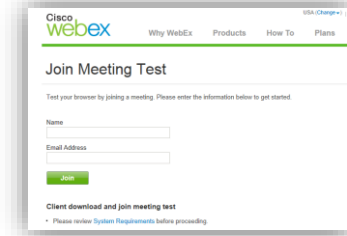


Instructions for Joining a Meeting via WebEx

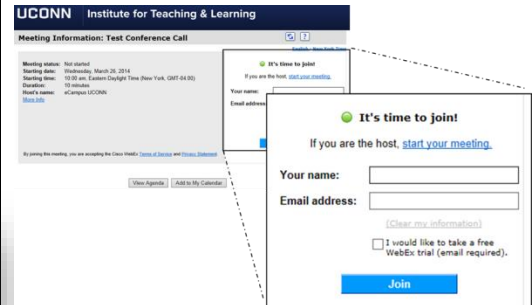
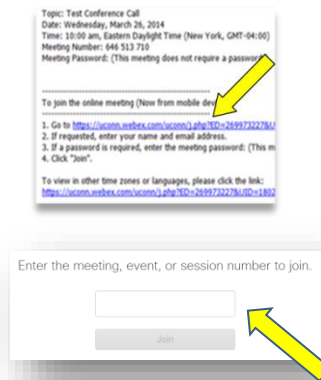
Prior to your WebEx Meeting:

1. Join a "meeting test" to test your browser by going to www.webex.com/test-meeting.html?t=ppuUS.
2. While you do not have to provide your correct information, you do have to enter something in the Name and Email fields and choose **Join**.
3. Select **Install** or **Allow** on the message bar at the bottom of the window.



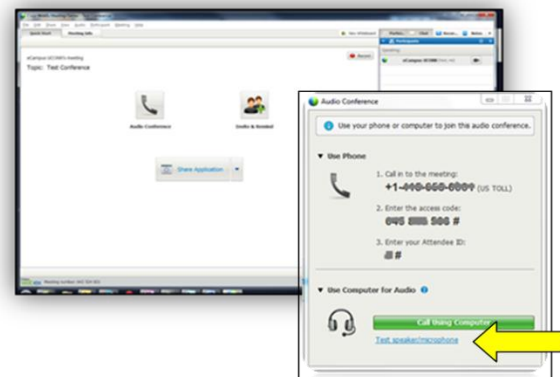
Joining Your Meeting

1. Open the meeting link on the email that was sent to you **OR** go to uconn.webex.com and copy/paste the Meeting Number you were provided, and click Join.
2. In the appropriate boxes, enter your **first and last name** and your **email address**, and click Join.
3. You may also have to provide a password if the meeting was set up with one.

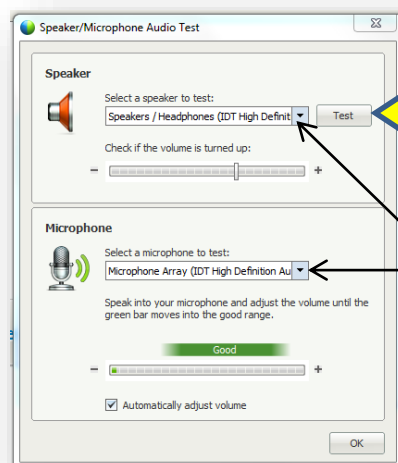


5. When the WebEx conference screen opens, the **Audio Conference** popup offers the choice of **"Use Phone"** (not a Toll-free call) or **"Use Computer for Audio."**

6. If you want to use your computer for audio, first select **"Test speaker/microphone"** and complete step 7.



7. In the **Test speaker/microphone** audio popup, test that you can hear through your speakers or headset. Then speak into the microphone of your computer or headset to determine that it is working.
- If either speakers or microphone do not work, use the speaker or microphone "Select..." pull-down menu to choose another output or input device. If neither works, you may want to join by phone, following the call-in directions.



Test that you can hear the audio

To choose a different audio device, select the speaker or microphone pull-down menus.