How to join a DCC WebEx training session (QRG) v1.0
(for PC/Laptop)

What you will need:
To join a DCC WebEx training session you will need the following:

- PC/Laptop
- A stable internet connection
- Up-to-date internet browser (Minimum IE10)
- Audio device – See ‘Help with WebEx audio (QRG)’ for more details
  - Call-in from a landline/mobile phone
  - Have Cisco WebEx call you
- A quiet area to avoid background noise / distraction during the training session

Pre-requisite:
To be able to book into a DCC WebEx training session, your organisation must first be registered onto the Data Controller Console. You can do this from https://datacontroller.london and clicking on the Register New Organisation button.

How to join:

1. When you book onto a DCC WebEx training session you will receive an email invitation with the session details and instruction on how to join.
2. The trainer will log in 15 minutes before the start of the session. If you need help in connecting, follow the instructions on the email to contact the trainer directly.

3. Please log in 5 minutes before the session start by using the Join Meeting button from within the meeting invite.

4. Your internet browser will open with the ‘N3 Connecting Healthcare’ page loaded.

5. Joining the session:
   a. If the Join button is greyed out, then the session hasn’t started yet. Please wait for the trainer to start the session and then you can join in.
   b. If the session has already started, the Join button will be green. You will be required to enter a name and an email address at this point.

6. Select the ‘More Information’ hyperlink to see the Meeting number, Meeting link and Audio connection/call-in details.
7. Make a note of the Attendee access code as you will need this to join in via your phone into the session.
8. When you are ready select the Join ( ) button to start the WebEx training session.
9. If you are using an incompatible browser, you will see a notification that your browser isn’t supported. Please contact your system administrator/IT services to install an up-to-date browser. Minimum requirement is Internet Explorer v10 or Firefox v51.

10. If this is the first time you are using WebEx, then the WebEx add-on will install onto your browser. Please be patient while the WebEx add-on installs.
11. The session is fully loaded when you see the Cisco WebEx Meeting Centre screen below.