

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:

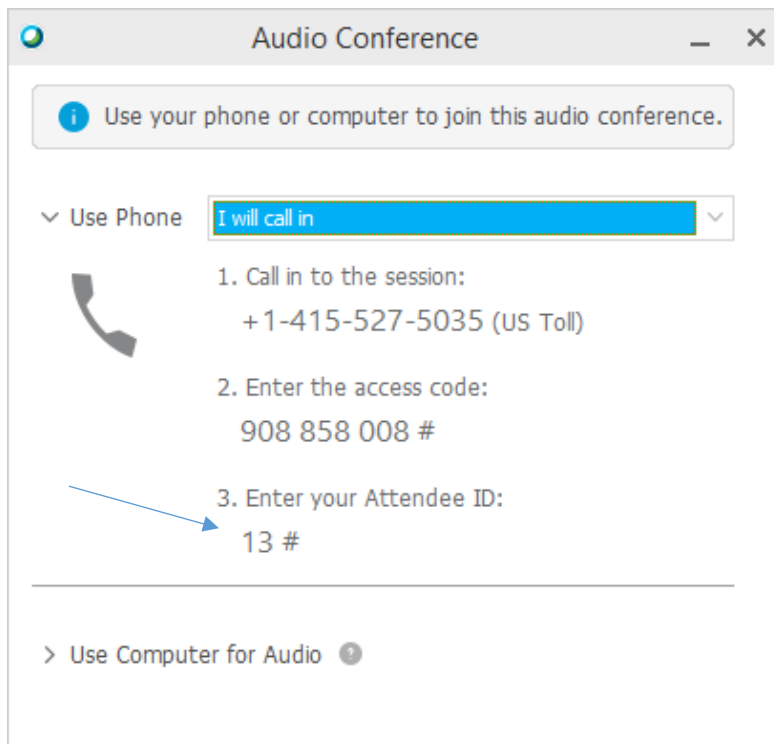
NOTE: Prior to following the procedures below, **do not** dial into the conference via your desk phone/mobile device

- 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>

Option 1:



The screenshot shows a web browser window titled "Audio Conference". Inside, there is a message: "Use your phone or computer to join this audio conference." Below this, there is a section for "Use Phone" with a dropdown menu set to "I will call in". To the left of the steps is a telephone handset icon. The steps are:

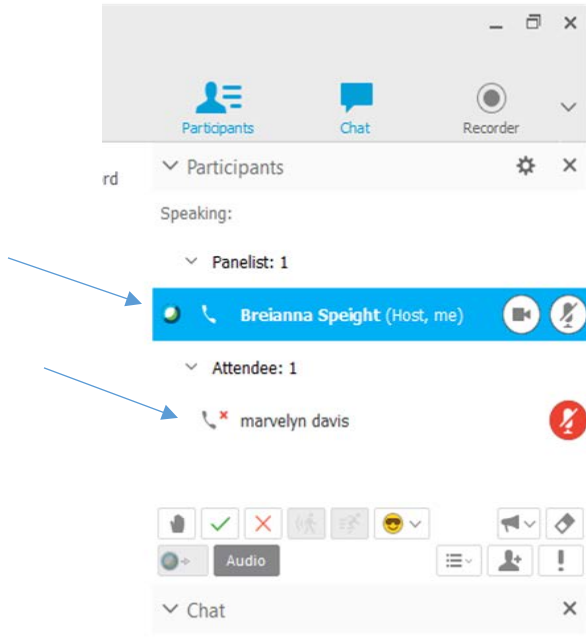
1. Call in to the session:
+1-415-527-5035 (US Toll)
2. Enter the access code:
908 858 008 #
3. Enter your Attendee ID:
13 #

A blue arrow points from the text "Attendee ID" in the instructions to the number "13" in the input field for step 3. At the bottom, there is a link: "> Use Computer for Audio".

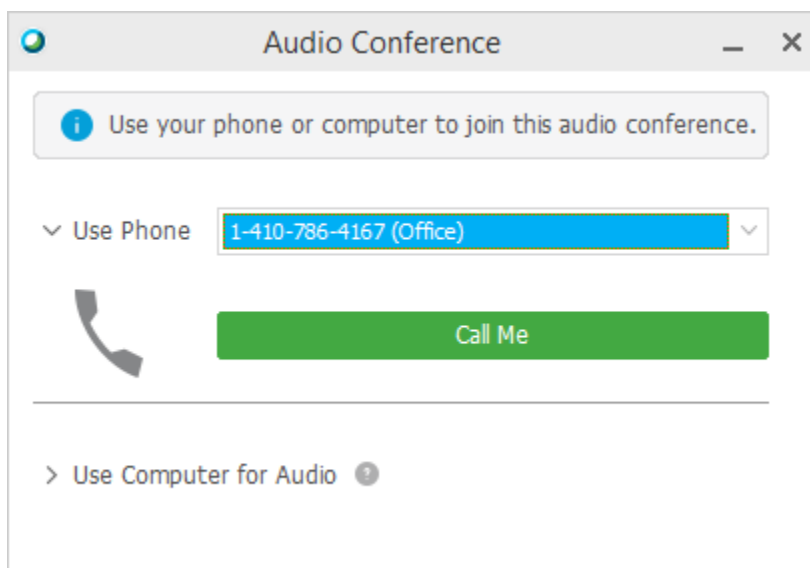
If selecting "I Will Call In" follow the steps outlined (be sure to use the TOLL-FREE number) while ensuring you also use your **"Attendee ID"**

- 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



Option 2:



NOTE: If calling in via "Call Using Computer," you will automatically be connected and your participation is synchronized

