

WEBEX INSTRUCTIONS

Please read through these instructions as soon as possible. If you have questions, feel free to contact Sherrie Shaw at 1-800-432-0770.

“What is a WebEx?” The term "WebEx" is used sometimes as a substitute for "web conferencing" such as "We'll WebEx on Thursday morning for our weekly meeting." It is also called a “webinar”—think seminar on the web. A WebEx combines a teleconference with the internet to allow better explanation of the subject being presented. While the participant will still listen to the presenter over the phone, the presentation will be done over the internet via your computer. You will be able to view the slides while listening to the presenter.

“What if I don’t have access to the internet?” For homes without computer access to the internet, the WebEx will function like a regular teleconference. Simply dial into the phone number provided and follow along with the speaker using the handouts provided.

The day of the event:

Please join us at least 10 minutes prior to the presentation.

Attendee Instructions:

- 1) Direct your web browser to <http://IDTConnect.com>.
- 2) On the lower right-hand side of your screen locate “Join Conference” and click on it.
- 3) Fill in the information requested under the “Participant Login” screen. The ID for this conference can be found on the WebEx Flier.
- 4) Click **Log In** at the bottom after filling in your email address.
- 5) Dial in to the teleconference with the number on the WebEx Flier.

Please remember to mute your phone to help cut down on background noise. However, please, do not put it on hold or everyone will hear your hold music.