# Tips for Connecting to WebEx and Options for Audio

General tip: Some people report better experiences using Google Chrome than other browsers

1. Upon registering for the meeting, you will receive a meeting invite via email.

2. When you navigate to join the meeting, using the link from your email, you will be taken to the following screen:

- Enter your name as you want it to appear to the other participants
- Enter your email address
- Click the green 'Join' button. This should launch the WebEx

3. Upon launching the WebEx, this is how the user interface will appear:
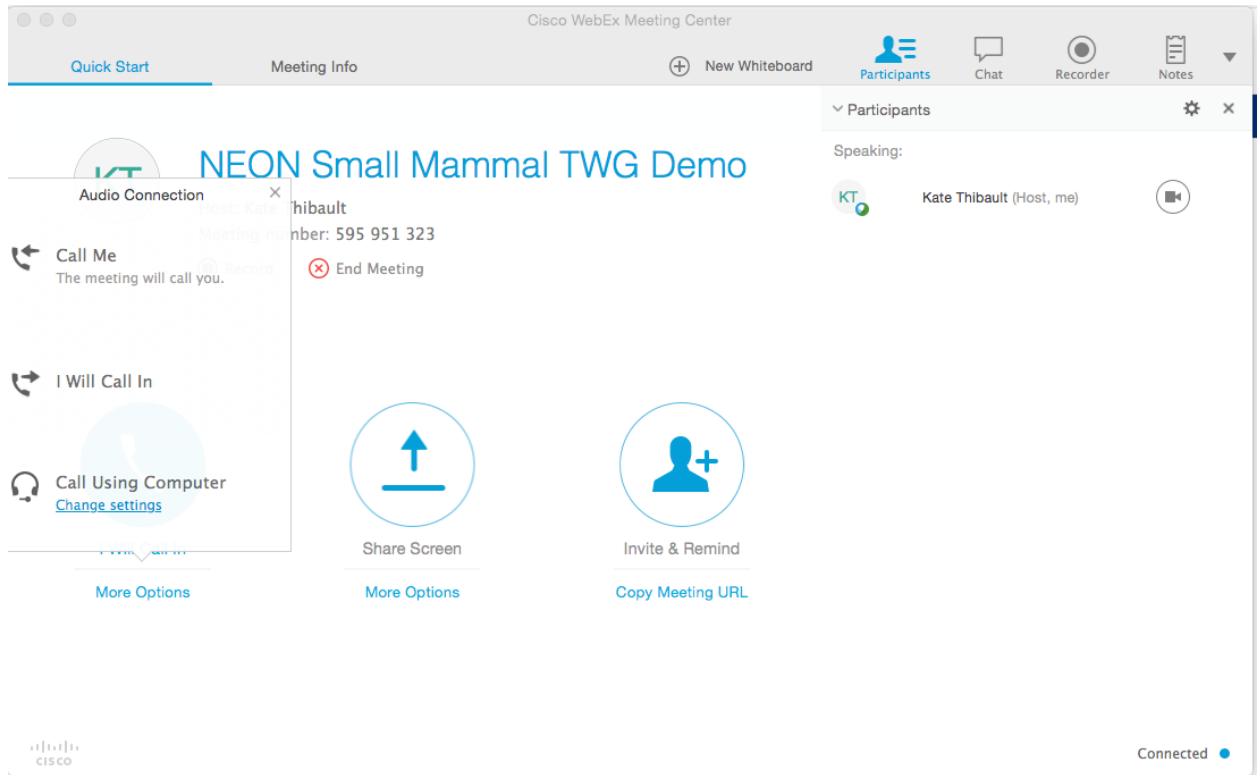
4. In the Quick Start tab, under Audio Options, we recommend you select either the 'Call Me' or 'I Will Call In' option, unless you have previous experience with 'Call Using Computer.' We have found that computers can sometimes generate unpleasant echos or feedback, and some have trouble connecting at all.
    *   That said, any of these three options should work, try all three if having trouble.

5. If you select 'Call Me', the system will ask for your phone number. Enter it, then answer the call and select 1 to join. You will now be able to see the slides and the chat on your screen but speaking and listening will go through the phone.

6. If you select 'I Will Call In', the phone number and conference code are displayed. First, call either of the numbers displayed.
    *   You will then be prompted to enter the conference code, following by the pound sign.
    *   Once you are in the meeting, you should enter the Attendee ID displayed, so that your name on the right will appear with a phone symbol next to it. *Please note that you will not be prompted for this but should do it anyway. Include the leading and ending pound signs.*
    *   You will now be able to see the slides and the chat on your screen but speaking and listening will go through the phone.

7. Enjoy the WebEx.