

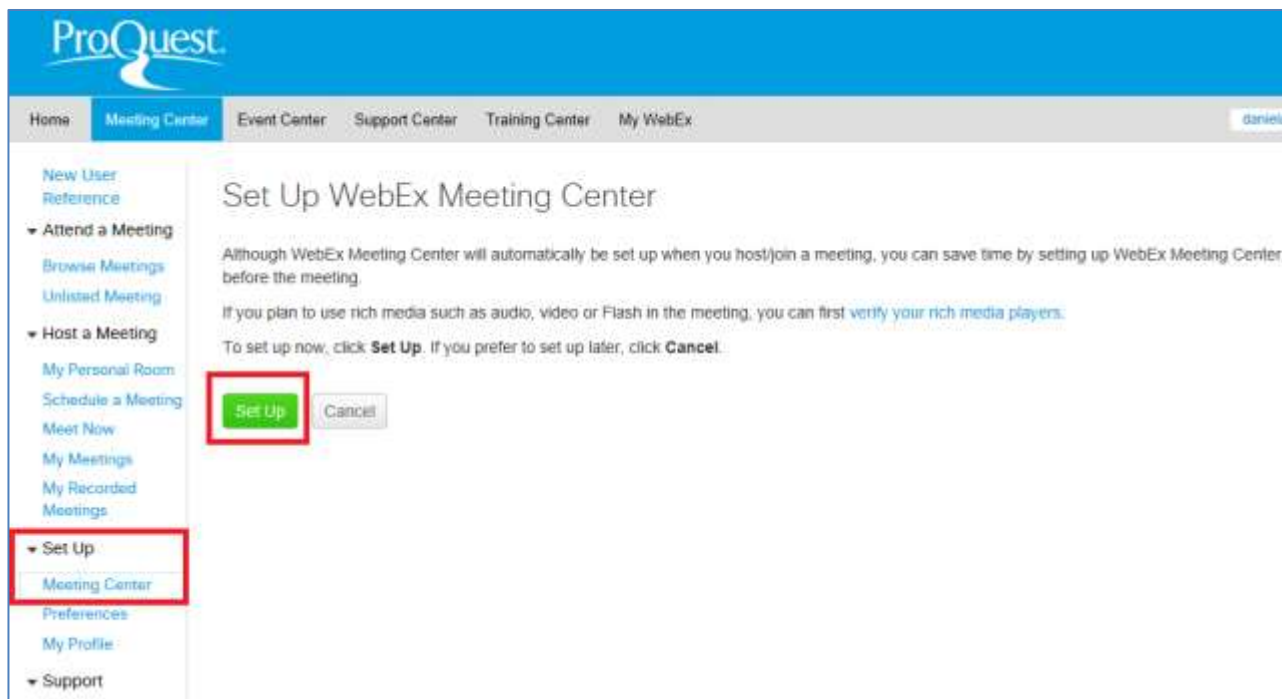
Webex preliminary instructions

In order to use the Webex for the remote training, you'll need to check first some settings. Please find here below the instructions on how to do it.

How to setup your pc for Webex, in case you didn't use it previously, as you'll need to install a small plug in, the Meeting Manager to be able to use Webex.

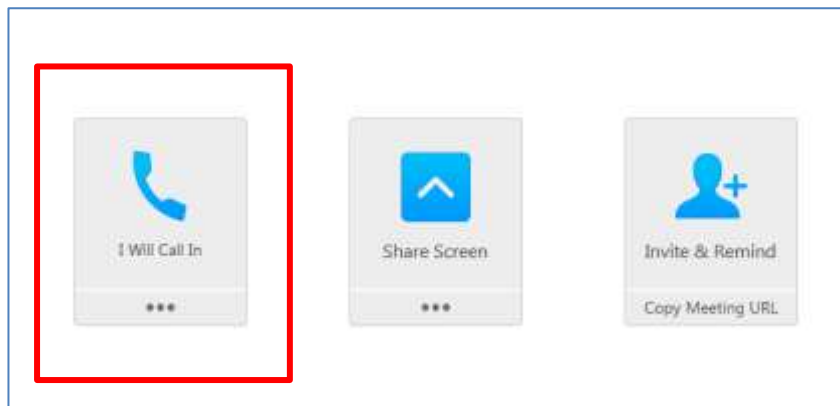
Following is the link of the page where to go to setup the Meeting Manager or to verify if it's already installed onto your pc: <https://proquestmeetings.webex.com/>

click on the tab <Meeting Center> (right of <Home>). In the following window, on the left side menu, click on <Set Up>, then on <Meeting Center>, then click on the button <Set Up> in the middle of the page and follow the instructions. The system will check if the Meeting Manager is already installed on the computer or will install it automatically if it doesn't find it.

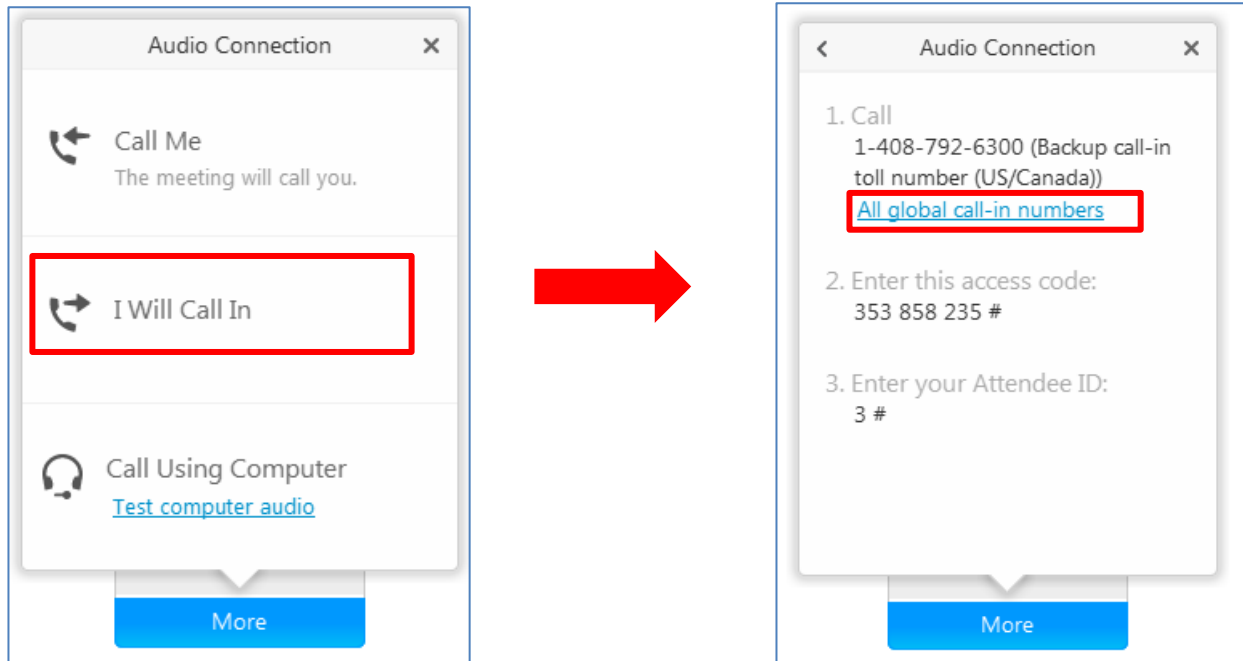


Once the Meeting Manager is properly set and a date is agreed, you'll receive an invite, with a link to the meeting.

Audio Options: After connecting to the webex a window will come out showing you the call options.

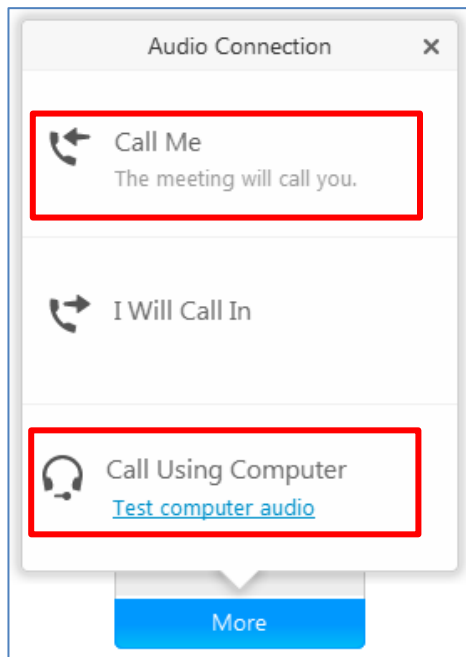


The option “I will call in” is available for those countries with a local toll free number.



The local toll free nrs can be found by clicking on the link ‘[All global call-in numbers](#)’. The Access code (= meeting number) and Attendee ID are also provided for the call in the same panel (different from the one reproduced here)

If no toll free number is available for your country, please select one of the other 2 options:



You can check the list of the toll free nrs here:

Global call-in numbers:

<https://proquestmeetings.webex.com/cmp3000/webcomponents/widget/globalcallin/globalcallin.do?siteurl=proquestmeetings&serviceType=MW&tollFree=1>