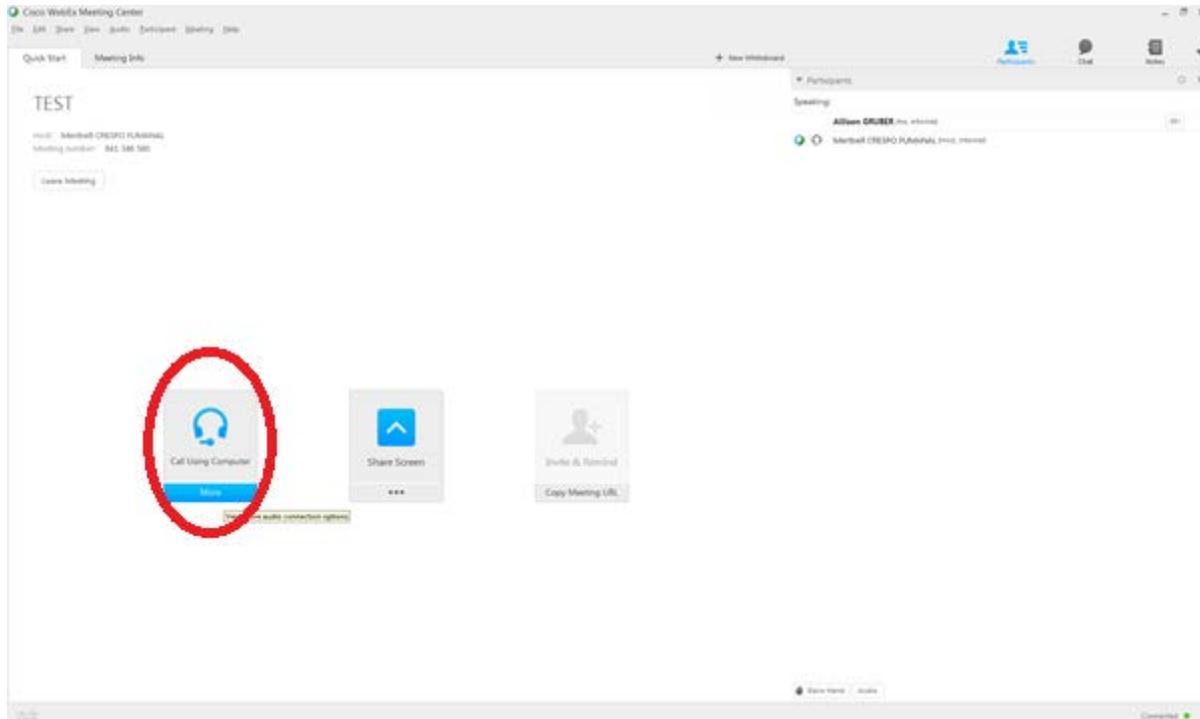
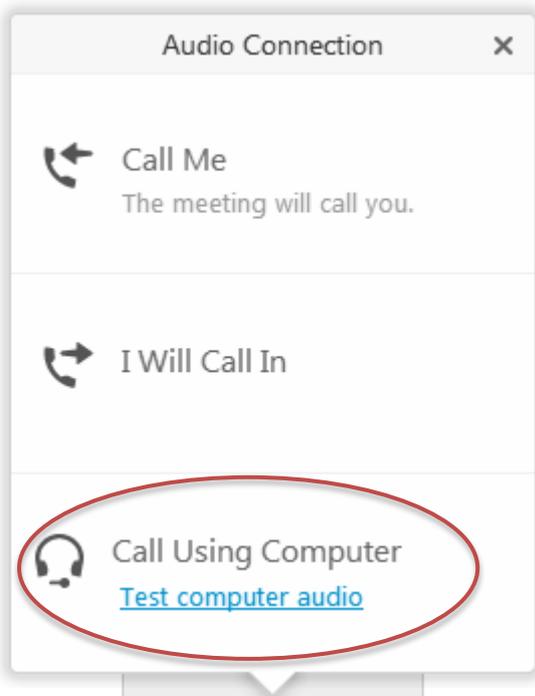


Using WebEx

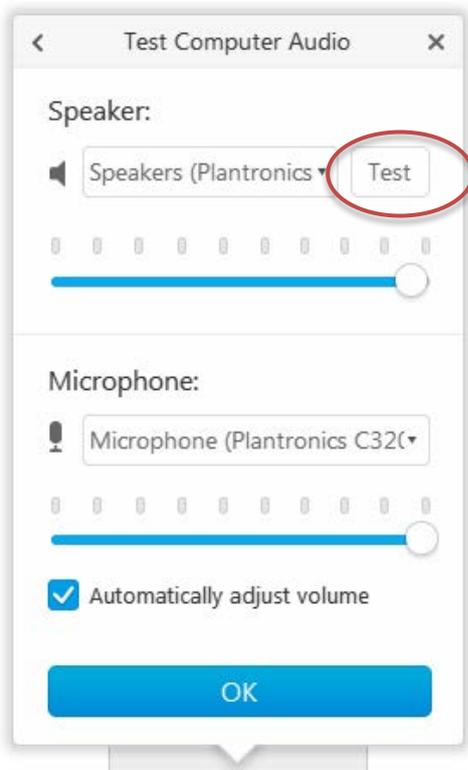
1. Join the meeting by clicking the link received via e-mail. If necessary, please enter the event password.
2. Click on “More” under “Call Using Computer”.



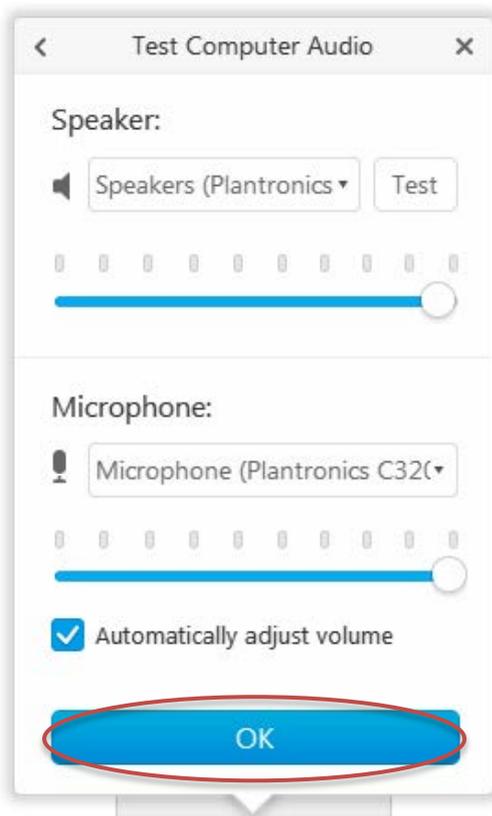
3. Click on “Test computer audio”.



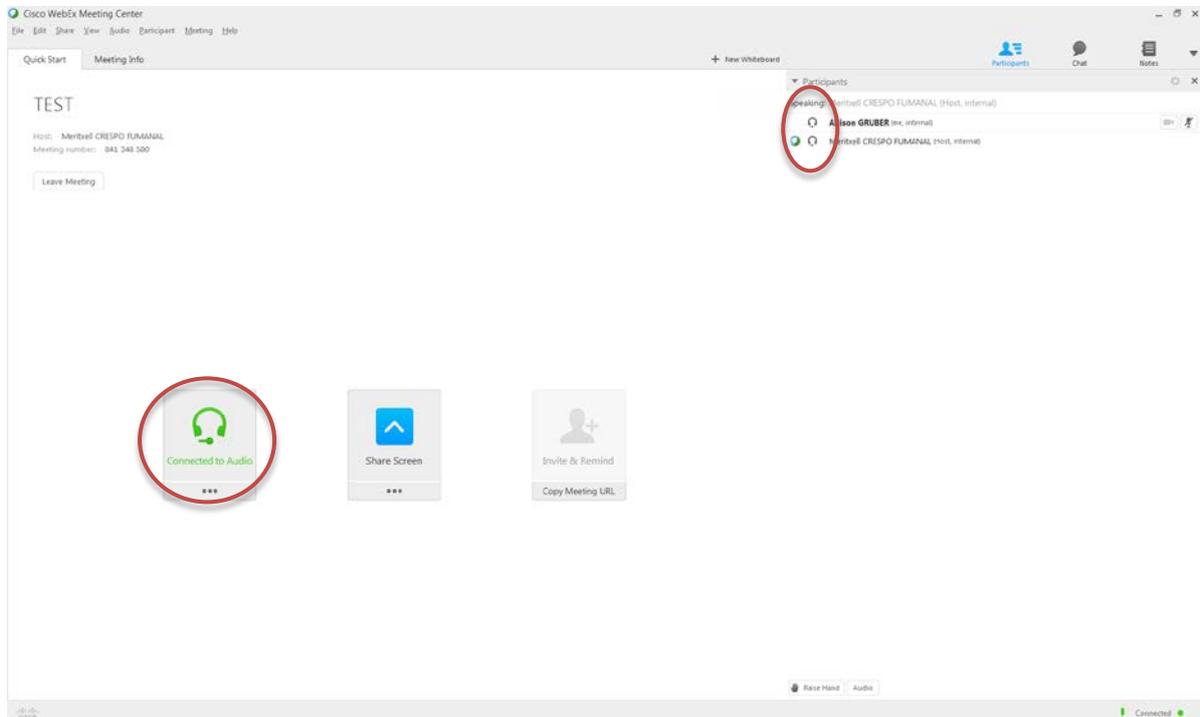
4. Make sure that your audio settings are correct (speakers, headset, microphone) and tick the “Automatically adjust volume” box at the bottom. You can test your audio by pressing the “Test” button – if you do not hear any sound, your speakers are not correctly connected. Try checking the connection on your speakers and confirming you have selected the correct speaker option from the dropdown menu.



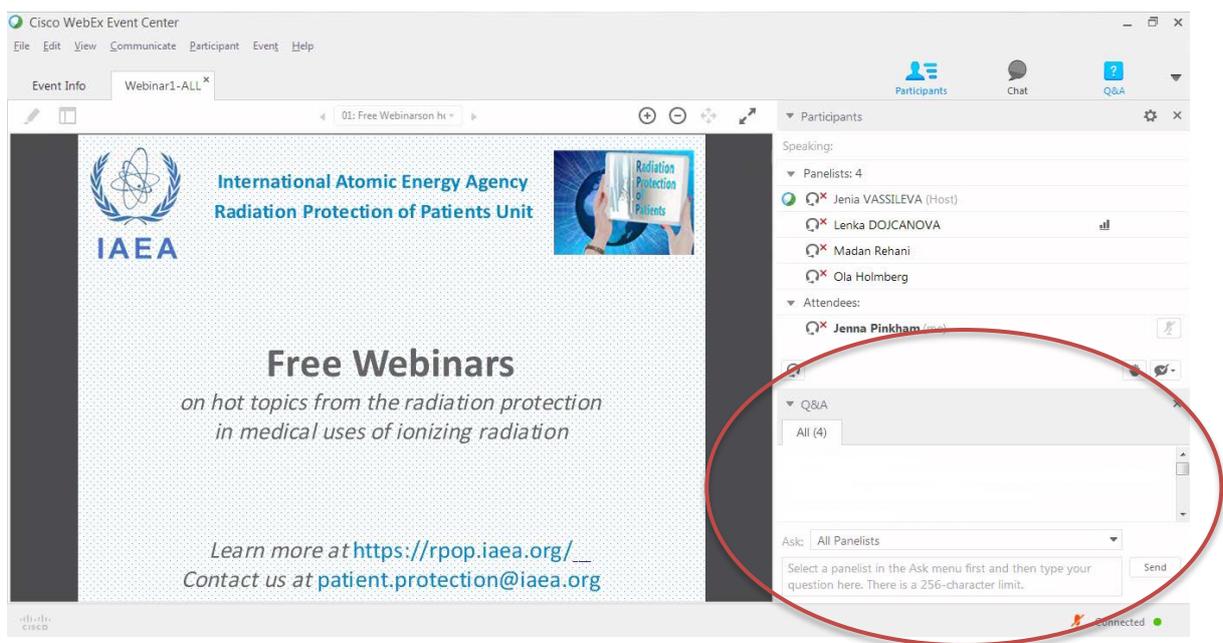
5. Click “OK”.



- You should now be connected to the meeting (you will see a headset sign next to your name) and see the green symbol reading “Connected to audio”. You will now be able to hear. Please check the volume of your microphone. To do this, use either the control on your headphones or in your computer’s settings.



- The host of the meeting has the ability to mute or unmute the panellists; attendees are muted by default. As a participant in the webinar, if you have a question please type it in the Q&A box and address it to the correct panellist.



- If you want to finish the conversation, click on “Leave Meeting”. You can join the meeting again at any time by clicking on the link received via e-mail.