

## Joining a WebEx Session



1). Refer to the WebEx email from your Professor, with instructions on how to access the session. It will only be sent to your CSP “Google apps” email account.

**From:** messenger@webex.com [mailto:messenger@webex.com]  
**Sent:** Wednesday, October 29, 2014 2:16 PM  
**To:** lmartin@csp.edu  
**Subject:** Invitation to training session: LEAH

Hello Leah,

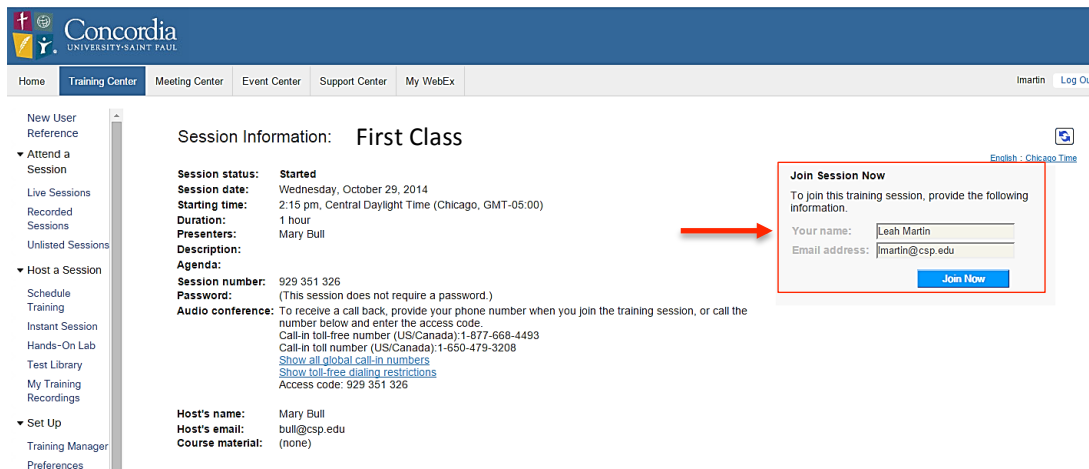
Mary Bull invites you to participate as an attendee in the following online training session:

**Topic:** First Class  
**Host:** Mary Bull  
**Date:** Wednesday, October 29, 2014  
**Time:** 2:15 pm, Central Daylight Time (Chicago, GMT-05:00)  
**Session number:** 929 351 326  
**Session password:** This session does not require a password.

To join the training session

1. Go to <https://csp.webex.com/csp/k2/fj.php?MTID=tcf4b15276dd602e45b487331a2fb1947>
2. Enter your name and email address.
3. Enter the session password: This session does not require a password.
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

2). Enter in your name and email address to “Join Now”



The screenshot shows the WebEx interface for a session titled "First Class". The session information includes:

- Session status:** Started
- Session date:** Wednesday, October 29, 2014
- Starting time:** 2:15 pm, Central Daylight Time (Chicago, GMT-05:00)
- Duration:** 1 hour
- Presenters:** Mary Bull
- Description:** (empty)
- Agenda:** (empty)
- Session number:** 929 351 326
- Password:** (This session does not require a password.)
- Audio conference:** To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code.
  - Call-in toll-free number (US/Canada): 1-877-668-4493
  - Call-in toll number (US/Canada): 1-630-479-3208
  - [Show all global call-in numbers](#)
  - [Show toll-free dialing restrictions](#)
  - Access code: 929 351 326
- Host's name:** Mary Bull
- Host's email:** bull@csp.edu
- Course material:** (none)

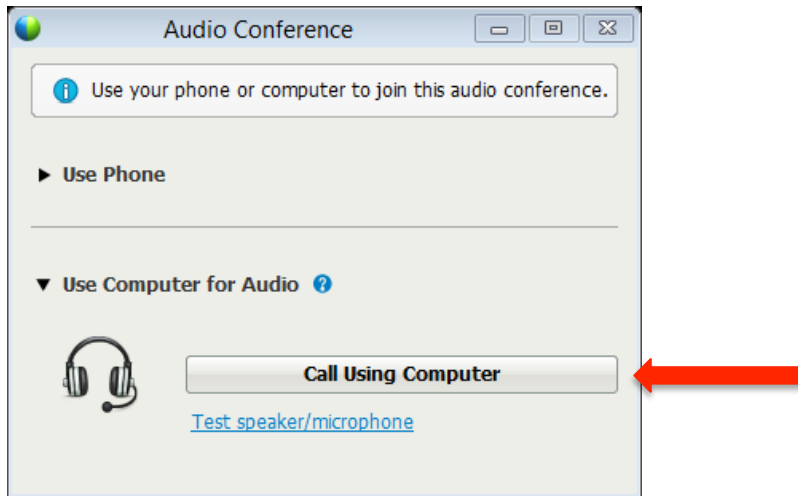
On the right side of the interface, there is a "Join Session Now" form. A red arrow points to this form. The form contains the following fields:

- Your name: Leah Martin
- Email address: lmartin@csp.edu
- A blue "Join Now" button.

At the top right of the interface, there is a language selection dropdown set to "English - Chicago Time" and a "Log Out" link.

Responsive. Relevant. Real.

3). When prompted, please click the “Call Using Computer” button.



4). If your name shows up under the “Participants” list on the right-hand side, you are successfully logged in and ready to begin.

