



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:

The screenshot shows an email invitation for a WebEx training session. It includes the following details:


- Training Date and Time:** Thursday 17th August at 1pm
- Trainer:** Muhitul Haque
- Login Session ID:** [Redacted]
- Join Meeting:** A green button with the text 'Join Meeting'.
- Use PC Audio:** A section with the text 'Use PC Audio or Join by Phone:'.
- Join by Phone:** A section with the text 'If you are joining by phone, please call-in using the following details: Call in number: 0800 917 1950 Attendee access code: [Redacted]'.

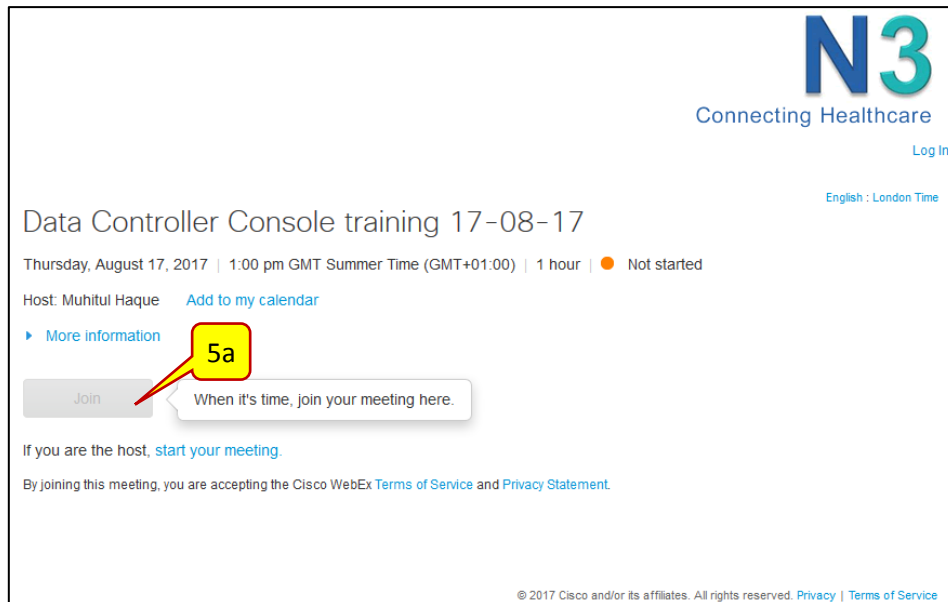
Numbered callouts in the image:


- 1:** Points to the email header and body text.
- 2:** Points to the 'Join Meeting' button.
- 3:** Points to the 'Use PC Audio' section.

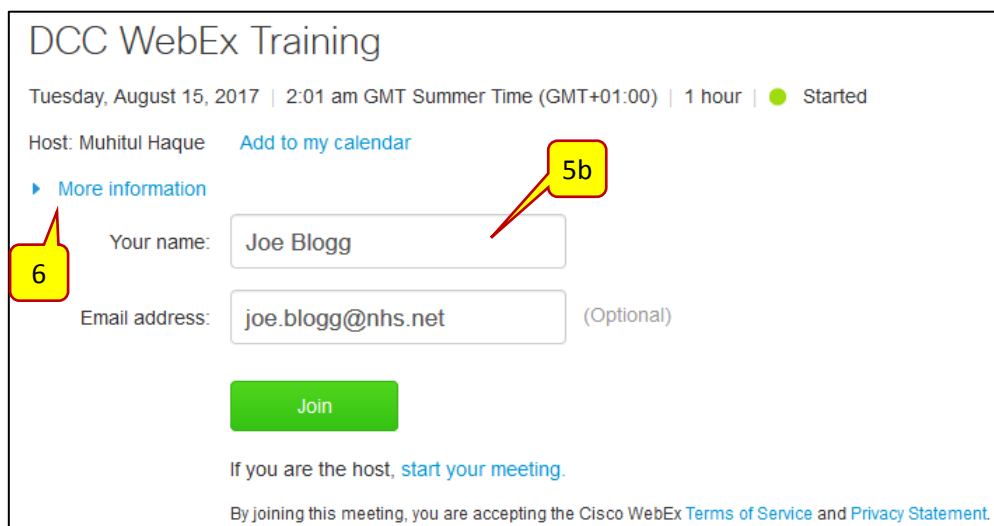
1. When you book onto a DCC WebEx training session you will receive an email invitation with the session details and instruction on how to join.



2. The trainer will login 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 login 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.



Host: Muhitul Haque [Add to my calendar](#)

▼ [Less information](#)

Meeting number: 957 294 459


Meeting link: <https://healthsector.webex.com/healthsector/j.php>

Audio connection: +44-800-9171950 (United Kingdom) Call-in toll-free number

Attendee access code: 905 187 70

[View global numbers](#)



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.

This version of Cisco WebEx does not support your version of Firefox.

Try one of the following options:

- Use a different browser to join the meeting.
- Install Firefox version 51 or earlier.

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.

The screenshot shows the Cisco WebEx Meeting Centre interface. At the top, it says 'Cisco WebEx Meeting Center' and 'DCC WebEx Training'. The host is Muhitul Haque and the meeting number is 957 294 459. There is a 'Leave Meeting' button. On the right, there is a 'Participants' list showing 'Joe Blogg (me)' as the speaking participant and 'Muhitul Haque (Host)'. At the bottom, there are three main buttons: 'Connect to Audio', 'Share Screen', and 'Invite & Remind'. Below these are three smaller buttons: 'Copy Meeting URL', 'Copy Meeting URL', and 'Copy Meeting URL'. The status bar at the bottom indicates 'Connected'.