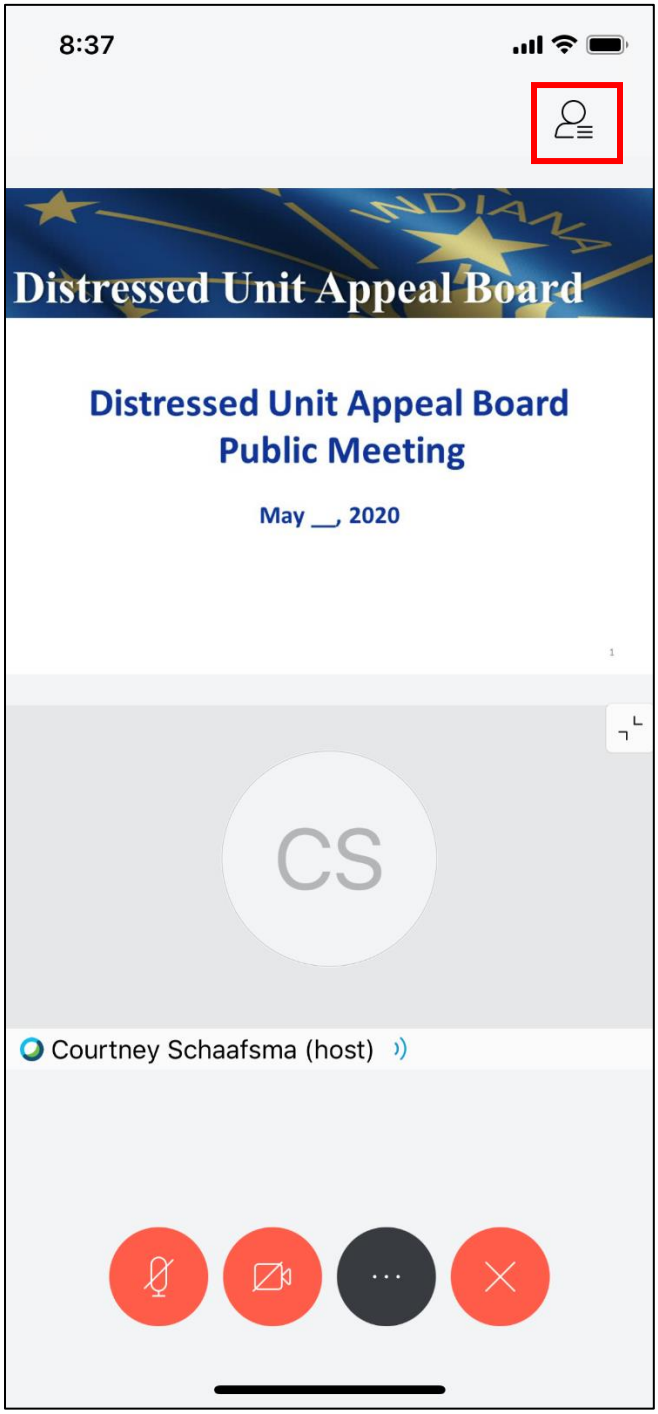


You will now be connected to the meeting and should see a screen similar to the below.

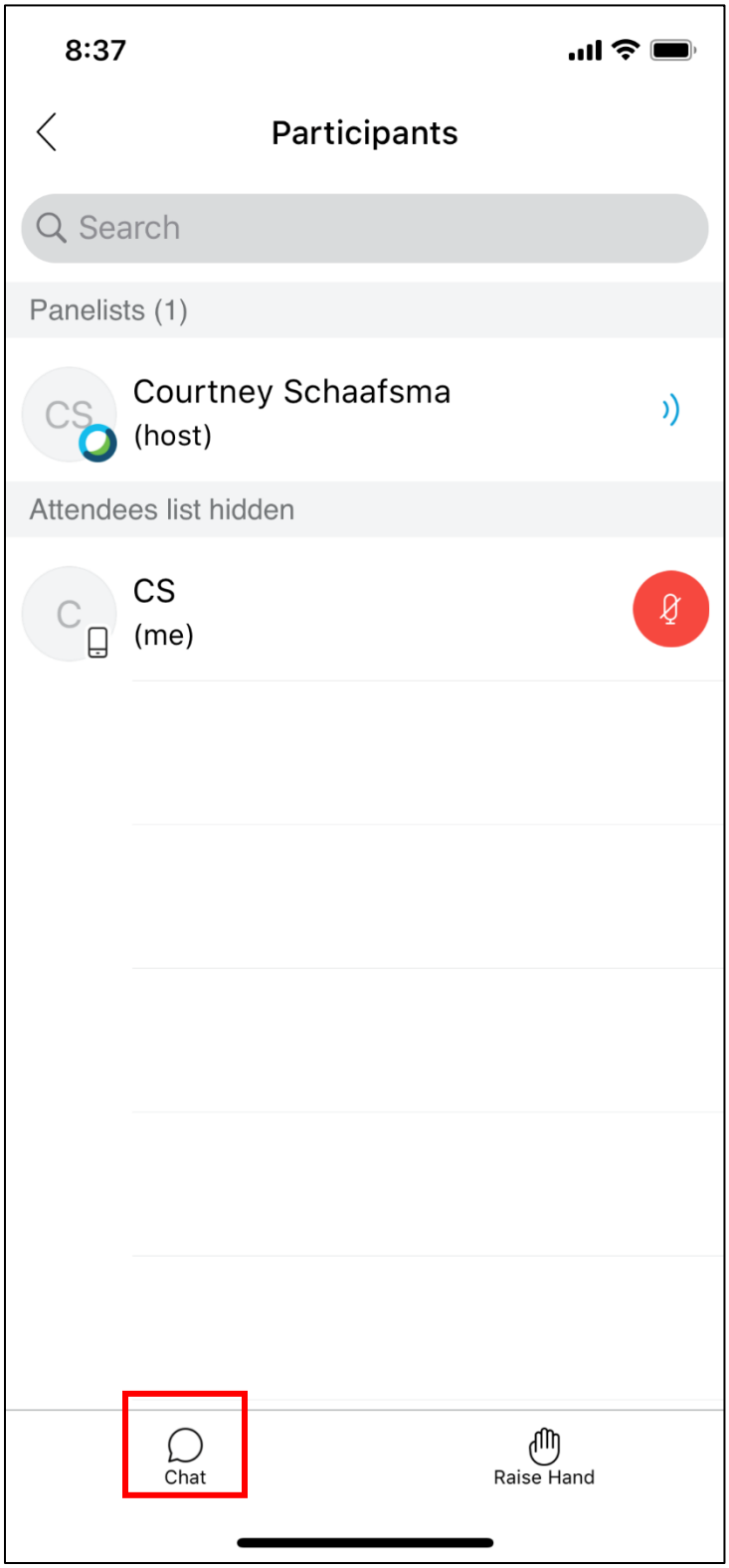


DURING THE MEETING

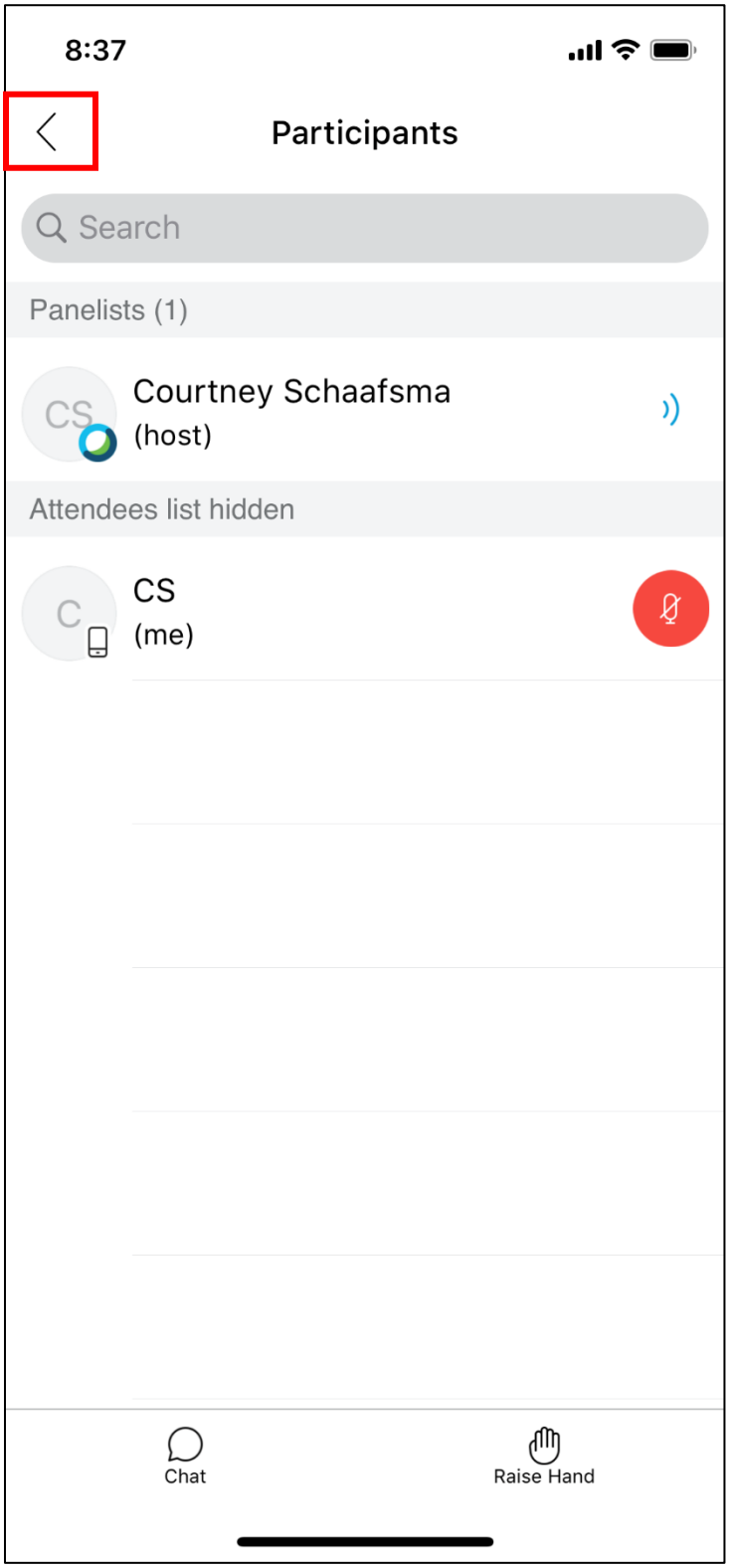
To participate during the meeting or to send a question to the meeting host, select the Participant icon at the top of the main meeting screen.

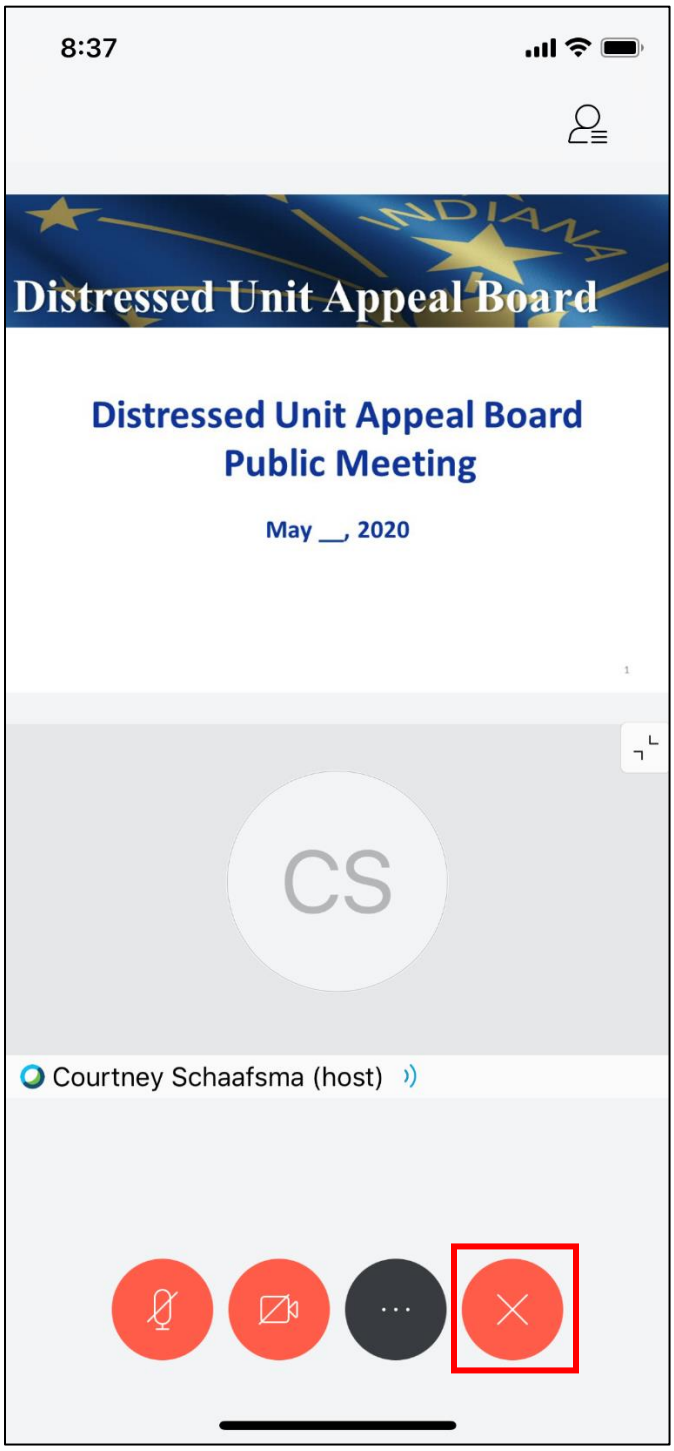


This will take you to a separate screen. On this screen, you can send a message to the Host through the Chat function (red box below).



To return to the main meeting screen from the Participant screen, select the back arrow in the upper left corner.



LEAVING THE MEETING

To leave the meeting, select the X button on the main meeting screen.