How to Join a WebEx Training Session

1. Open your email containing the invitation to the WebEx Training Session and click on the link provided to join using your computer. Continue onto step 2.
Alternatively, you may choose to call into the session using your phone by first dialing the Call-in number and then dialing the Access code when asked. After dialing in the information requested you will be connected to the training session and no further steps are required. (Figure 1)

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To join the training session

2. Enter your name and email address (or registration ID).
3. Enter the session password: UdERF27X88
4. Click “Join Now”.
5. Follow the instructions that appear on your screen.

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To join the session by phone only

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 number (US/Canada):** 1-650-479-3208
**Call-in toll-free number (US/Canada):** 1-877-668-4403

Having trouble dialing in? Try these backup numbers:
**Call-in toll-free number (US/Canada):** 1-877-668-4403
**Call-in toll number (US/Canada):** 1-650-479-3208
**Global call-in numbers:** [https://ccsu.webex.com/ccsu/globalcallin.php?MTJID=1bbca5c2de0077f8be0b91c5d1a6c077c](https://ccsu.webex.com/ccsu/globalcallin.php?MTJID=1bbca5c2de0077f8be0b91c5d1a6c077c)
**Show toll-free dialing restrictions:** [https://www.webex.com/pdf/tollfree_restrictions.pdf](https://www.webex.com/pdf/tollfree_restrictions.pdf)
**Access code:** 120 332 2298
2. After clicking the link, the WebEx Site will open in a new browser window. Information about the session will be listed. When you are ready to join the session, click **Join Now** (Figure 2)

![WebEx Session Information](image)