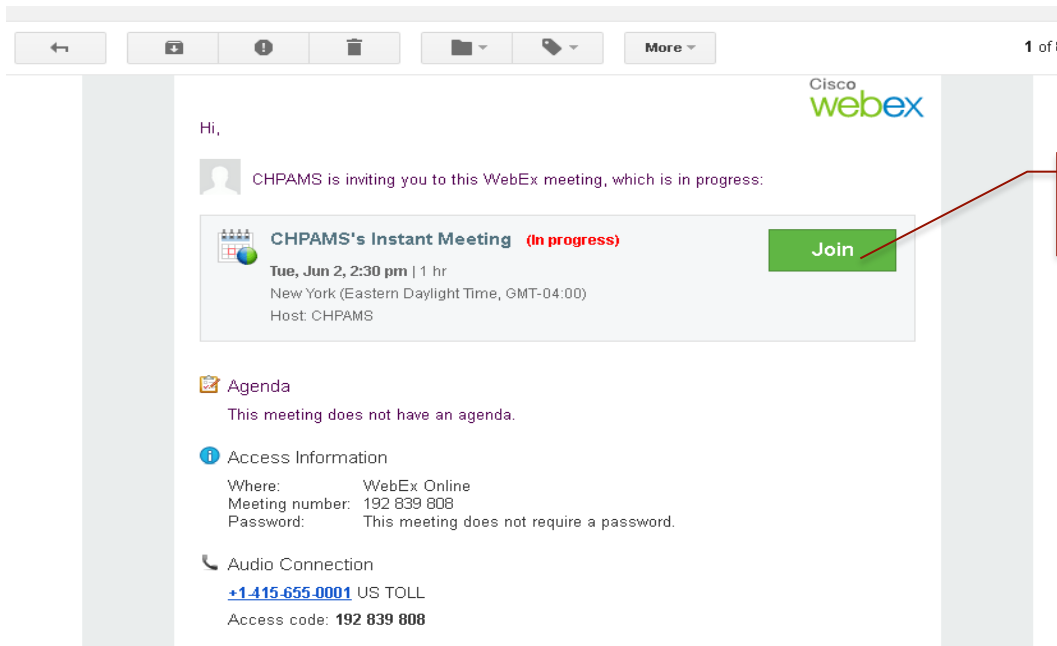


Join Jump-start Your Career: A WebEx Tutorial

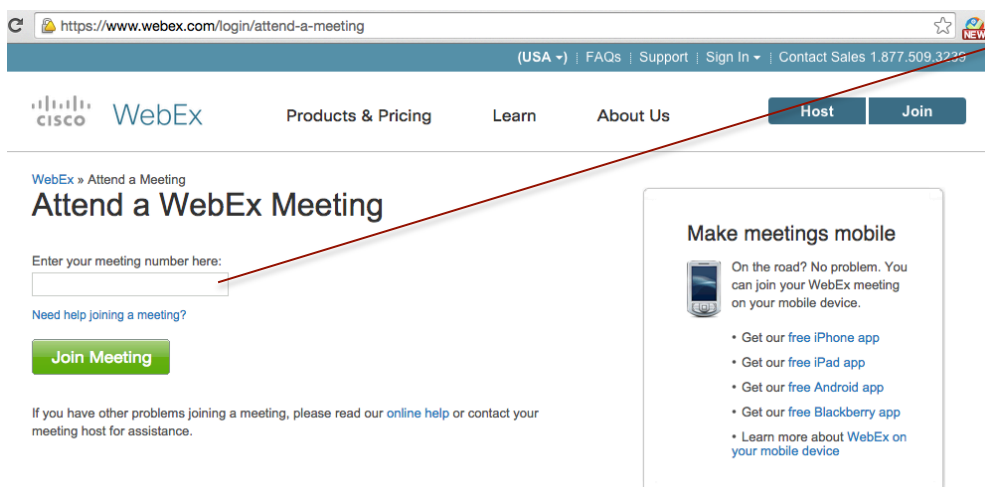
Join + Connect to Audio + Ask a Question

1. Join WebEx

- (1) Click the **Join** button in the WebEx meeting invitation **email** from CHPAMS. Or you can join the meeting through <https://www.webex.com/login/attend-a-meeting> by entering the 9-digit **Meeting Number**.



Click the button in the invitation email to join

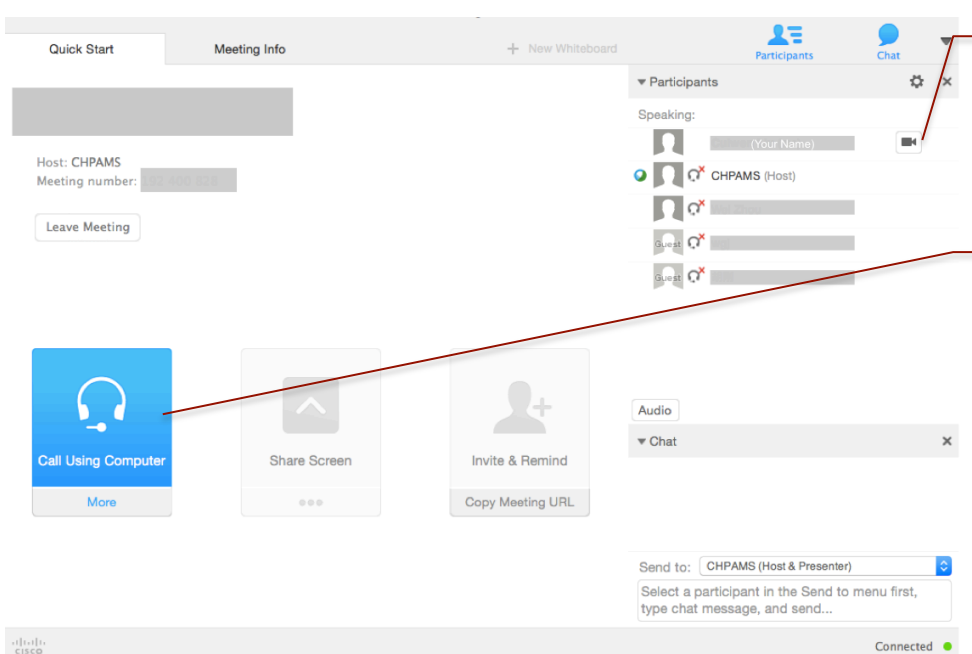


Or enter the 9-digit meeting number and click **Join Meeting** ([Link](#))

- (2) Please wait while WebEx is preparing your meeting. It usually takes only 5 to 10 seconds.
- (3) **[New User Registration]** Type in your name and email address if WebEx asks you to do that.
- (4) **[New User/Device Installation]** If you have not installed WebEx in your computer, the meeting system will ask you to install a WebEx Add-on at this moment. Follow WebEx's instructions to **Install**.

2. Connect to Audio

- (1) If you are not the presenter, please connect to the meeting with **Audio** and ignore the video connection reminder.
- (2) After you get to the meeting page, you need to **connect to audio** before you can hear or be heard. There are two ways to connect to audio: call in with a phone or call using computer. *Scroll down to see the sample on the next page.*
- (3) Click the thumbnail on the left of the meeting page to select the way to connect. Or you may go to menu **Audio**, click **Audio Connection**, select the alternative approach.

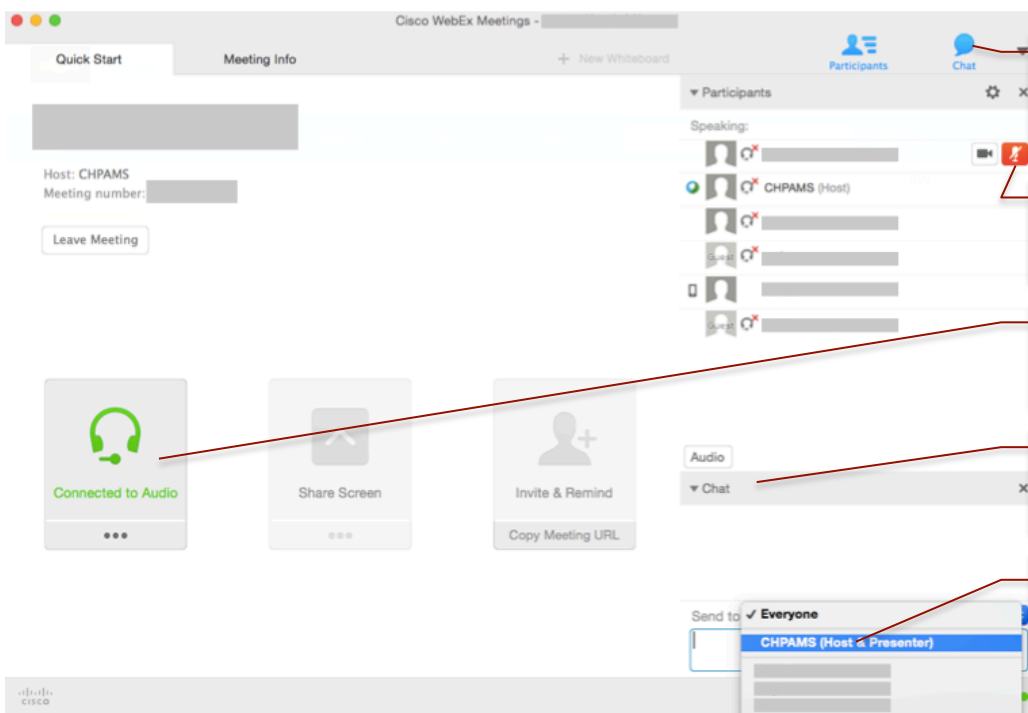


Video connection is **ONLY** recommended for presenters/hosts

Click to connect to audio using computer or click the **More** button to call in via phone

3. Ask a Question

- (1) There will be a 10-minute Q&A section after each presentation. You may save your questions to the Q & A section. Make sure your microphone is unmute when speaking (also check the microphone key on your keyboard).
- (2) To ask a question during a presentation, you may use the **Chat** function to text the **Host**. Click the **Chat** icon in the upper right corner of the meeting page to display the Chat menu and select the Host (recommended) from the **Send to** drop-down list before you type in and send your question.



Click to display/hide the Chat menu

Click to mute/unmute your microphone

Make sure the audio connection is on

Click to expand/contract the Chat dialog field

Select the **Host** as the receiver of your questions