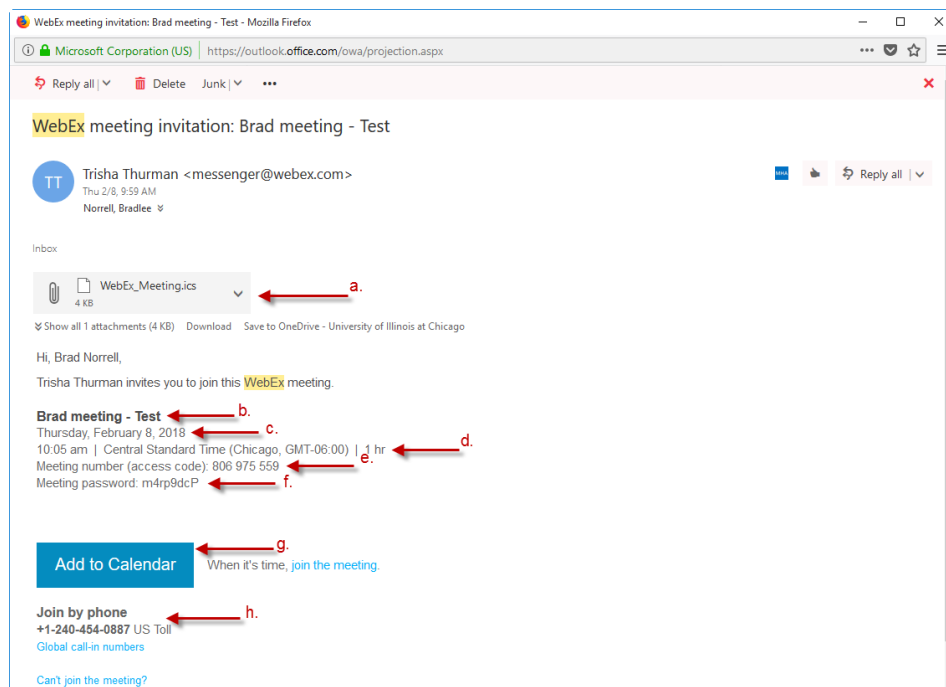


HOW TO JOIN A WEBEX MEETING

Joining a WebEx meeting is relatively simple. As long as you have the link to the meeting or at the very least the meeting number and password you will be able to join from any device with an internet connection. Follow the steps below to join a WebEx meeting.

1. A typical WebEx generated meeting invite looks like this
 - a. This is an .ics file you can click this file and it will add the meeting to your calendar. Alternatively, you can click on the Blue “Add to Calendar” button (g.)
 - b. This is the name/topic of the meeting
 - c. This is the date of the meeting
 - d. The time of the meeting
 - e. Meeting number
 - f. Meeting password
 - g. You can also add the meeting to your Outlook calendar by clicking this blue button
 - h. This is the information if you want to join the meeting by phone (audio only).





COMMUNICATION&INFORMATION SERVICES

2. Once it has been added to your calendar as an event, you can double click on it to see the details. Click the link under the heading that says "JOIN WEBEX MEETING" to join the meeting.
Brad meeting - Test

When: Thu 2/8/2018 10:05a - 11:05a
Where: <https://uichicago.webex.com/uichicago>

Reminder Show as
None Tentative Private

[Add an email reminder](#)

JOIN WEBEX MEETING
<https://uichicago.webex.com/uichicago/j.php?MTID=m640876a3ac8b2149d13e2a536f23e15a>
Meeting number (access code): 806 975 559
Meeting password: m4rp9dcP

JOIN BY PHONE
+1-240-454-0887 US Toll

Global call-in numbers:
<https://uichicago.webex.com/uichicago/globalcallin.php?serviceType=MC&ED=651964322&tollFree=0>

Can't join the meeting?
<https://help.webex.com/docs/DOC-5412>

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.