TIPS FOR WEBEX MEETINGS

RECEIVE YOUR EMAILED MEETING LINK
Each week you will receive an email with a link to the Webex platform for your class. If you don't receive an email, be sure to check your email junk folder.

CHECK YOUR INTERNET CONNECTION
Before your class starts, be sure to make sure you have a stable internet connection. If you are having trouble with audio or video, make sure you are connected to your router directly, rather than wifi.

ENABLE VIDEO AND AUDIO
Check your computer settings to be sure audio and video are enabled. Many devices have a camera built in; just check that it has permission to operate.

How to Join the Meeting

Each meeting comes with an invitation that offers a meeting link.

1. **FROM YOUR COMPUTER BROWSER**
   If you use Google Chrome, the link will operate the meeting in a browser window. If not, it may trigger a download of meeting software. Each invitation also includes a link to download software in advance if you prefer.

2. **DOWNLOAD THE WEBEX APP**
   Click here to download Webex.

3. **JOIN FROM YOUR PHONE**
   Webex also offers a call-in option if you'd like audio without video. Call in can be done via phone.

4. **NEED HELP?**
   Be sure your computer meets the requirements of Webex. If you have questions about the platform, the requirements or how it works, visit the Webex Help Page.

Questions? Reach Out!

If you have any questions or need assistance, you can reach out to First Pres Technical Support via email at techsupport@firstprescos.org or via phone at 719-884-6195.

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