WebEx events are virtual presentations that you can attend at your desk. To successfully log into a WebEx event, you must sign in on your computer using a link provided to you, and call into the number provided. This guide will walk you through logging onto a WebEx event.

1. Click on the link provided to you.
2. If Cisco WebEx Meetings is not installed on your PC, you will see the image below. If it is installed, proceed to step 7.
3. Click the X on the yellow toolbar at the top.

4. Select the hyperlink text “Run a temporary application.”
5. When the security warning appears, click “Run”

![Security Warning Image]

6. A second Security Warning will appear. Select “Run.” This will run the application for the WebEx meeting.

![Security Warning Image]
7. You will now be prompted to join the event. Fill in your first name, last name, email address, and the event password that is provided to you. Click “Join Now”

Join Event Now

To join this event, provide the following information.

First name:   Jerri
Last name:    Hoffman
Email address: jerri.hoffmann@promedica.com
Event password:  ****

![Join Now button]

8. You will be asked to confirm your email address. You may fill in the additional information if you’d like, but all that is necessary is the email address. Then Click Send. This will take you into the visual presentation portion of the WebEx.

![WebEx page with input fields]
9. Once into the presentation screen, you will see the icon below indicating that you will call into the meeting. This button will provide you with a teleconference number, access code, and your caller number (as below). You are now completely logged into the WebEx event.