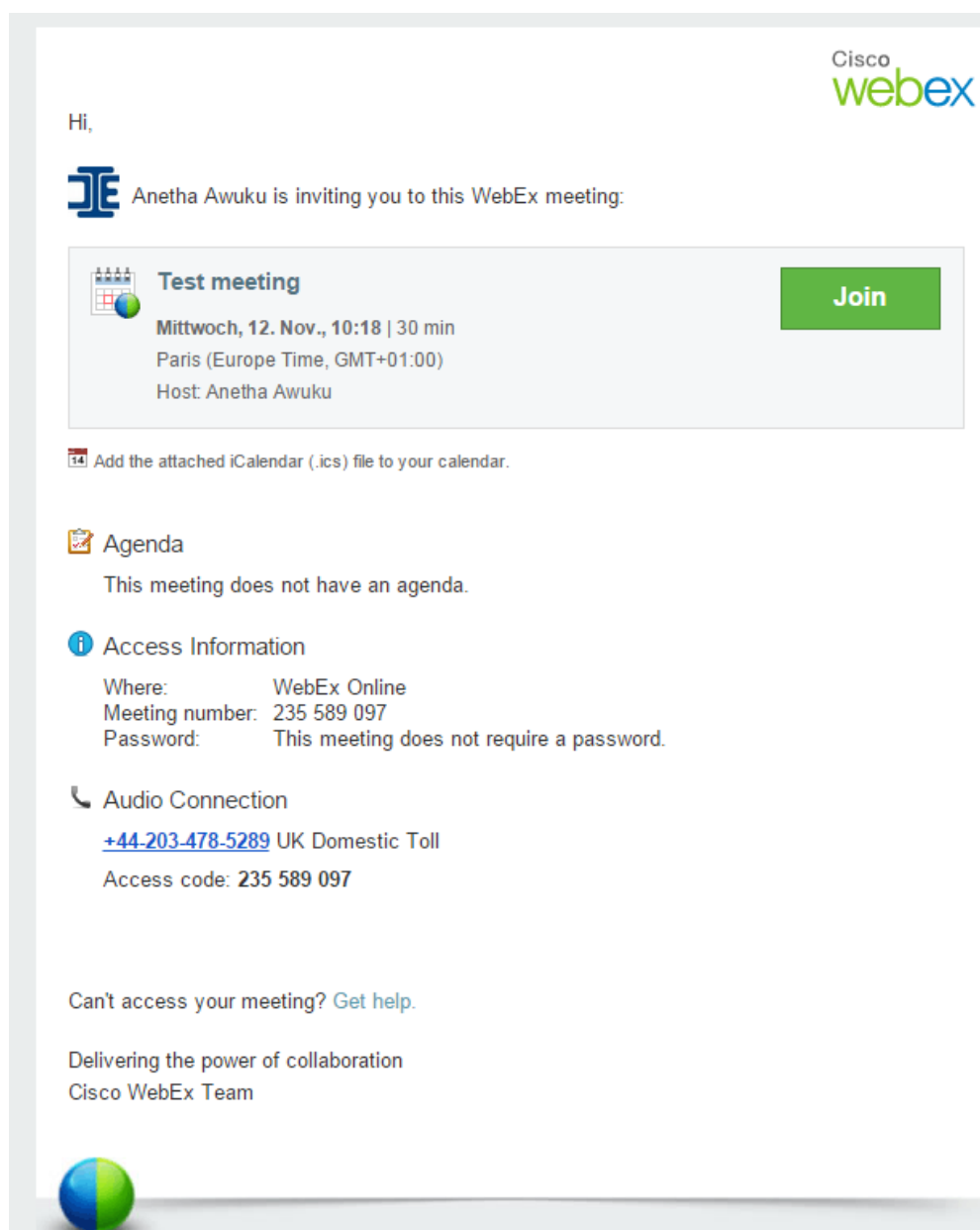## _STEPS TO JOINING A WEBEX MEETING_

1. PLEASE ENSURE YOU HAVE AN INTERNET CONNECTION, SPEAKERS AND A MICROPHONE. A WEBCAM CAMERA IS OPTIONAL.

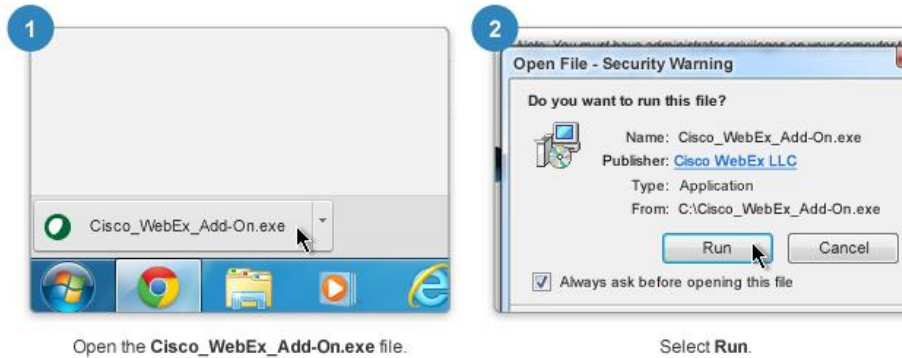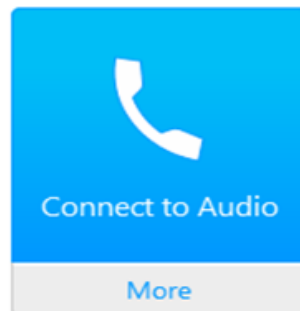**2. You will receive an email inviting you to join the meeting via WebEx.**

For example:

2. Please follow the instructions on the WebEx page:
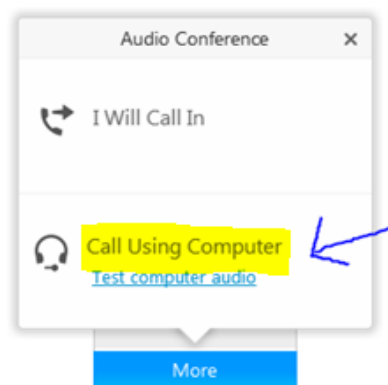
Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:

Open the **Cisco_WebEx_Add-On.exe** file.

Select **Run**.

3. Once you enter the WebEx meeting page, please select click on the CONNECT TO AUDIO button:

4. Select the option CALL USING COMPUTER:

5. You are now connected to the WebEX meeting. Thank you for your participation!