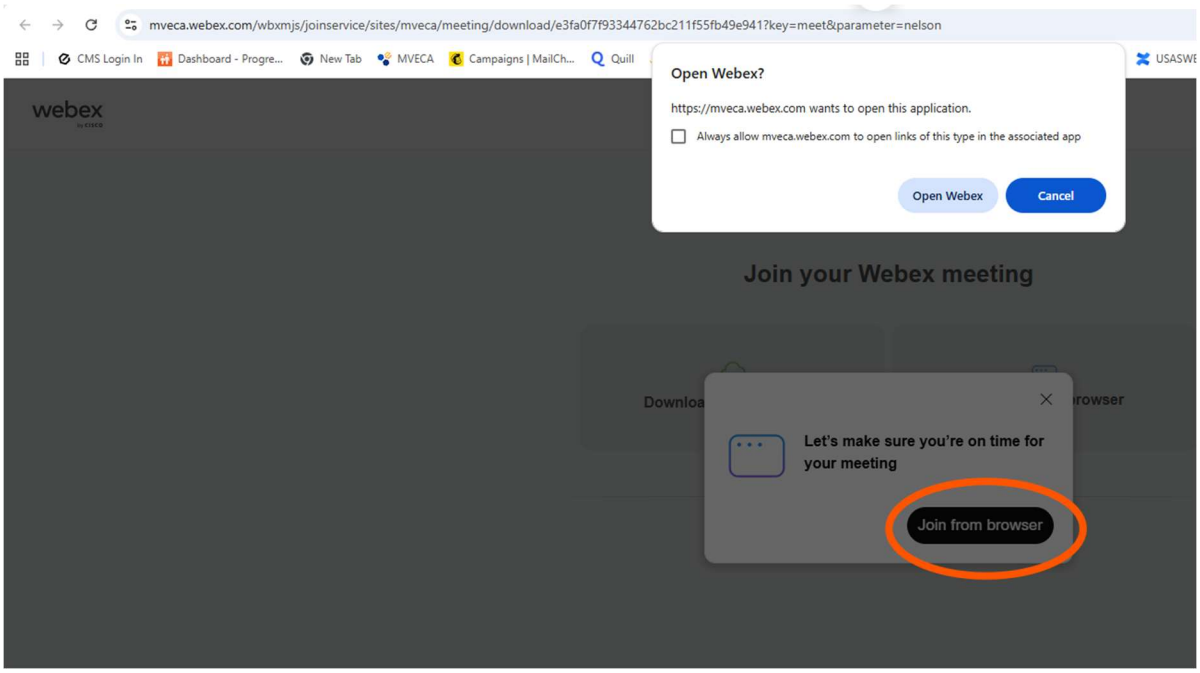
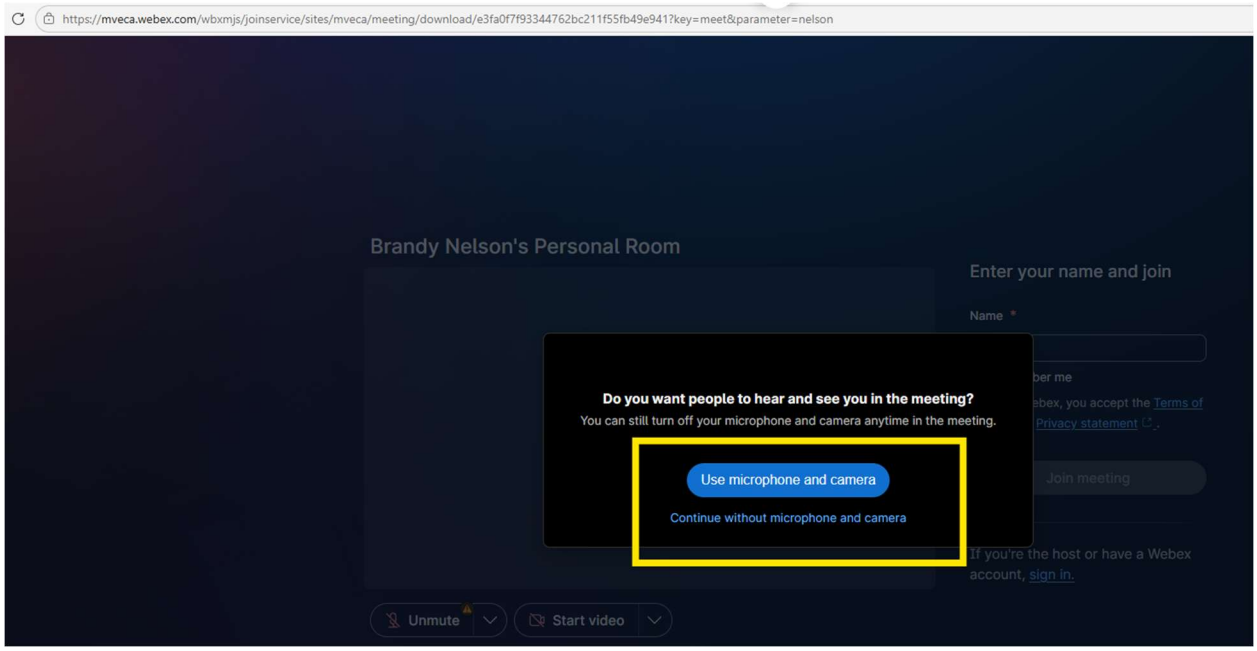
How to log into a WebEx Room

1. Go to the Fiscal Main Page on our website: https://www.mveca.org/Fiscal.aspx
2. Locate the person whom invited you to join a WebEx Room
3. Click on the Room link

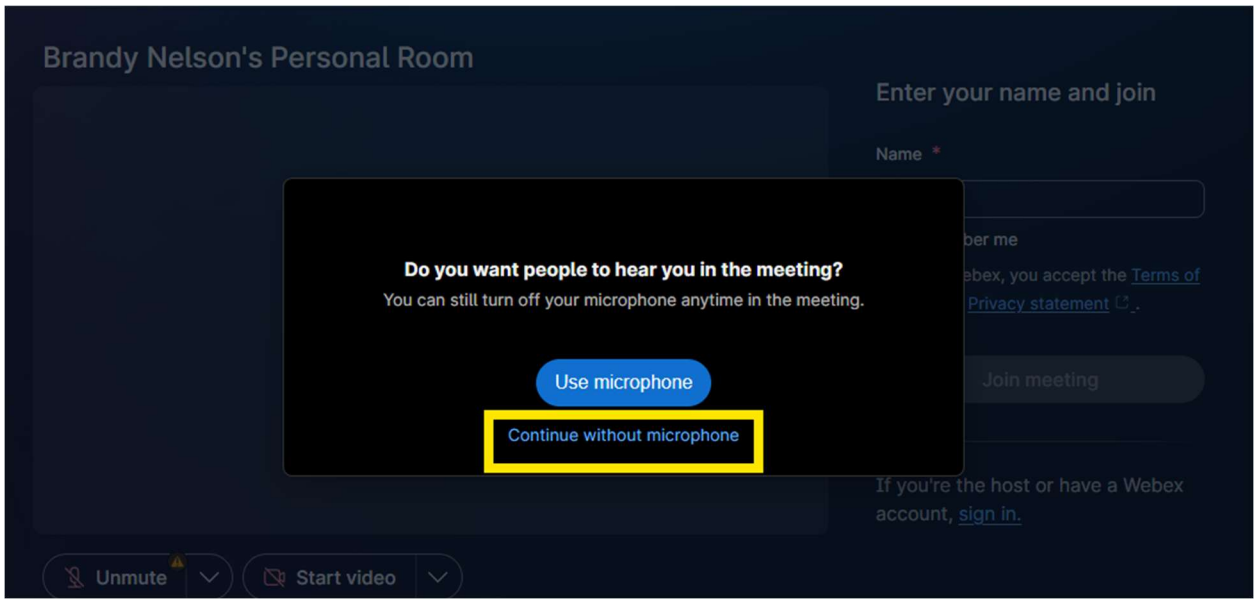
4. Click to join from browser, ignore and click cancel if you get a pop up to join from the WebEx application



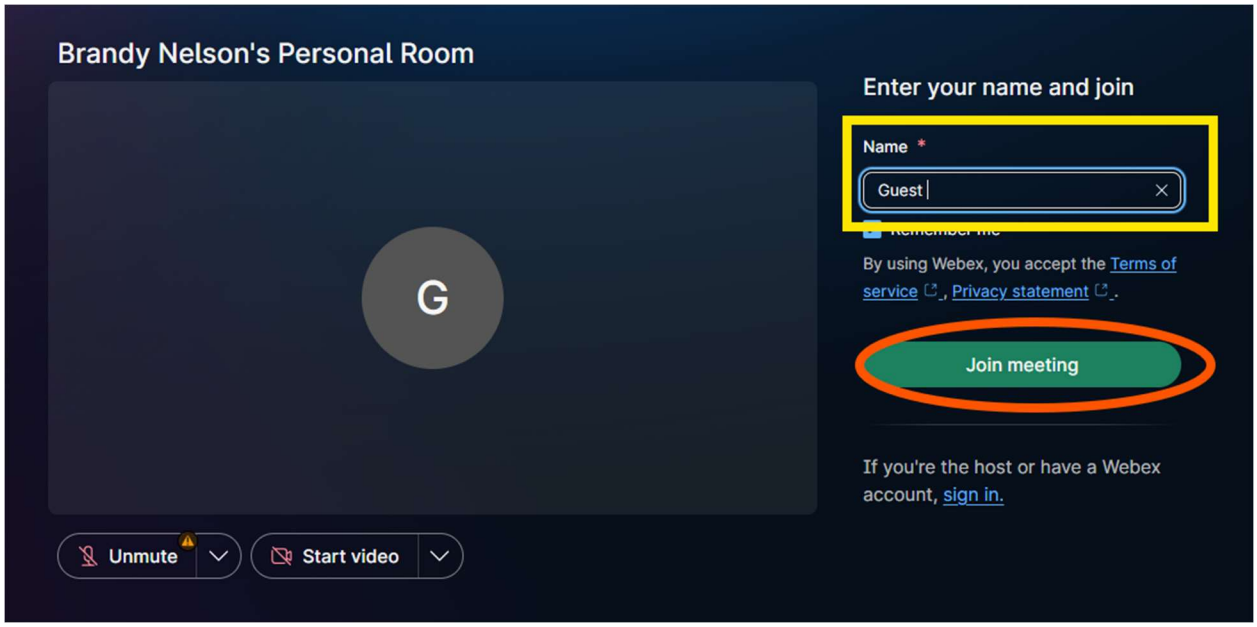
5. If we are already on the phone click to continue without microphone and camera but if not and you would like to use your computer microphone and camera you can click the blue button



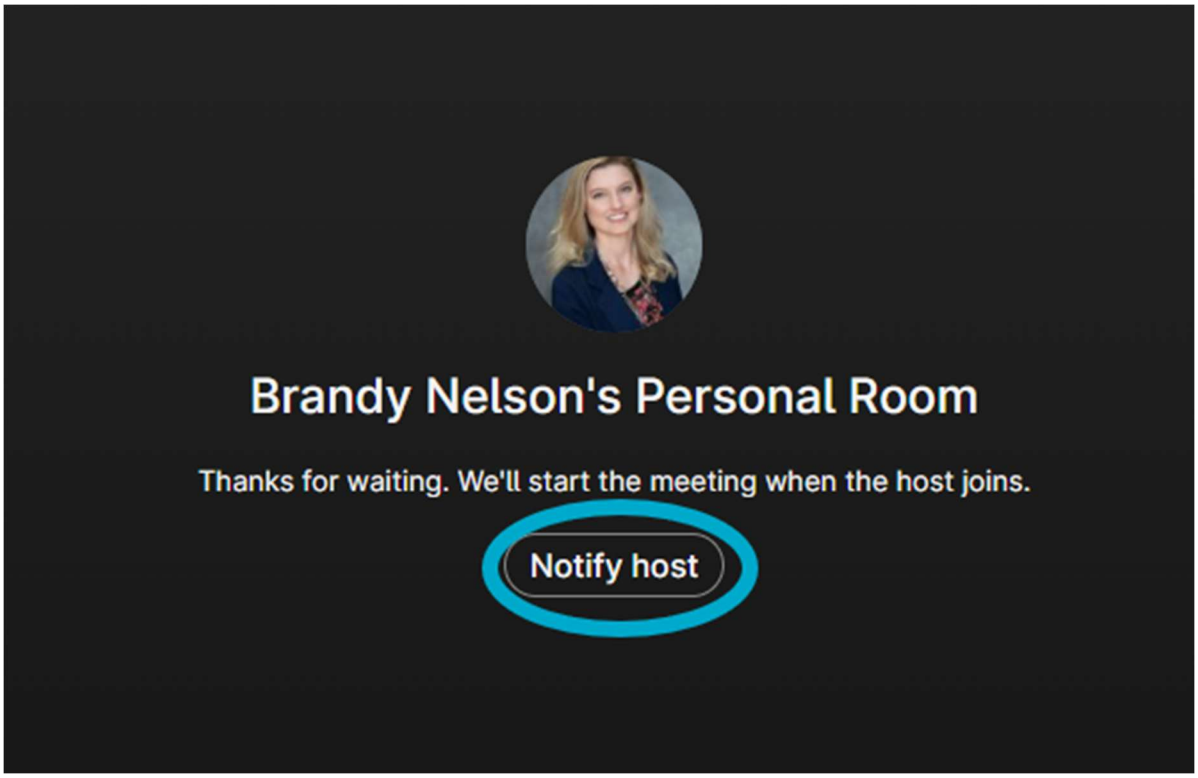
6. If you selected to continue without microphone and camera you will get another pop up and just click the link to continue without microphone



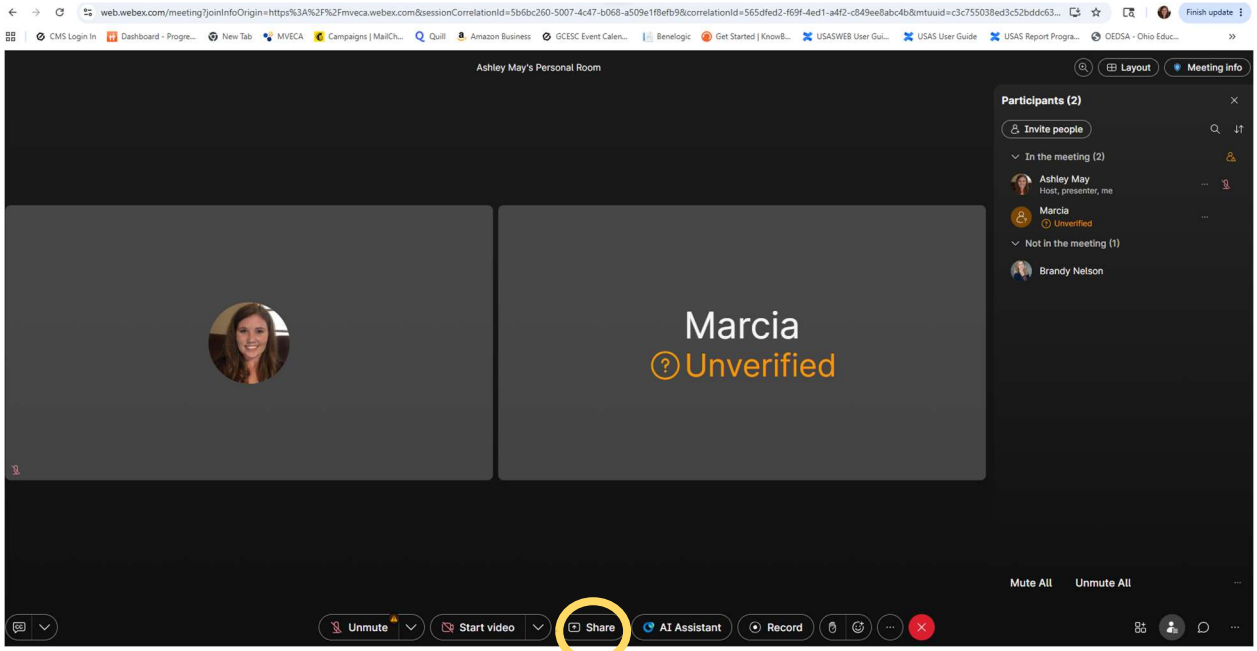
7. Next type you name (see yellow box) and click to join meeting



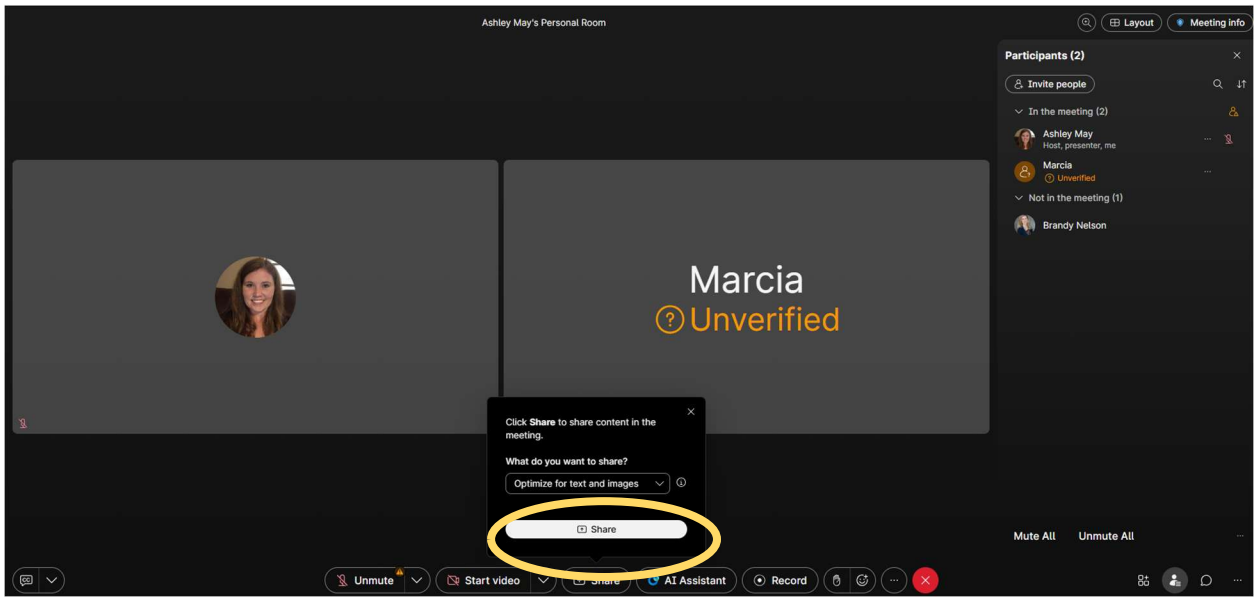
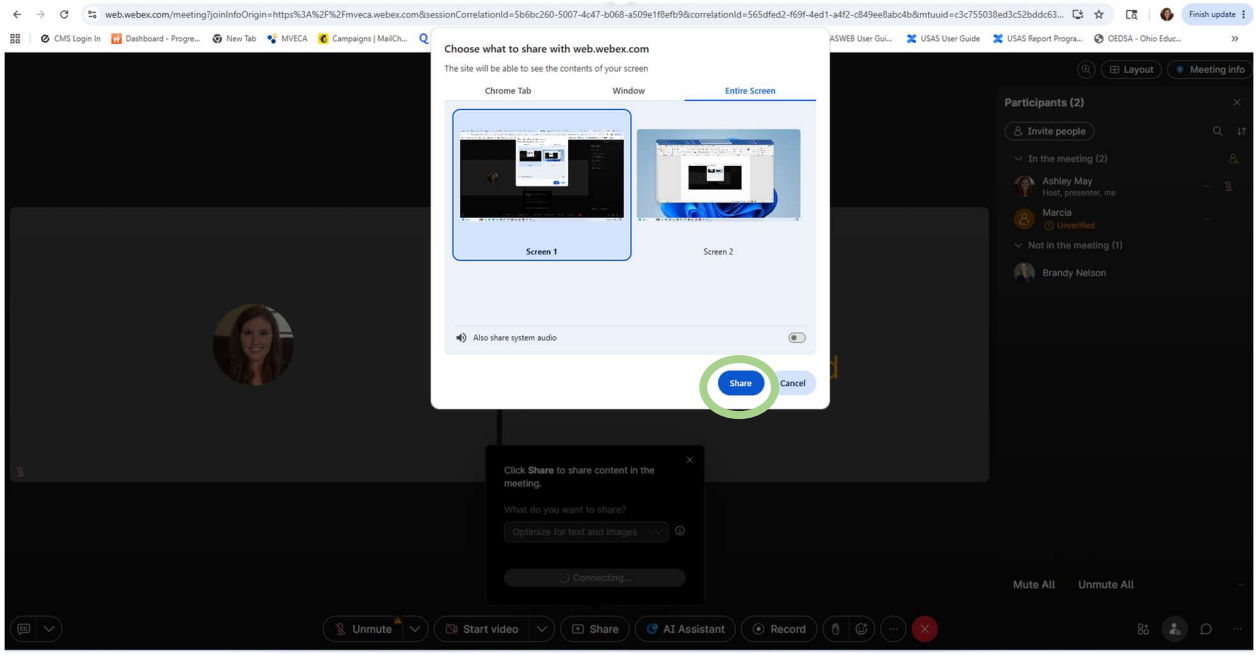
8. If we are already on the phone we will let you in the room but if it's a scheduled call and you are waiting on us you can use the option to Notify the host to alert us you are waiting in the lobby and we will get an email



9. Once you are in the room if you want to share your screen, click Share at the bottom ribbon



10. Click share again



11. Now you have options if you want to share just a browser tab, window, or an entire screen, we find sharing an entire screen works best in case you need to show multiple applications. If you want to share your entire screen then choose the screen you would like to share and click share