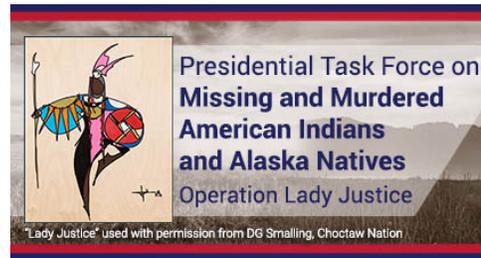


Virtual Tribal Consultations



Registration

After registering for your Region's consultation, you will receive an invitation from Webex that contains the link you will use to join the meeting on the day of the event.

This link is unique to you, and should not be shared. It is suggested to save this invitation to your calendar as a reminder and to have the event link when ready to join.

How to Join the Meeting

On the day/time of the event, access the invitation and click the green **Join Event** link.

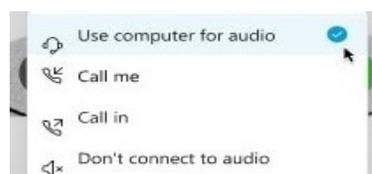
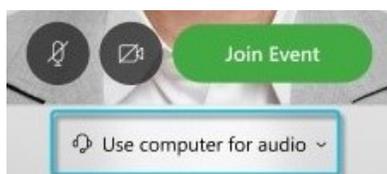
Once clicked, you will be directed to the event landing page:

- Enter your name and email address, then click **Join Now**

If asked for a meeting password, enter the password that is in the email invitation - and click **Next**.

Audio Options

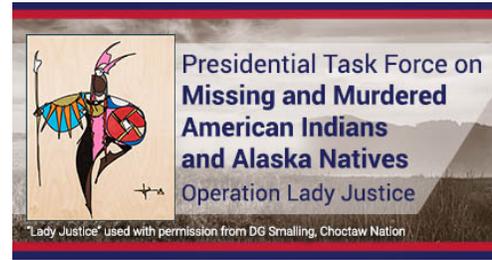
Next, you choose how you want to listen.



- **Use computer for audio** (default) – Use your computer with a headset or speakers.
- **Call in** – If you prefer to use your phone for audio, select this option and dial the event number listed in the pop up box. Choose this option if your Internet connection is slow.
 - If choosing this option, you **must enter the Access Code and Attendee ID** listed in the pop up box to be appropriately identified on the call.
- **Call me** – Enter a phone number and Webex calls you.
- **Don't connect audio** – Use this option when you need to join a meeting and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

By default, your microphone and camera are turned off. The video and microphone buttons are both red.

Virtual Tribal Consultations

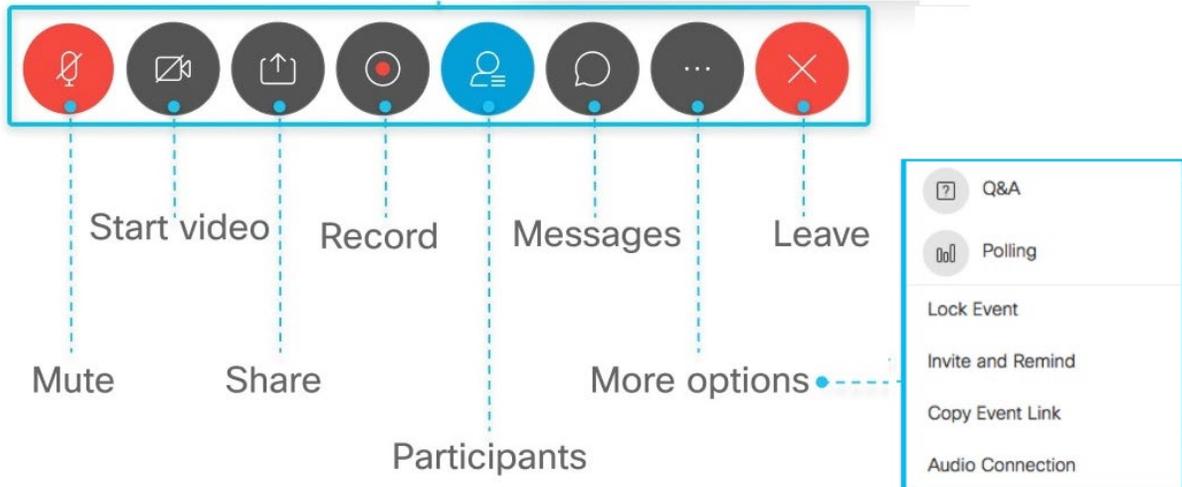


Webex Interface

The Webex Events user interface is rather simple as most of the event options are in the center of the screen.

To locate **Webex Features**, simply hover your mouse pointer over the bottom center of your Webex screen and the following will appear.

**Note that some of these features may not appear, or will be inactive.*



- **Live-captioning** is available for the deaf or hard of hearing. Click on the “**Media Viewer**” found under the “**More options**” icon to log in.
- **Need technical assistance?** Use the **Chat Box** found under the “**Messages**” icon and send your issue to the host.
- **Questions?** Submit questions at any time by using the **Q&A box** which can be found under the “**More options**” icon. Select “**All Panelists.**”