

How to Request & Schedule a Virtual Meeting

1. Contact WebSite coordinator with your meeting date and time.
2. WebCoordinator will send an email with the information listed in the screen shot below.
3. Forward this information to all attendees

Host: Al-Anon Bridge [Edit](#) | [Cancel meeting](#) | [Add to my calendar](#)

[Less information](#)

Meeting number: 731 092 534

Meeting password: Sunshine

Meeting link: <https://vaalanon.webex.com/vaalanon/j.php?MTII>



Host key: 549550

Video address: Dial 731092534@vaalanon.webex.com

Audio connection: 1-240-454-0879 USA Toll

[Global call-in numbers](#)

Access code: 731 092 534

How to Start Your Meeting

1. Click on the 'Meeting Link'
2. After WebEx loads click on 'start your meeting' hyper link

Host: Al-Anon Bridge [Add to my calendar](#)

[More information](#)

Join

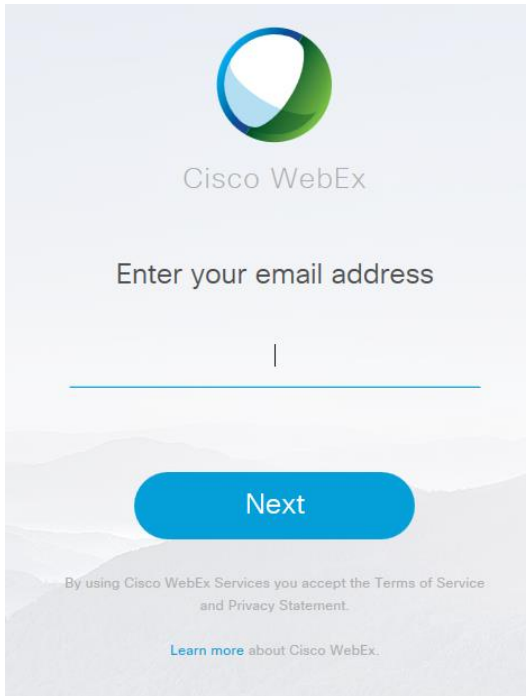
When it's time, join your meeting here.

If you are the host, [start your meeting](#).



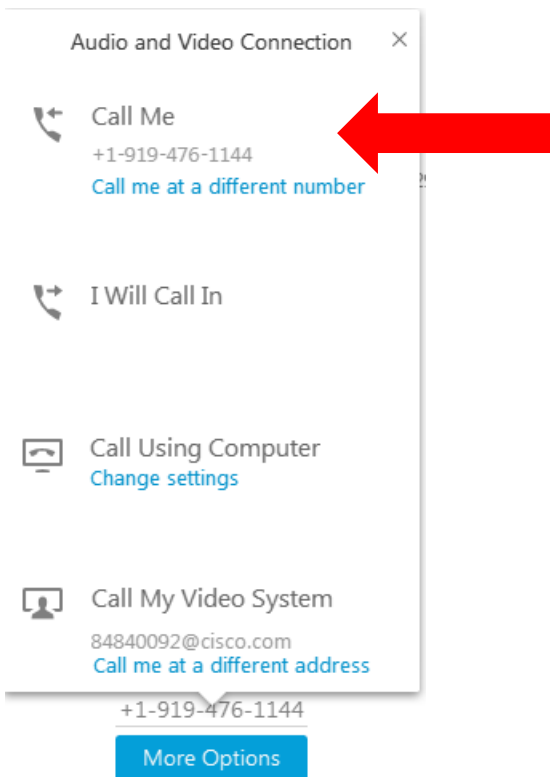
By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

3. Enter the webcoordinator@vaalanon.org email address



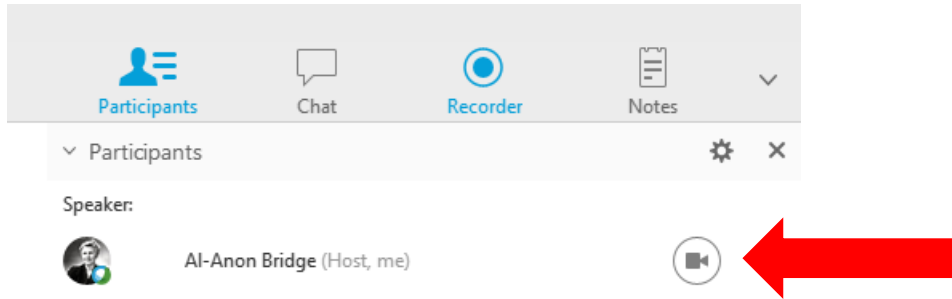
4. Enter password "**Panel56!**"

5. Click 'Call Me'



6. Enter phone number if it is not listed & follow prompts

7. Turn on Video by clicking on the camera next to your name on the Right side



8. To share a document, application, or your desktop click on 'Share' and follow prompts. 'Share' is located at the top left corner of the WebEx Screen

