

How to Request & Start a WebEx Meeting

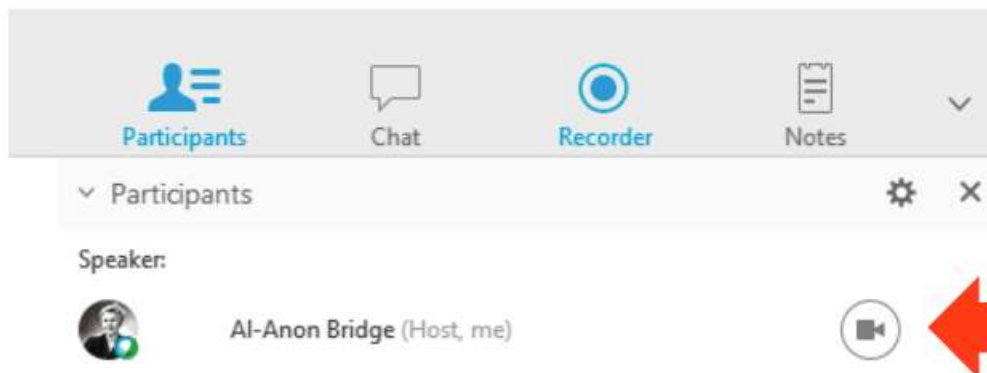
1. Contact WebSite coordinator with your meeting date and time.
2. WebCoordinator will send an email with the meeting information and will add the information to the calendar unless instructed otherwise.
3. Forward this information to all attendees.

How to Start the WebEx Meeting

1. Click on meeting link found on in the email sent by the Web Coordinator or from the meeting organizer. The link can also be found in the calendar at vaalanon.org
2. Click 'Login In' top right corner
3. Enter email address **webcoordinator@vaalanon.org**
4. Enter password **Panel56!**
5. Click 'Start Meeting'
6. ALWAYS select 'Call Me' and enter your landline or mobile phone
7. Follow the prompts

After the Meeting Has Started

1. Turn on your video by clicking the camera next to your name in the lower right.



2. Watch the Participants panel as people begin to join.
3. [Optional] Start recording. Recording controls are located in the lower right hand corner. If you DO NOT see the recorder buttons in the lower right corner Click on the 'Meeting' tab at the top of the screen the select 'Start Recording' and follow instructions. The link to the recording will be forwarded to you from the Web Coordinator.
4. If you want to share a document with all attendees click 'Share' at the very top left and follow prompts.