



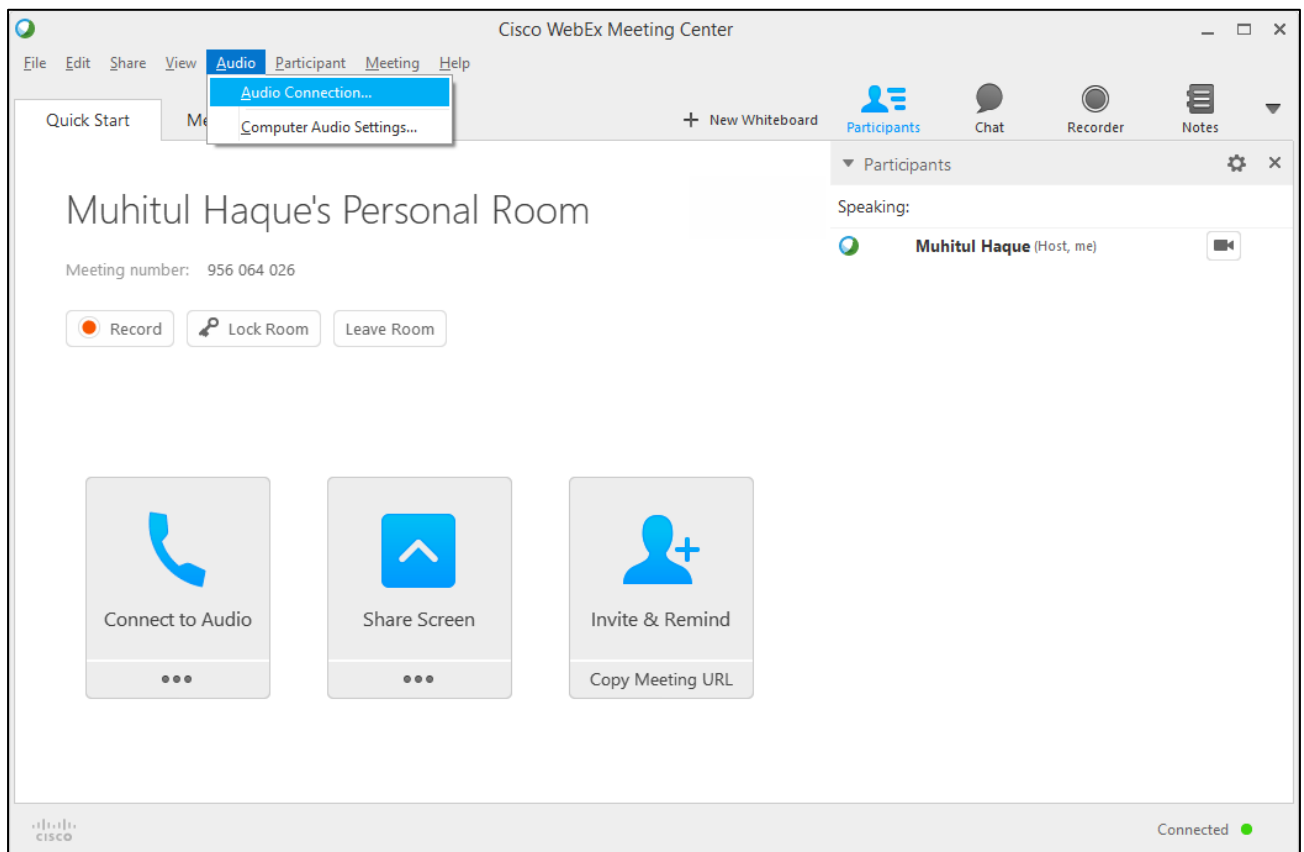
How to join the DCC WebEx via teleconferencing (QRG) v1.0

There are two ways to listen and communicate within a DCC WebEx training session:

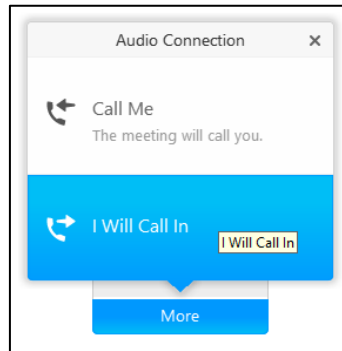
1. Use your phone to Call-In
2. Have WebEx Meeting Centre Call you (*have your phone number available*)

1. Use your phone to Call-in:

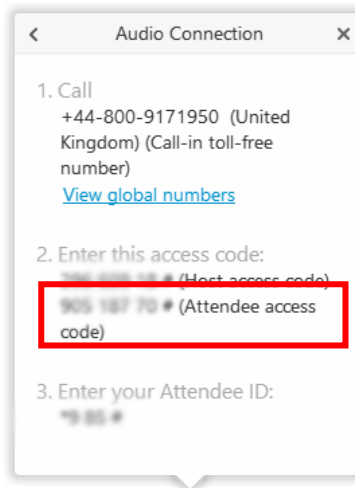
You can use your phone to call a *free phone number* and an *access code* to take part in the audio part of the WebEx training session. These details will also be sent to you when you are booked in to a particular training session; however, they are also available from the WebEx Meeting Centre window.






1. Select the Audio menu then select 'Audio Connection...' command OR select the **Connect to Audio** button then select the 'I Will Call In' option



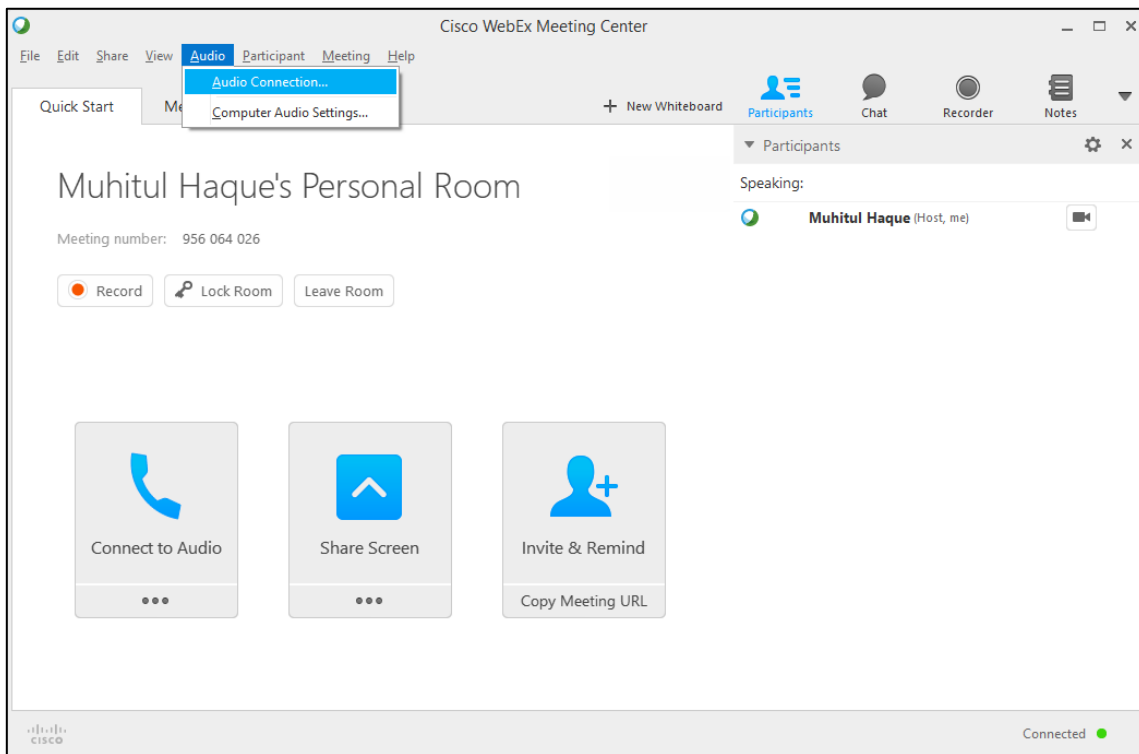
2. Selecting the 'I Will Call In' button will reveal the telephone number and the access code you will need to dial in to the audio part of the training session.



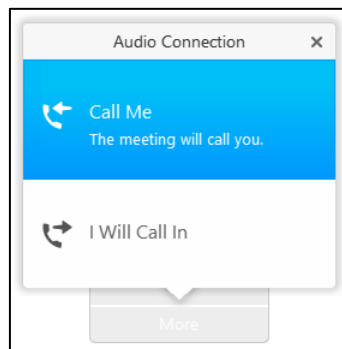
3. Call the number using your phone and enter the attendee access code.
4. You will be prompted to say your name.
5. When a participant calls in to a WebEx Meeting Centre their device will appear on the Participant panel with as a 'Call-in User..' ( Call-in User_1 )
6. Once you are finished, simply end the call as normal ().


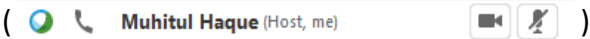

2. Use your phone and have WebEx call you:

You can provide your phone number and ask that WebEx conference call you to participate in the audio part of the WebEx training session.



1. Select the Audio menu then select 'Audio Connection...' command OR select the **Connect to Audio** button then select the 'Call Me' option



2. On the dialog box prompt enter your telephone number and select the **Call Me** button ()
3. You will receive a call back from the WebEx meeting and will be prompted to say your name.
4. When a participant is called by WebEx Meeting Centre their audio device will be displayed next to their name in the participant's panel. ()
5. Once you are finished, simply end the call as normal ().