How to Start a WebEx Training Session

1. At the scheduled time, log in to CCSU WebEx Training Site (Figure 1)

   ![Image](Figure 1)

2. After logging onto the Home Screen, click on Webex Training on the bottom left side of the screen (Figure 2)

   ![Image](Figure 2)
3. Click on the **My Webex** tab (Figure 3)

![Figure 3](image)

4. Click **My Meetings** (Figure 4)

![Figure 4](image)
5. Click the checkbox next to the title of the meeting and then click Start (Figure 5)

6. You may be asked to conduct an Audio Test; you may choose to click Start Test or Skip (Figure 6)
7. You have the option of connecting to the session via phone or computer audio. If connecting via phone skip onto step 9. If you choose to use your computer audio to join the session, then click > Use Computer for Audio and then click Call Using Computer (Figure 7)

![Figure 7]

8. Test your microphone and speaker settings to ensure they are working correctly. When you are finished click OK (Figure 8) You’re training session will then begin.

![Figure 8]
9. If you would like to use your phone audio to join the session, then click > Use Phone (Figure 9)

10. You have two ways in which you may use your phone to connect to the session’s audio. To have the WebEx system call you, continue with this step. To call into the session yourself, skip step 10 and continue onto step 11.

To have the WebEx system call you, click on the drop-down menu and click Call me at a new number. In the next box enter the phone number you would like the system to call you on and then click Call Me (Figure 10) You should then receive a phone call within the next 30 seconds that will connect your audio to the session.
11. To call into the session yourself using your phone click on the drop-down menu and click I will call in (Figure 11).

The number to call in to the session will appear as well as the access code and Attendee ID (Figure 12). After dialing the phone number you will be prompted to enter this information.