

## Technical Directions for WebEx Meeting Access

We'll be using WebEx for our upcoming meeting. Here is everything you need to know about joining the online meeting. Please join at least 20 minutes before our appointed time to ensure that all systems are working properly for an on-time meeting start.

**IMPORTANT:** Some preliminary set-up may be required depending on your computer system. *Prior* to the day of the meeting, please review the section "Directions for Using WebEx."

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### Steps for joining WebEx on the day of the meeting:

**BEFORE dialing the phone**, log into the meeting via your web browser by going to:  
<https://windwalker.webex.com>

1. On the calendar, click the day of the event (March 17th or March 26th).
2. Click the name of the meeting you wish to attend: 2009 Tribal Even Start Applicant Training
3. You will be asked for the meeting password: Education1
4. Enter your name and email address. Click Join Now
5. Please wait a few minutes while a series of windows will open and set up the meeting.
6. Once this is done you will be presented with a CALL dialog box; just follow the prompts.
7. Dial the access telephone number (866-469-3239)
8. Enter the Meeting ID (March 17th is 559 981 233; March 26th is 554 124 495)
9. Enter your caller ID when prompted (you will see this in the CALL dialog box)

If you tested your systems and set-up for using WebEx prior to the meeting and then have access trouble while the meeting is in session, please call: 866-229-3239 (U.S. and Canada toll-free) for assistance.

You are now connected to your WebEx meeting! When you first enter the meeting you will be "live" and in conference with all members currently in the meeting. Ground rules will be shared at the meeting's start.

**IMPORTANT NOTICE: WebEx includes a feature that allows audio and all documents materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, please do not join the session.**

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### Directions for Using WebEx

#### What is WebEx?

WebEx is a tool that offers to facilitate remote web and teleconferencing.

#### What technology does WebEx require?

WebEx requires simultaneous access to a computer with internet connection, a web browser (Safari browser recommended if using a Macintosh computer), AND telephone (speaker phone if accessing the meeting as a group).

#### Will your computer and internet system work with WebEx?

• If the computer you will be using has been used to participate in a WebEx conference before, simply follow "Steps for joining your WebEx meeting" above. Otherwise, please read on.

• WebEx will automatically setup Meeting Manager the first time you join a meeting, but you need to allow 10 to 20 minutes for this. We encourage setup prior to the meeting by clicking this link:

<https://windwalker.webex.com>

- To test if your system is compatible, please review the online test at the following link prior to the meeting:  
<https://peupgrade.webex.com/peupgrade/t.php?AT=ST&BU=http://www.webex.com/lp/stest/webresult.htm>
- Macintosh users are recommended to use the Safari web browser, and may also need to download and install the Meeting Manager software (if it does not automatically install when you test your system as instructed above). You can find the Meeting Manager installer at:  
[http://support.webex.com/support/downloads.html?\\_nfpb=true&\\_pageLabel=DownloadsHome](http://support.webex.com/support/downloads.html?_nfpb=true&_pageLabel=DownloadsHome)
- Those without internet access can still participate in the audio portion of the meeting by using the dial-in phone number and entering the meeting number provided in #8 above when prompted.
- If you have not used WebEx before and would like to familiarize yourself with how it works, please visit <http://www.webex.com> and click on the "live demo" link. Here you can view the online demo prior to the meeting, and your system will be configured to allow you to participate in our scheduled meeting.