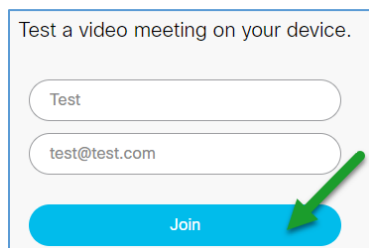


## Participating in Webex Training Sessions

To ensure successful attendance in an AHFC webinar, it is highly recommended that you attend a test meeting. This can be done by visiting <https://www.webex.com/test-meeting.html>.

Enter your name and email address, then click **Join**.



Test a video meeting on your device.

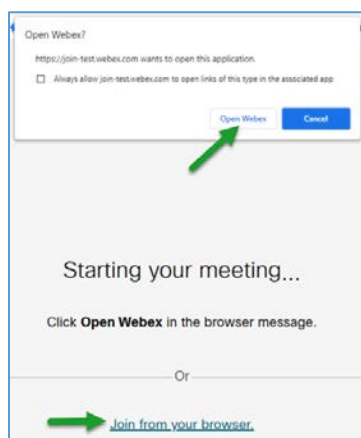
Test

test@test.com

Join

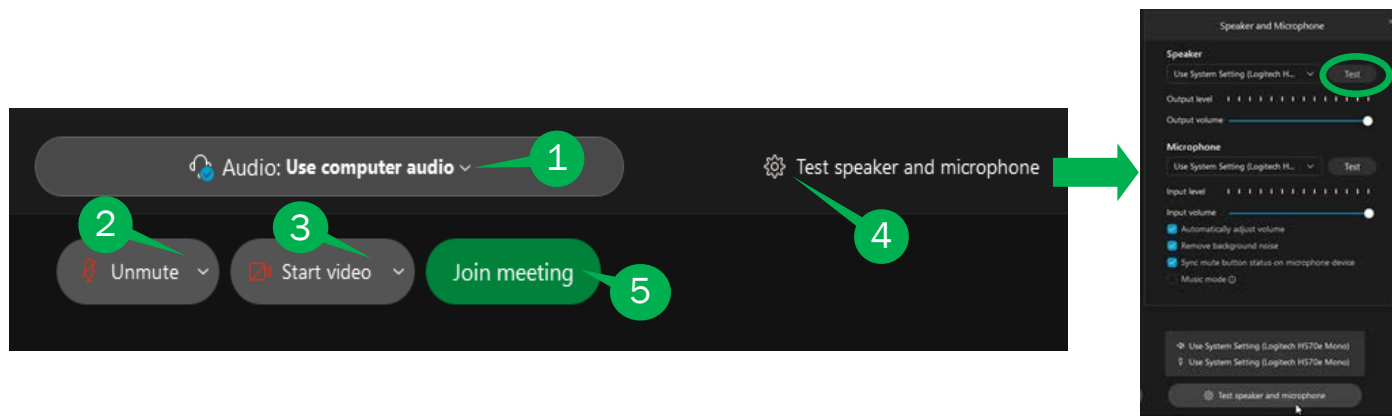
A green arrow points to the 'Join' button.

Click **Open Webex**. If this fails, retry the above steps and click **Join from your browser**.



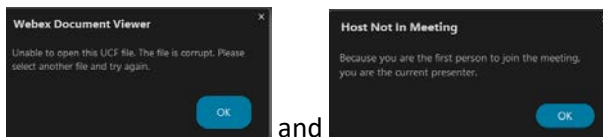
When the Webex application is open:

- 1) Choose between **Use computer audio** and **Call In**.
- 2) Make sure you are unmuted.
- 3) Make sure your camera is on.
- 4) Click **Test speaker and microphone**. If you cannot hear the test tone, select the right audio device.
- 5) When you are ready, click **Join meeting**.



You must have a computer or smart device (such a tablet or phone) with a camera, microphone, and internet capabilities.

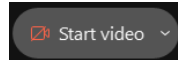
Once logged into the test meeting, you may see some informational boxes. Click “OK” for each pop-up box.




and

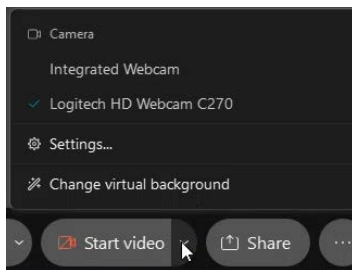
### Test the Video Camera:

Find the button, Start video and click on it.



If you can see yourself in the video, the camera is functional. Your equipment testing is complete. Exit from the system by selecting the “X”. 

If you cannot see yourself, check your video selection. Click on the down arrow key to display Video Options. See if the correct camera option is displayed and select it. If not, please troubleshoot your electronic equipment.



For a list of minimum system requirement and supported browsers, please visit:

<https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

If at any time you need assistance with WebEx, please visit <https://help.webex.com/en-us/>