

Technical Directions for WebEx Training Access

We'll be using WebEx for our upcoming training. Here is everything you need to know about joining the online training. Please join 15-20 minutes before our appointed time to ensure that all systems are working properly for an on-time start.

IMPORTANT: Some preliminary set-up may be required depending on your computer system. *Prior* to the day of the training, please review the section "Directions for Using WebEx."

Steps for joining WebEx on the day of the training:

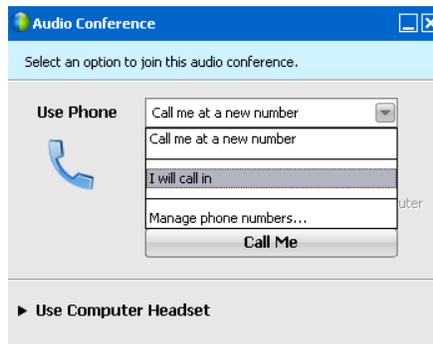
BEFORE dialing the phone, log into the training via your web browser by going to: <https://windwalker.webex.com>

Click on Training Center tab.

- 1.) When you see the calendar, click on the day of the event: **February 22, 2012**
- 2.) Then click the name of the training you wish to attend:
OIE Professional Development Grant Application
This training is scheduled to begin at 4:00pm. EST
- 3.) Enter the meeting password when prompted: **Education1** (Click OK.)
- 4.) Enter your name and email address when prompted.
- 5.) Click Join Now.
- 6.) Please wait a few minutes while a series of windows open to set up the training.
- 7.) Once this is completed, you will be presented with an Audio Conference box (below).
Follow the prompts in the box.

IMPORTANT: You *must* log into the training **BEFORE** placing the phone call.

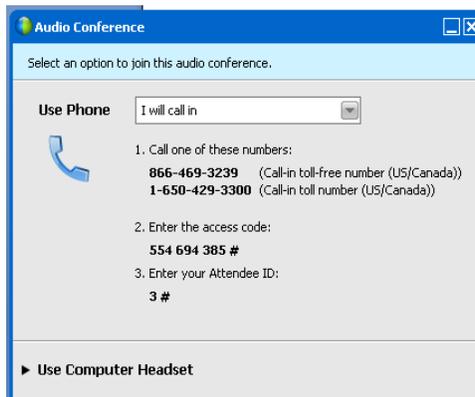
--Click the down arrow and select "I will call in."



--Dial the toll-free number **866-469-3239 (US/Canada)** or toll number **1-650-429-3300 (outside of US/Canada)**

--Enter the access code when prompted. (**#2** in the Audio Conference box.)

--Enter your Attendee ID when prompted. (**#3** in the Audio Conference box.)



You are now connected to your WebEx training! When you first enter the training, you will be "live" and in conference with all participants currently in the training. Ground rules will be shared at the training's start.

If you tested your systems and set-up for using WebEx prior to the training and then have access trouble while the training is in session, please call:

Contact Technical Support

(Available 24 hours a day, 7 days a week for Current Customers Only)

Contact: <https://support.webex.com/support/manage-ticket.html>

Phone: 1-866-229-3239 (US and Canada Toll-Free)

IMPORTANT NOTICE: WebEx includes a feature that allows audio and all documents materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Directions for Using WebEx *PRIOR* to Training Day

What is WebEx?

WebEx is a type of webcasting that supports on-demand collaboration, online meetings, web conferencing and video conferencing applications.

What technology does WebEx require?

WebEx requires simultaneous access to a computer with internet connection, a web browser (Safari browser recommended if using a Macintosh computer), AND telephone.

Will your computer and internet system work with WebEx?

- If the computer you will be using has been used to participate in a WebEx conference before, simply follow "Steps for joining your WebEx training" above. Otherwise, please read on.

- WebEx will automatically setup Meeting Manager the first time you join a training, but you need to allow five to 10 minutes for this.

<http://developers.webex.com/api/jointest/index.php>

System requirements:

<http://support.webex.com/support/system-requirements.html>

- To test if your system is compatible, please review the online test at the following link prior to the training: <http://developers.webex.com/api/jointest/index.php>

- Macintosh users are recommended to use the Safari web browser, and may also need to download and install the Meeting Manager software (if it does not automatically install when you test your system as instructed above). You can find the Meeting Manager installer at:

http://support.webex.com/support/downloads.html?_nfpb=true&_pageLabel=DownloadsHome

- If you have not used WebEx before and would like to familiarize yourself with how it works, please visit <http://www.webex.com> and click on the "live demo" link. Here you can view the online demo prior to the meeting, and your system will be configured to allow you to participate in our scheduled training.