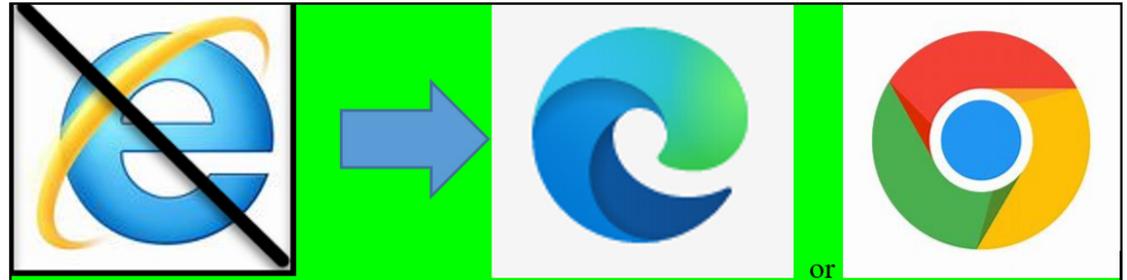


Guidelines for using **Webex Training** and useful tips for attendees

Joining the call

In some cases, using Internet Explorer to join the Webex does not allow its full functionality, Microsoft Edge or Chrome can be used as alternative platforms for best use of Webex.



Find the link to the brown bag either in [Energy Efficiency Announcements](#) or in your calendar. The link will take you to a webpage that asks for your name, email address and the meeting password. You will find the meeting password in the brown bag meeting information. In some cases, the meeting password auto-populates.

Click on the **Join Now** button to join the training session.

Join Session Now

To join this training session, provide the following information.

Your name:

Email address:

Session password:

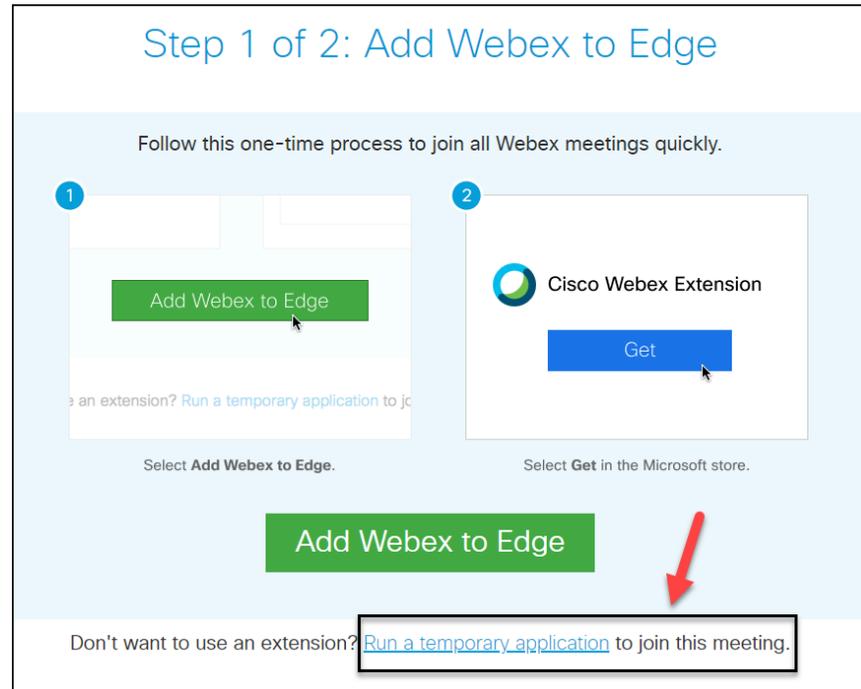
 [Join by browser](#) **NEW!**

If you are the host, [start your session](#).

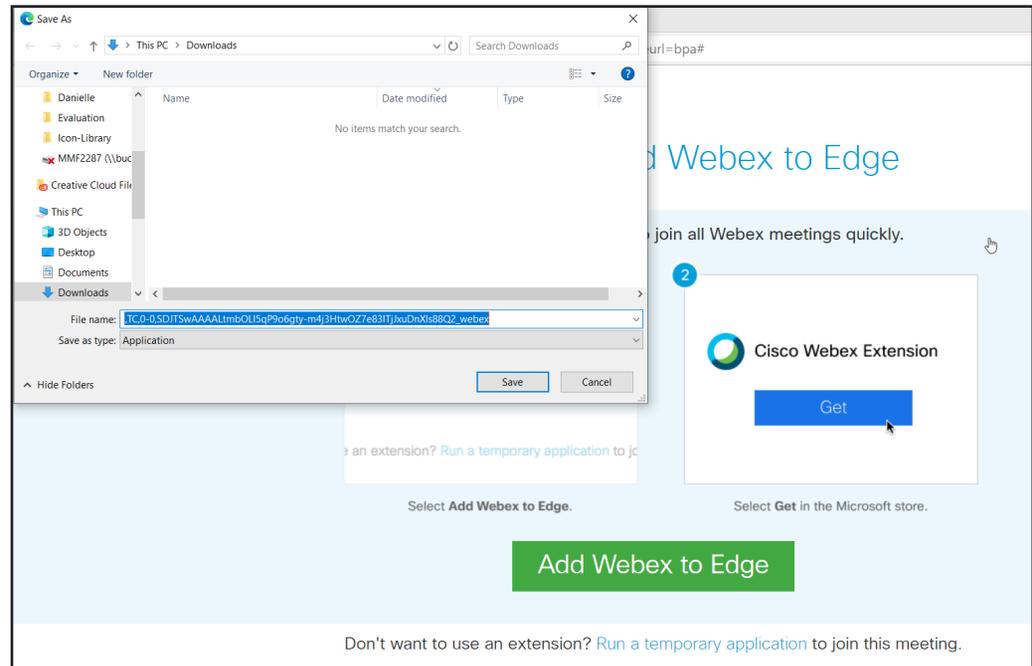


You may be taken to a screen that asks you to add Webex as an extension to your browser or run a temporary application.

If your organization has a very secure firewall, run the temporary application.



If running the temporary application, you will need to save the downloaded file.



Open the saved file to join the Webex meeting.

After clicking on the Join the Meeting link, the best way to connect to the audio portion of a Webex is by using the **Call Me** function and entering your phone number.

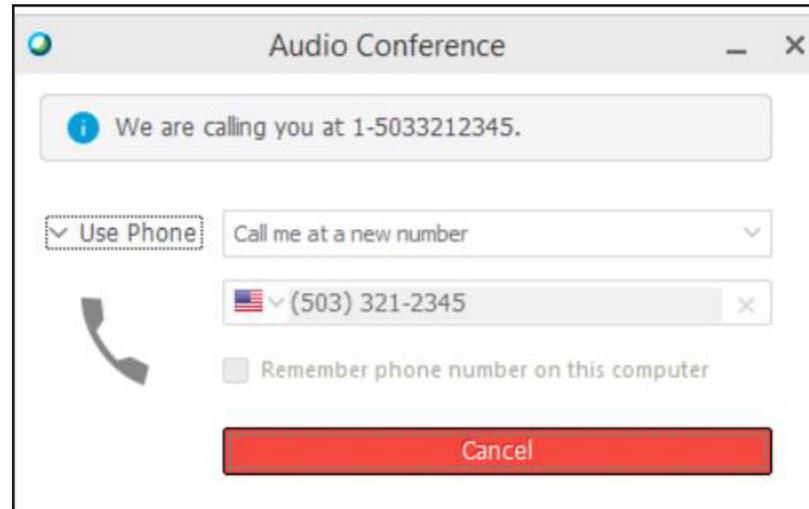


Webex will generate a call to the number you provided. Please note: on some phones the Webex call will show a caller ID that says "Potential Spam."

When you answer, you will hear an automated message. Press 1 to enter the meeting.

Please use your phone during Webex meetings. It is best not to use the microphone (PC audio) on your computer, as it may cause disruptive feedback and echo.

You will be muted upon entering the Webex.

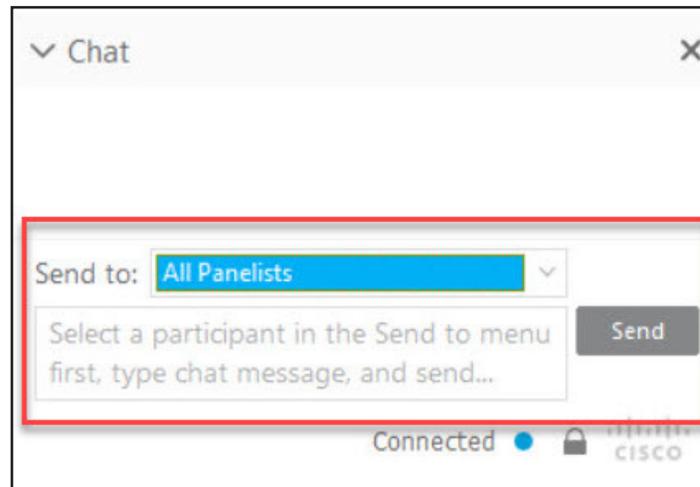


Sending a message or questions

During brown bags, you will need to submit your questions via the **Chat** function on the lower right of your screen. In some instances, attendees will be unmuted and can ask questions verbally.

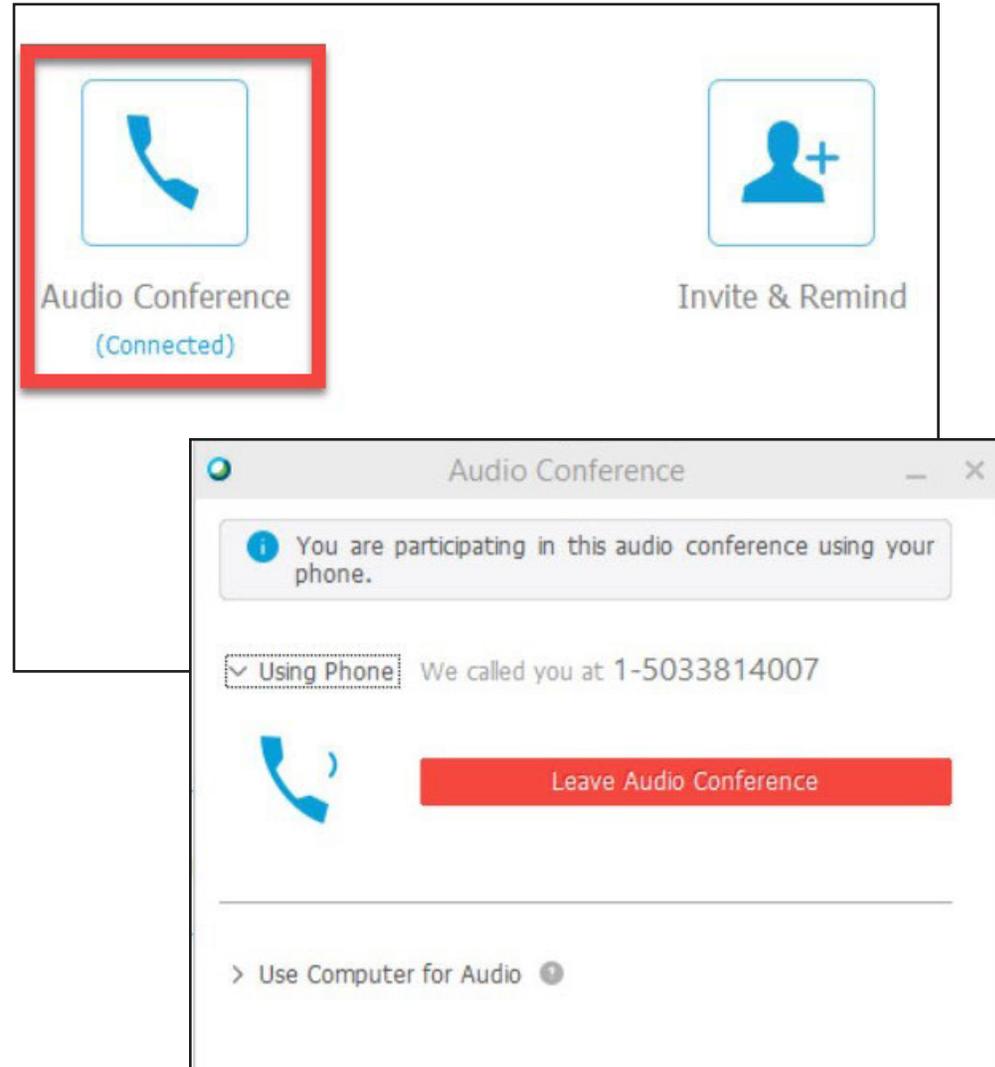
If you want to ask a question or provide a comment during the meeting, please use the chat function and send your message to all panelists.

We will make all attempts to answer questions. If we run out of time or don't have the information on hand to answer the question, we will post a brown bag Q&A after the meeting.



Leaving the call

If you need to leave the call for any reason, click on **Audio Conference** and **Leave Audio Conference** to hang up. The window in Webex will stay open and ask if you want to rejoin the call. Click yes and Webex will call the number you provided. Your line will be automatically muted when you rejoin the call.



When the brown bag is over, don't forget to exit out of the meeting and hang up your phone.

The host will end the meeting after the presentation has concluded and questions have been answered.

