

# Joining a WebEx Session: The Basics

**Step 1:** On the day of the webconference, go to <https://aihs.webex.com>

**Step 2:** Click on the webconference you wish to join. Any sessions offered that day will be found in the center of the screen. *Note: If it is not the day of your session, you can find it under the “Upcoming” tab.*

The screenshot shows the Cisco WebEx interface. On the left is a navigation menu with options like 'Attend a Session', 'Host a Session', 'Set Up', and 'Support'. The main area is titled 'Live Sessions' and includes a search bar and filters. The 'Upcoming' tab is active, showing a session at 1:10 p.m. on Tuesday, July 20, 2010. A table lists the session 'Learning how to access WebEx' by Alberta Innovates - Health Solutions, with a 'Join' button. A red arrow points to the 'Upcoming' tab, and another red arrow points to the 'Join' button.

**Step 3:** Enter your name and email address and then click “Join Now”

The screenshot shows the 'Session Information: Learning how to access WebEx' page. It provides details for the session, including its status (Not Started), date (Tuesday, July 20, 2010), starting time (1:15 pm), duration (1 hour), and presenter (Alberta Innovates - Health Solutions). A 'Join Session Now' form is present with input fields for 'Your name' (filled with 'Daniel Grigat') and 'Email address' (filled with 'daniel.grigat@ahfmr.ab.ca'). A red arrow points to the 'Join Now' button.

For assistance email [daniel.grigat@albertainnovates.ca](mailto:daniel.grigat@albertainnovates.ca) or call 780-427-5727 ext. 227

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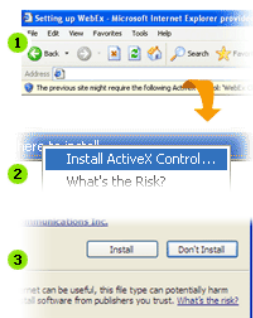
**Step 4:** You will come to the screen below where you will be prompted to access the WebEx software. The simplest option is to select “Click Here” at the bottom of the screen, and then to select “Run” on any dialogue box that appears.

### To Join the Session

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**Either**

- 1 Click the yellow **Information Bar** at the top of the page.
- 2 Choose **Install ActiveX Control...**
- 3 In the security warning dialog box that appears, click **Install**.



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**Or**

1.  
2. Click **Run** in any dialog box that appears.

**Step 5:** The final step is to set up your audio. The audio box below will automatically pop up on your screen when you join the session. From the drop down menu select “I will call in”, and then use the phone number, meeting code, and attendee ID that is provided.

