Instructions for Joining a WebEx Supervision Session

1. **Log into your email.** (Be sure that we have your correct email address.)

2. **Open the email from "FPTC Supervisor"** with the subject "Invitation to WebEx meeting" or "Reminder to join WebEx meeting".

3. In the body of the email, you will see the following information:

   - Date and time of the scheduled WebEx supervision session

   - Access Information: The meeting number and password will be automatically filled in if you use the green "Join" button in the email to join the meeting.

4. If you have external headset, microphone, speakers, or camera, please be sure that they are connected and turned on. (Note: Please have a pair of earphones ready in case any problem with echoing comes up.)

5. **Click on the green "Join" button in the upper right-hand corner of the email.**

6. **Type in your name and email address. Then, click the green "Join" button.** (The password for this session, which was listed in the invitation email, will be automatically filled in, so you don't need to enter it manually. Please also note the "Need Support?" link located below the "Join" button if you are having technical difficulties.)

7. A message will appear that reads "Just a moment, we are setting up your meeting." The meeting software should open within about 30 seconds. If you do not have the free Java software installed on your computer, you will be other options. If you are having difficulty with this step, please call WebEx Technical Support at the number below.

8. An audio conference box will pop up. There are two options: (a) "Use Phone" and (b) "Use Computer for Audio". **Always select "Use Computer for Audio" by clicking on the "Call Using Computer" button.** To test if your speakers and microphone are working properly click on the "Test speaker/microphone" link.

9. In the upper right-hand corner of the screen of the meeting software, you will see a figure of a persons head. Next to it should be your name, a camera icon, and a microphone icon. **Click on to the camera icon to allow your camera to join the group.** The default for your microphone is on. At any time that you want to mute your microphone click the icon and it will turn red. Click again to unmute.

10. **Click on the icon in the upper right-hand corner of the video screen to switch to the full-screen mode**, which will provide you a more enjoyable experience of the supervision session.

11. To end your participation in the session, click the "Exit Full-Screen View" and then click the "Leave Meeting" button located on the bottom of the screen.

If you are having difficulty connecting to a WebEx supervision session, please have your email invitation in front of you and call WebEx Technical Support at 1-866-863-3905.