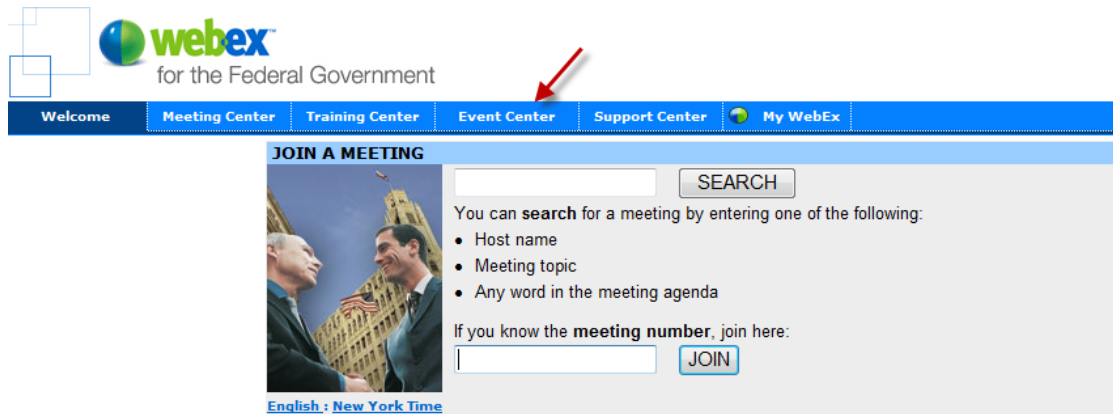


Instructions on Installing WebEx software prior to your webinar.

BE SURE to do this WebEx check on the computer you will be using the day of the webinar.

1. Go to <https://fedgov.webex.com>
2. Click the "Event Center" tab.



3. Scroll down to the bottom left hand side of the page where it says support. Click.



4. Click on downloads.

The screenshot shows the WebEx for the Federal Government website. The top navigation bar includes links for Welcome, Meeting Center, Training Center, Event Center, Support Center, and My WebEx. The main content area is titled 'Events by Date' and lists several events for February 2010. The left sidebar contains a navigation menu with categories like 'Attend an Event', 'Host an Event', 'Manage Programs', 'Set Up', and 'Support'. The 'Downloads' link under the 'Support' category is highlighted with a red arrow.

5. Download the installer for your operating system:

The screenshot shows the 'Event Center: Downloads' page on the WebEx for the Federal Government website. The page is divided into three sections, each with a description and a link to download the installer. A red arrow points to the 'WebEx Event Manager' section.

Event Center: Downloads	
WebEx Event Manager To start or join an event you will need to download, install, and configure the WebEx Event Manager. The first time you join or start an event, the Event Manager will automatically be installed; however you can manually download it here.	Download the installer for your operating system: <ul style="list-style-type: none">• Event Manager for Internet Explorer in Windows• Event Manager for Firefox or Chrome browsers in Windows• Event Center application for Mac OS X (PowerPC)• Event Center application for Mac OS X (Intel)
Notes: <ul style="list-style-type: none">• If you are using a non-Windows or Macintosh operating system or browser other than Internet Explorer or Firefox, a Java Client will be downloaded automatically when you join an event. For more information, go to the FAQs.• You must have administrator privileges on your computer to use this installer.	
Recorder and Players WebEx offers a variety of recorders and players that you can use to record, play, and edit events.	To download and learn more about players or the editor, see the Recording and Playback page.
WebEx Poll Questionnaire Editor You can use a standalone version of WebEx Poll Questionnaire Editor to create or edit poll questionnaires without starting a meeting.	Download now

6. Follow the instructions for installing the Event Manager. If this does not work, you will need to call your IT Department for assistance.

7. If you need further assistance, the Technical Support number for WebEx is 1-866-229-3239.