How to connect to WebEx

1. Click on the meeting link in the email sent from alert-coe@northeastern.edu
2. Enter your full name, email address, and password in order to enter the meeting
3. Once you enter the meeting information, you will be directed to a “preview” page. Please **MUTE** yourself and **DO NOT** share video. Hit the green “JOIN MEETING” button when you are ready to join the meeting.
4. Once you enter the meeting, you should see the following screen.
   a. Don’t see the participants list or the chat?
      i. On the bottom right corner, you should see a “participants” and “chat” button. Simply click on these buttons and the participants list and chat should appear.
5. To ask a question or make a comment to the speaker, direct your question to “01AskQuestions” in the chat area.
6. If you need to switch your audio and call-in instead, go to the menu bar, “Audio & Video” and select “Switch Audio”
7. In “Audio Connection”, you can either have WebEx call you or select the Call In option and you will receive a set of instructions and Dial-In numbers.