

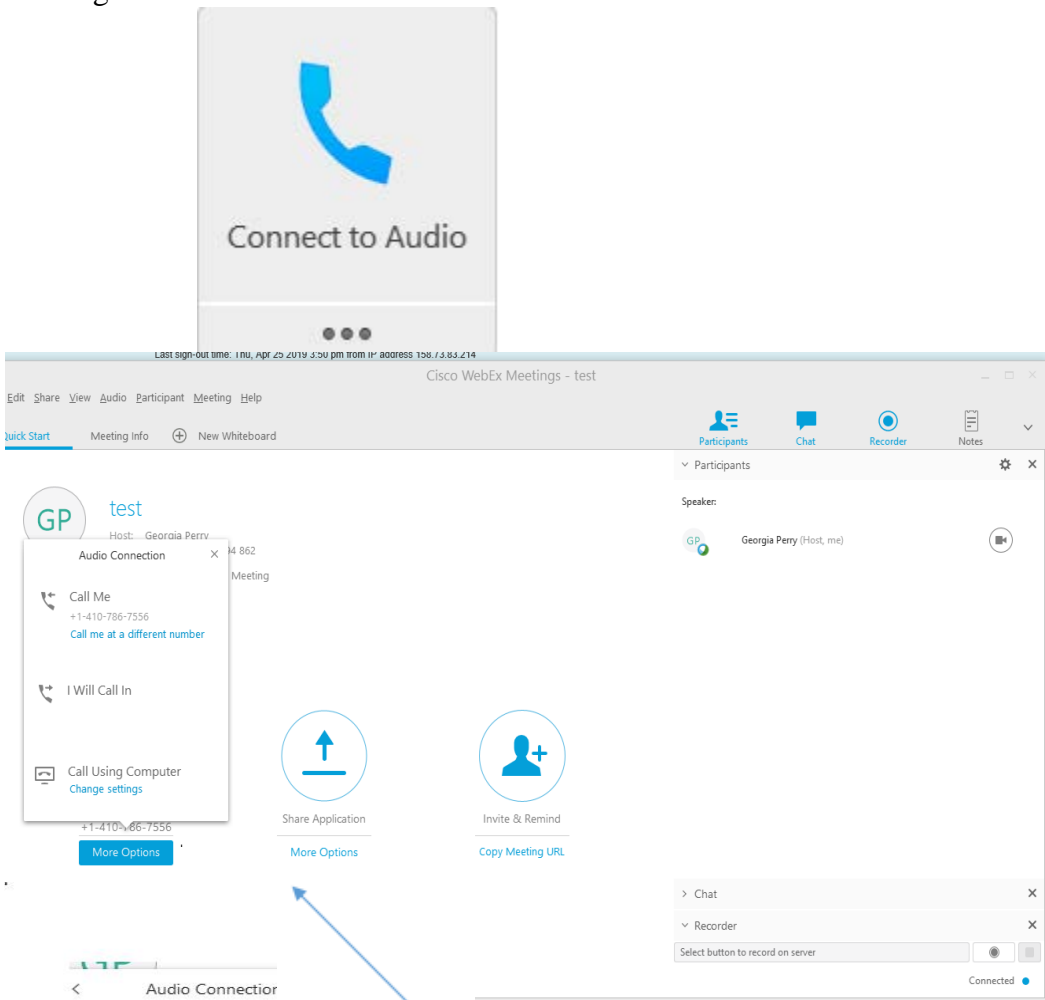
## PRO TIP 7 – Entering a WebEx Conference

### Recommended Method to Enter a Conference:

To join the web-based portion of a WebEx conference, as well as connect to the audio portion of the conference, users should follow the procedures below:

NOTE: Prior to following the procedures below, **do not** dial into the conference via your desk phone/mobile device

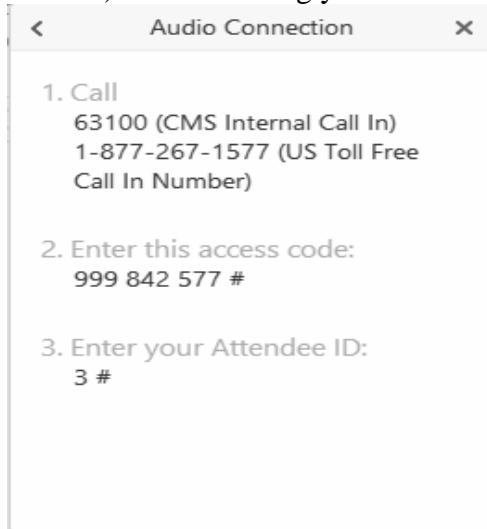
- Open up the meetings web link in the e-mail invite, similar to the one pictured here:  
To join this meeting online  
1. Go to <https://meetings.cms.gov/orion/joinmeeting.do?MeetingKey=993805247>
- Navigate to the “Connect to Audio” icon and select it



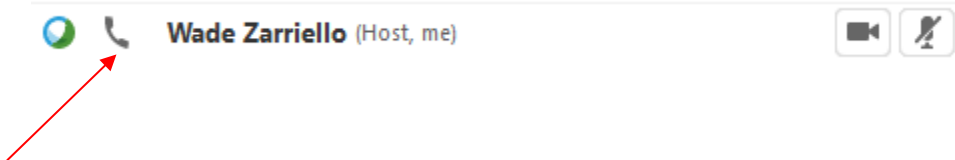
The screenshot displays the Cisco WebEx Meetings interface. At the top, a large button labeled "Connect to Audio" with a blue telephone handset icon is visible. Below it, the main meeting window shows a toolbar with "Participants", "Chat", "Recorder", and "Notes" icons. The "Participants" list shows the host, Georgia Perry. A "More Options" menu is open, showing "Call Me", "I Will Call In", and "Call Using Computer". A blue arrow points from the "Call Me" option to a detailed "Audio Connector" dialog box. This dialog box includes a "Call Me" button, a "Call me at a different number" link, and checkboxes for "Join the teleconference without pressing '1'" and "Remember phone number on this computer".

If selecting "Call Me" - You will have option to be called at a different number.

- If selecting “I Will Call In” follow the steps outlined (be sure to use the TOLL-FREE number) while ensuring you also use your “Attendee ID”



- After following these procedures, your audio will be synchronized with your web based attendance as shown below:



Shows you have correctly connected to the audio feed and your attendance is synchronized

For additional Training and Tips on how to use WebEx please visit: <http://intranet.cms.gov/Component/OIS/Desktop-Voice-and-Video/support/webex/index1.html>