Joining a Webex Training Session

1. You can use your personal computer to access Webex. You only need an internet connection.

2. Copy-and-paste the session URL to your browser sophionusermeetings.webex.com/sophionusermeetings/ . Cisco recommends Google Chrome and Firefox, but IE and Edge also work.

3. **Please enter the session ID listed on the invitation: 132 179 0310 and password: Ionchannel**

4. Enter your name and email in the appropriate fields. The password should pre-populate. If it does not, please enter Ionchannel.

5. Select the Join Now button.

6. You will come to a screen that may ask you to install an application or extension. Look for "Run a Temporary Application" and select/click it.
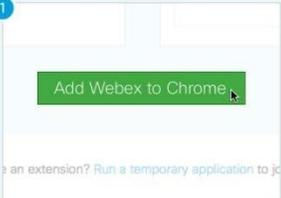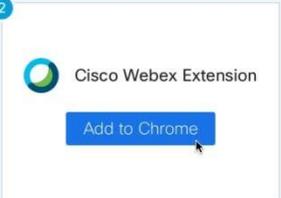
7. Depending upon browser, do one of the following:

Chrome:

Click on the .EXE file that appears in the lower-left of the browser window:
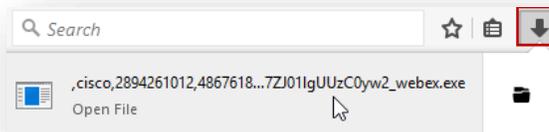

Once the file is done downloading, click on the up caret and open, save, or run the file. If you save it, make sure you save it to a location on your computer where you can find it then right click and open the file.

Firefox:

Click Save File on the prompt window that appears:
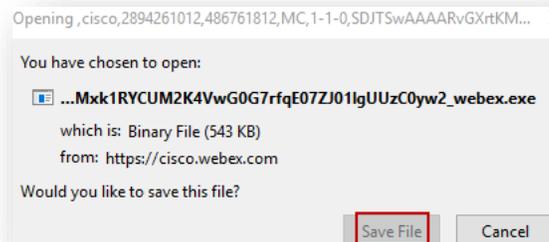
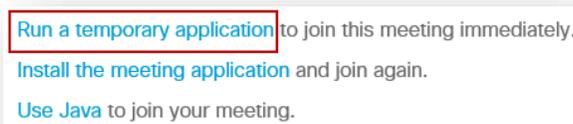Click the arrow in the upper-right corner of the browser window, then click on the download .EXE file:

Internet Explorer:

Click the **Go here** link:

On the page that appears, click Run a temporary application:

Click Run on the dialog box that appears.

8. After you join the training session an Audio Conference pop-up will appear. Select one of the following:

-   ***Preferred* Call Using Computer**- Choose this option to connect audio using VoIP. To adjust your speaker and microphone settings, go to **Audio>Speaker/Microphone Audio Test** in the menu bar.

-   **Call Me**- Enter a phone number, select **Call Me**. You will receive a phone call and will be prompted to press 1 to connect.

-   **I Will Call In**- to choose this option, select the **Use Phone** drop-down list. Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.

If your agency blocks your from running the temporary application join your Webex session via web browser.

Follow these steps:

1. Copy-and-paste the URL to your browser. Cisco recommends Google Chrome and Firefox, but IE and Edge also work. If your instructor had you register via Cisco Webex, you should have a URL connected to your registration.
2. Enter your name and email in the appropriate fields. The password should pre-populate. If it does not, check the email you received from your instructor. The password should be in the email.
3. Select "Join by browser" which may take a second to appear after you enter your name and email. This will open up a tab in your browser where the meeting will load.

After you join the training session an Audio Conference box will appear. Select one of the following:
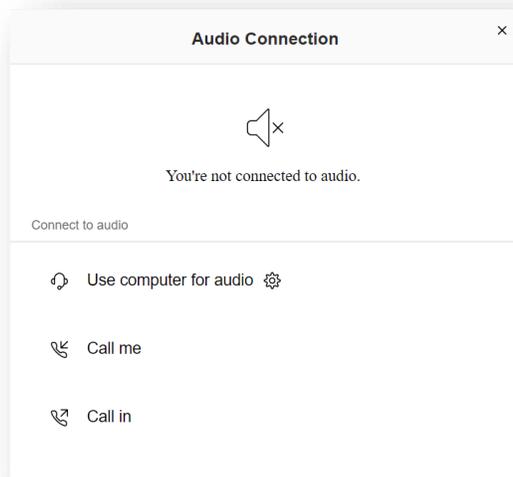
- **Call Me**- Hover your mouse to the right of **Call Me** until you see a box appear. Enter your phone number then select **Connect**. You will receive a phone call and will be prompted to press 1 to connect.

- **Call In**- to choose this option, hover over **Call In** until you see **View** appear on the right. Click on **View**. Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.

- **Use computer for audio**- Choose this option to connect audio using VoIP. Hover over **Use computer for audio** until you see **Connect** to the right. Click on **Connect**. To adjust your speaker and microphone settings, go to **Audio>Speaker/Microphone Audio Test** in the menu bar.