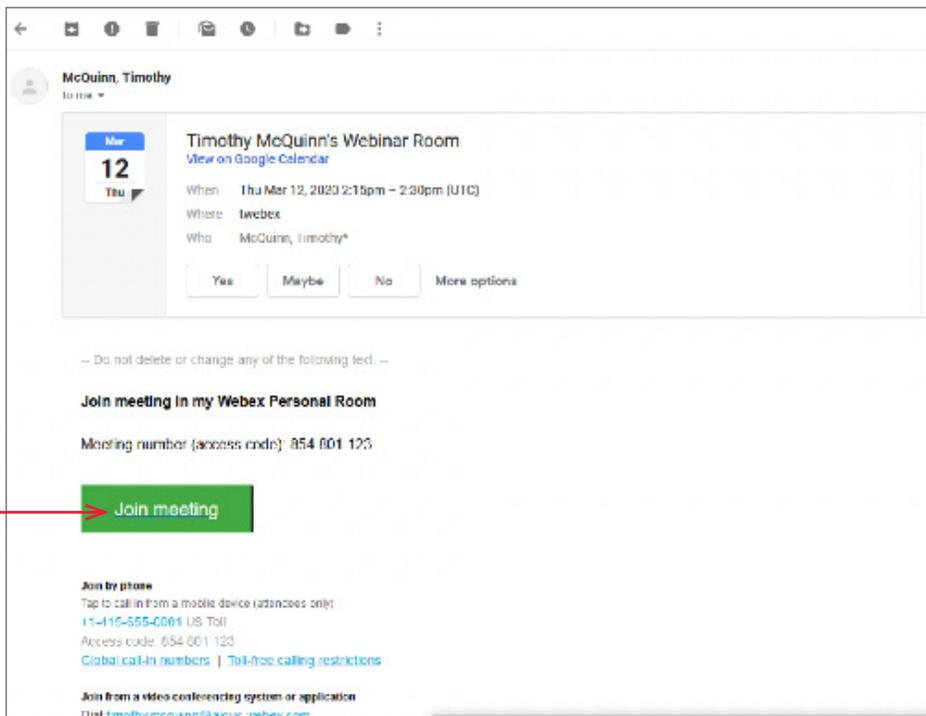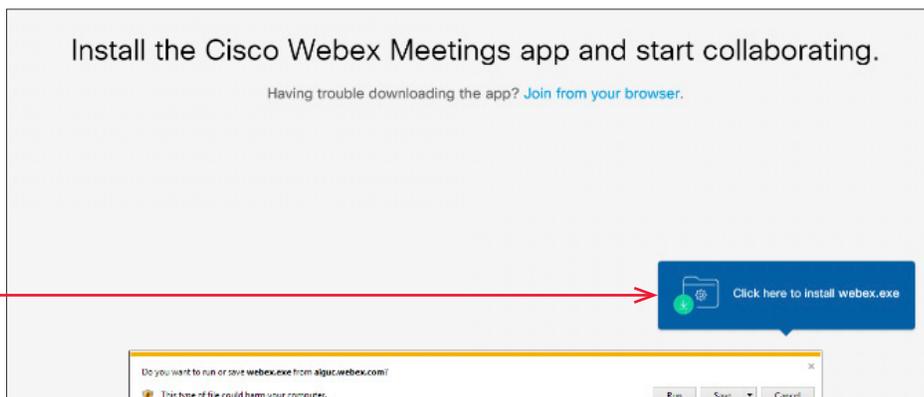# How to join an online Webex meeting using Internet Explorer:

Your time is important to us and we want your one-on-one meetings to go smoothly. We created the following instructions to help you join Webex quickly and easily.

1. You will receive the meeting invite by email. Open the email and click on the green "Join Meeting" icon:
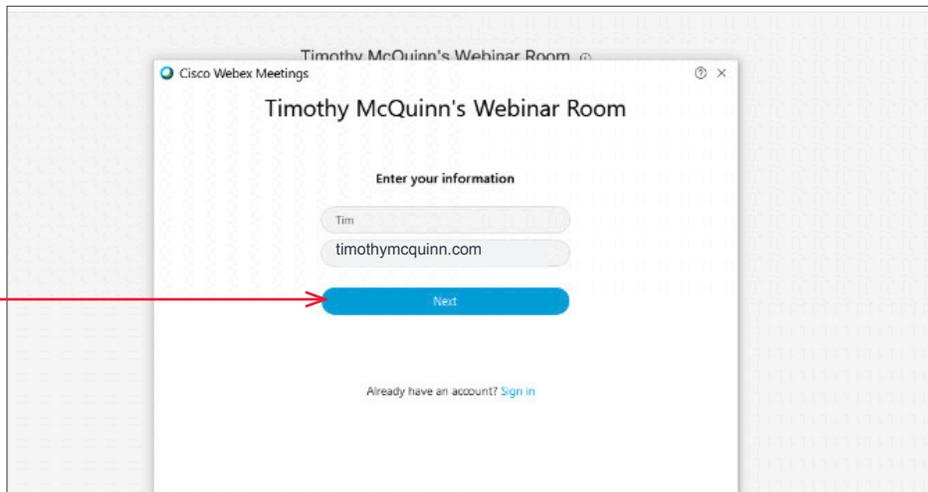

2. After clicking the green "Join Meeting" icon, Webex will attempt to open and initiate the webex.exe install. In the window pop up click "Run."
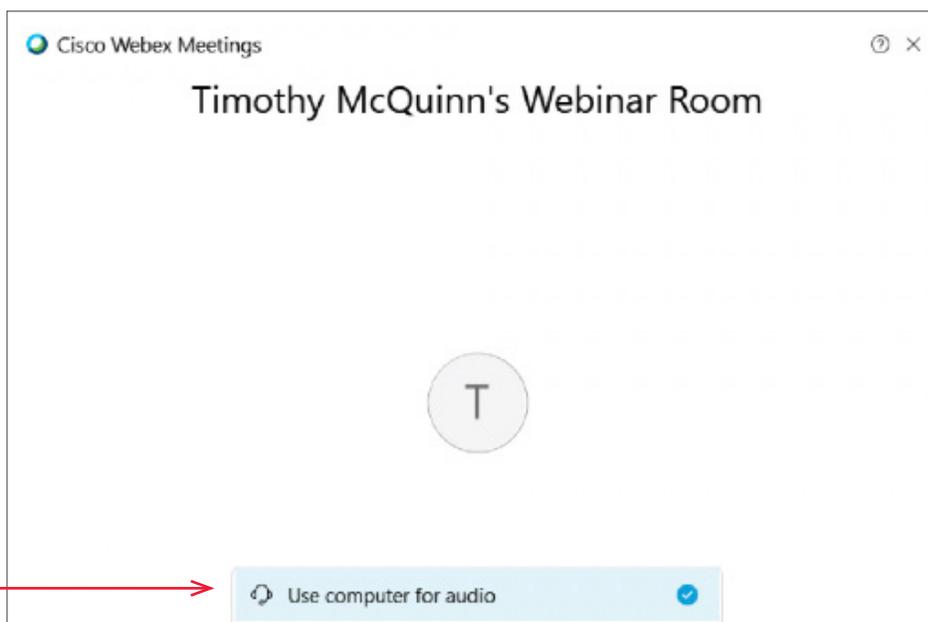
How to join an online Webex meeting using Internet Explorer:

3. Once the installation is complete, you will be prompted to enter your name and email address, then click "Next":
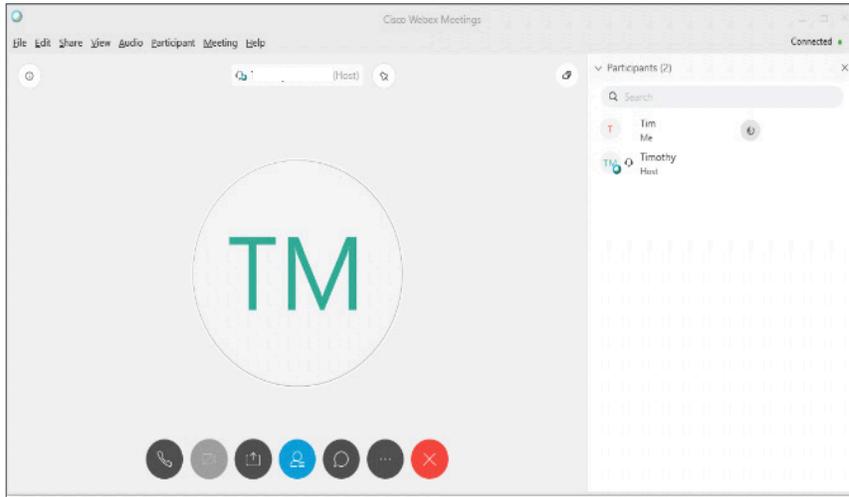

4. Next, the audio connection wizard will prompt you to select an audio option. You can choose from four options: "Use your computer for audio" which automatically connects to your computer speaker. "Call me" which prompts you to enter your phone number. "Call in" which allows you to call the number listed in the email. The "Don't connect to audio" option will not allow you to hear any audio.

5. You will now be connected to the meeting:

6. Now that Webex is installed on your computer, you can easily join future meetings by clicking on the green "Join meeting" icon in the email invite, and repeating steps 3 and 4.