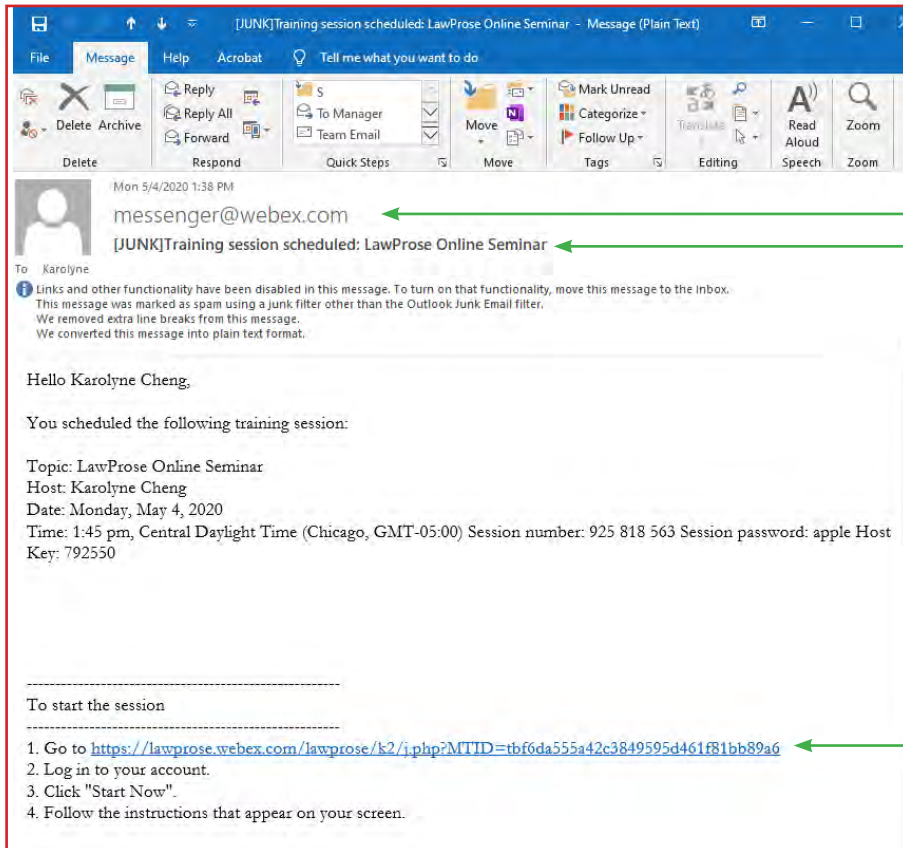


Getting into the Classroom

1. You'll receive an email from messenger@webex.com with information about joining the session.

Please check your Junk Mailbox.

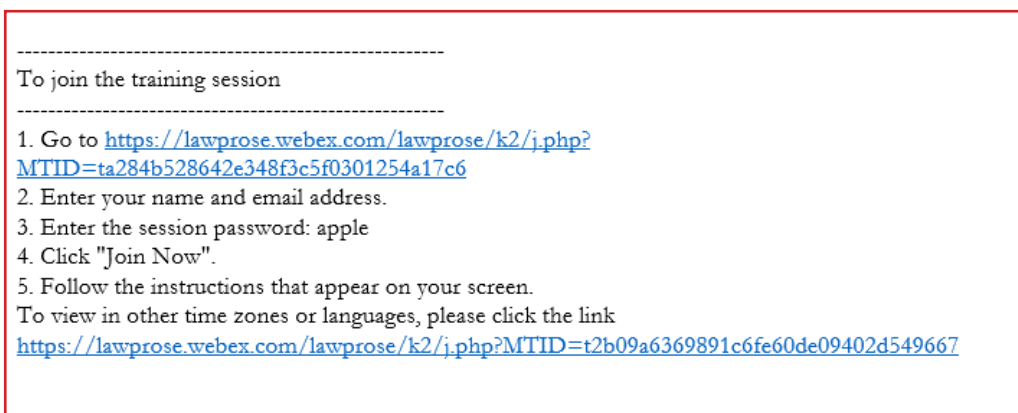


messenger@webex.com
 may be sent to your
 Junk Mailbox

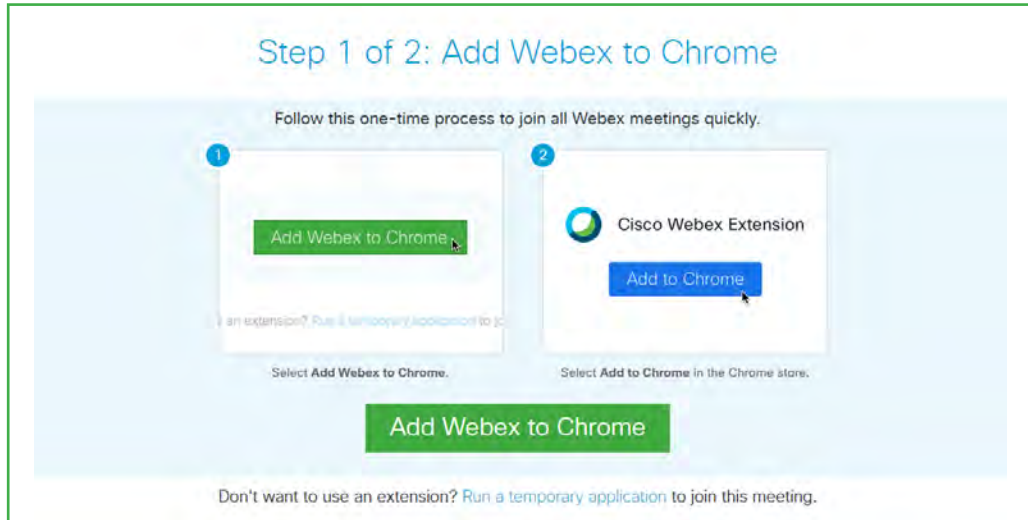
Seminar information.

2. You'll receive an invitation email from messenger@webex.com with information about joining the session. Each person will also receive an invitation email an hour before the seminar's start time to make it easier to join.

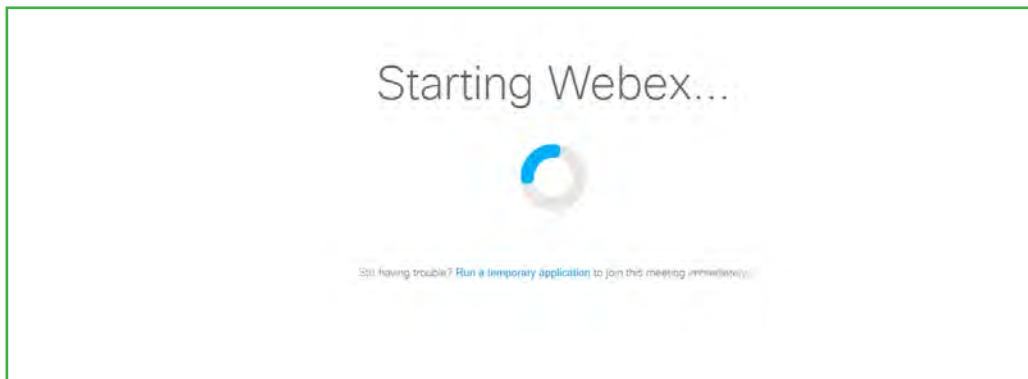
Please check your Junk Mailbox.



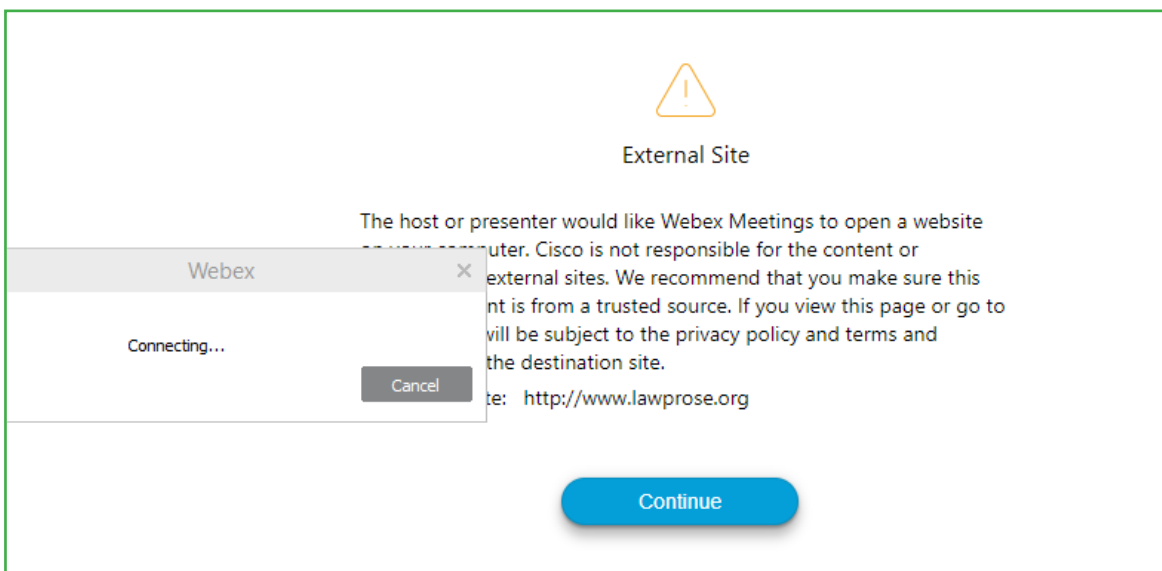
3. Choose to add the plug-in to your internet browser.



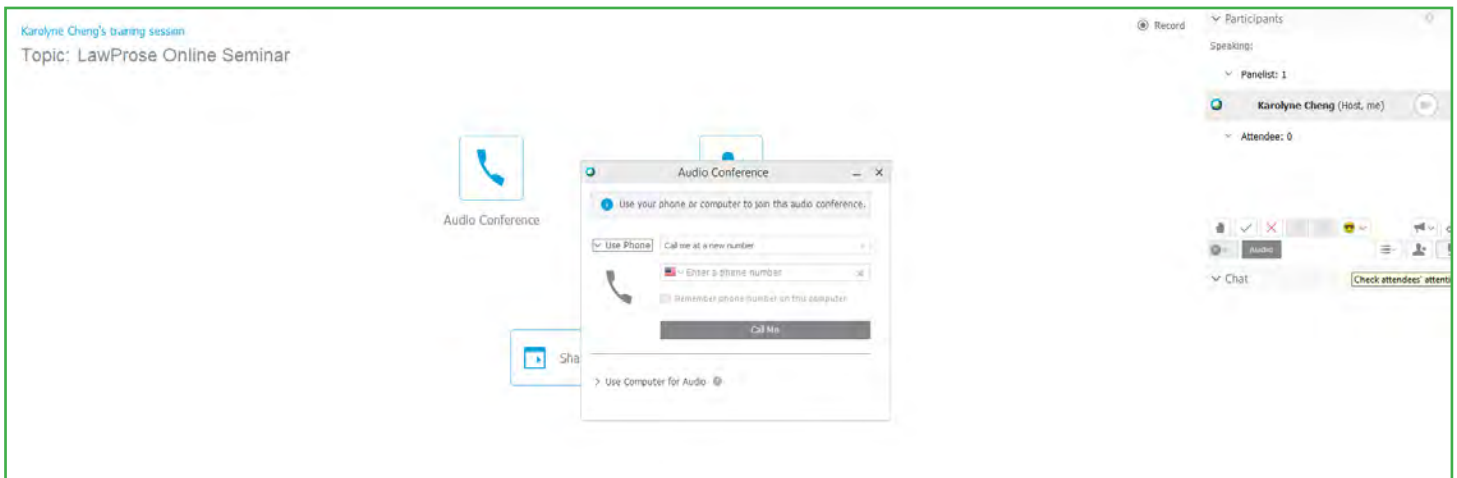
4. Your computer will start up WebEx.



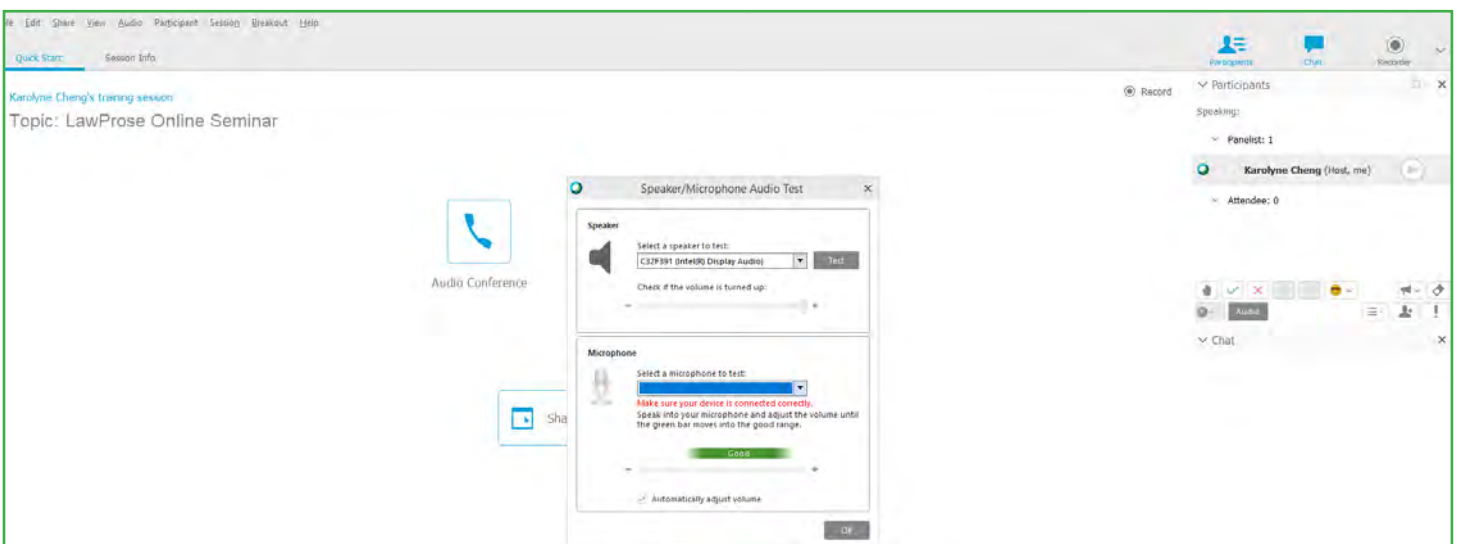
5. You may be prompted about some warnings. Please proceed to join the classroom.



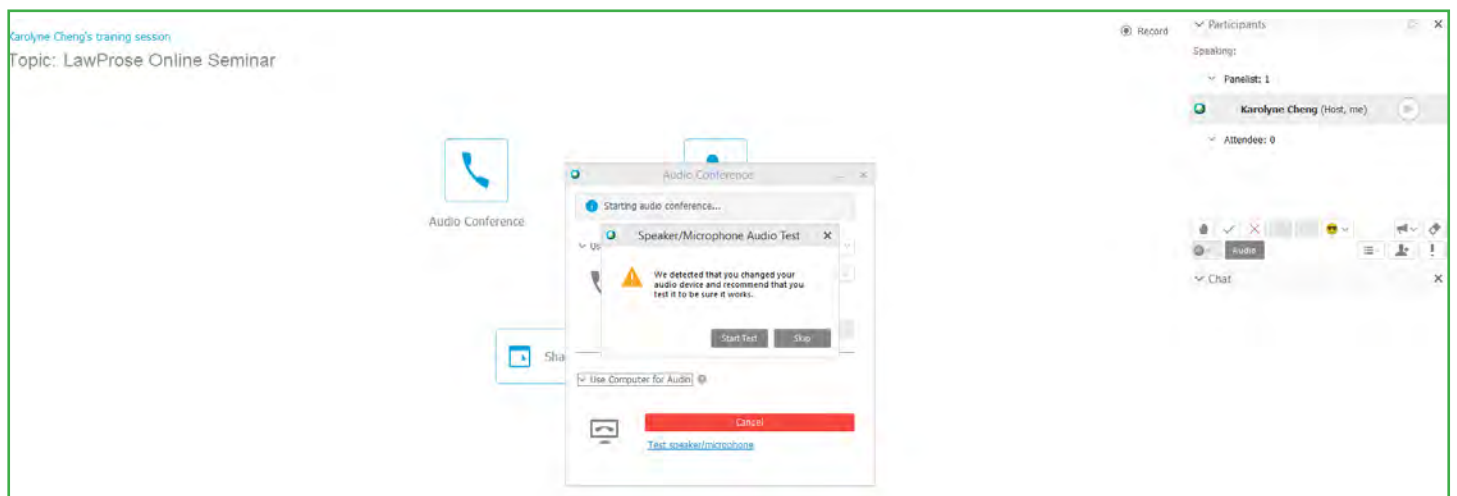
6. Choose your seminar's audio to use your computer's speakers or your phone.



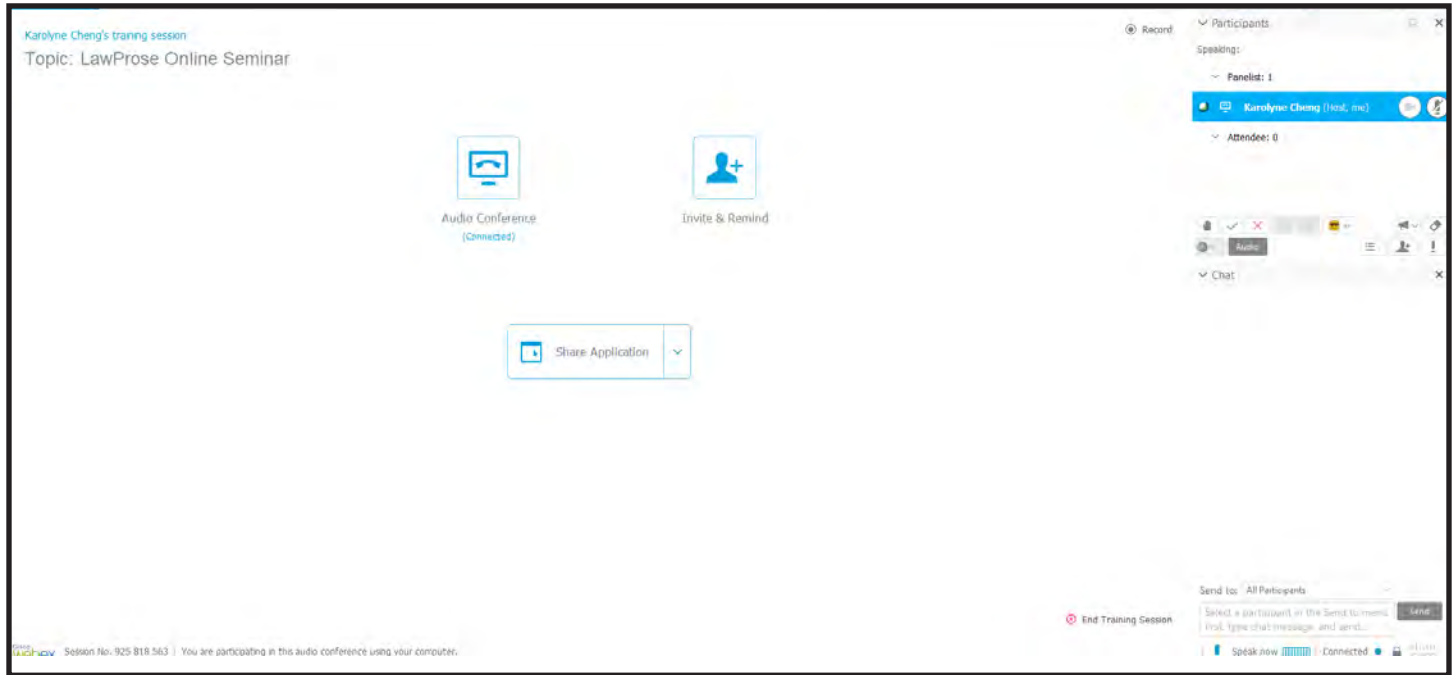
7. If you choose to use your computer's speakers and microphone, you can test it here.



8. Don't worry if this error message pops up that your microphone is not working. You will be muted during the seminar and all your questions and participation will be through the chat function you see in the bottom right corner of your screen.



9. You're ready for the seminar. Thanks for your patience.

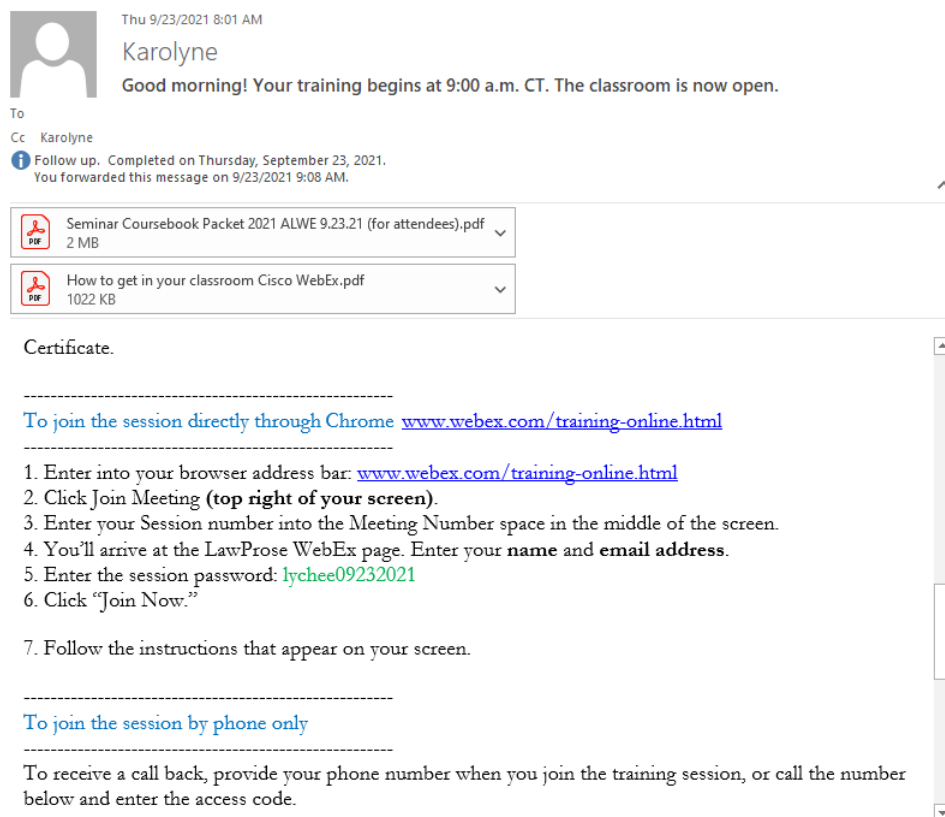


Logging in via your browser.

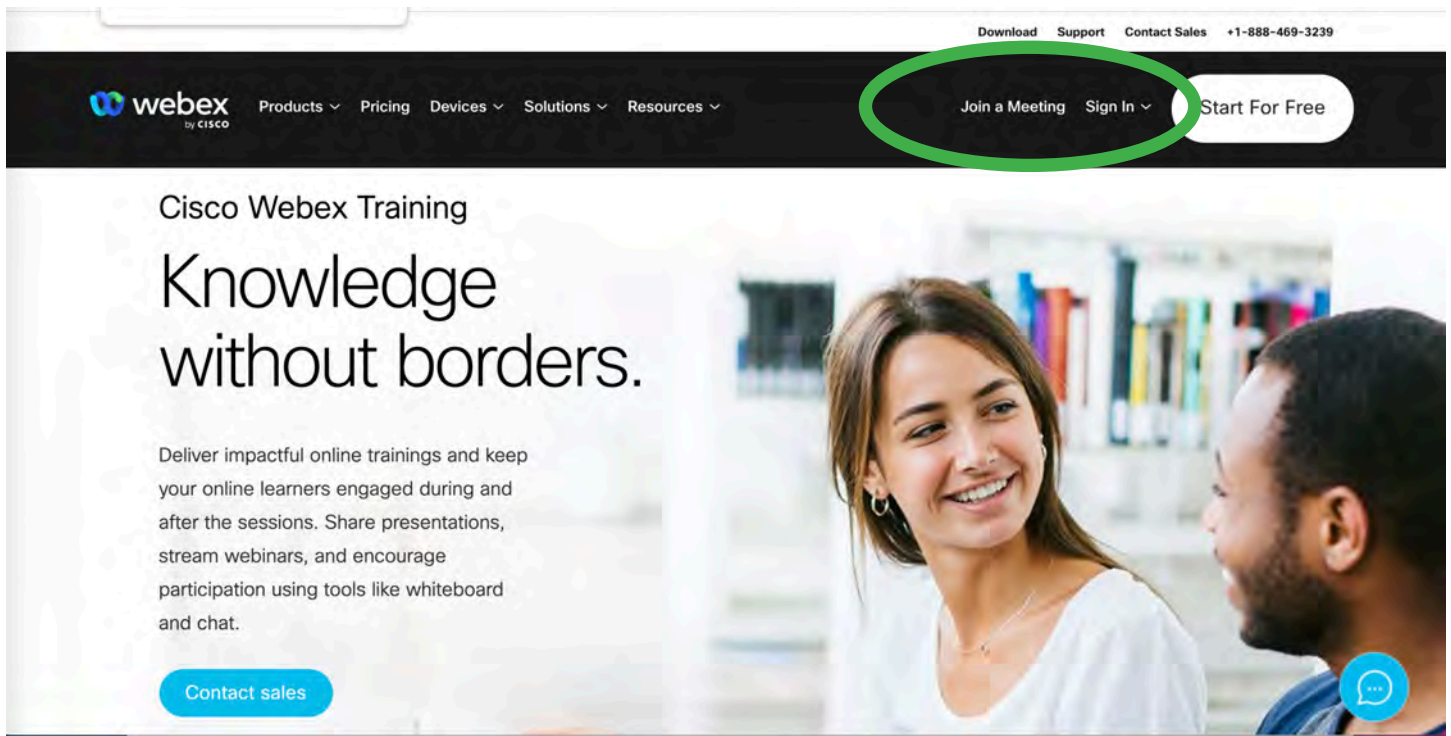
Your firewall on your work computer may prevent the Cisco WebEx extension from downloading. Not a problem! You can easily log into the classroom directly from a normal browser window. When you click on the link to join our classroom, you'll land on the Session Information page at lawprose.webex.com. After entering your credentials in the gray Join Session Now box, click on the link underneath the Join Now box: Join by Browser.

This will open a new window for your classroom. You'll have all the same functionality for the seminar as everyone else participating through the Cisco WebEx extension.

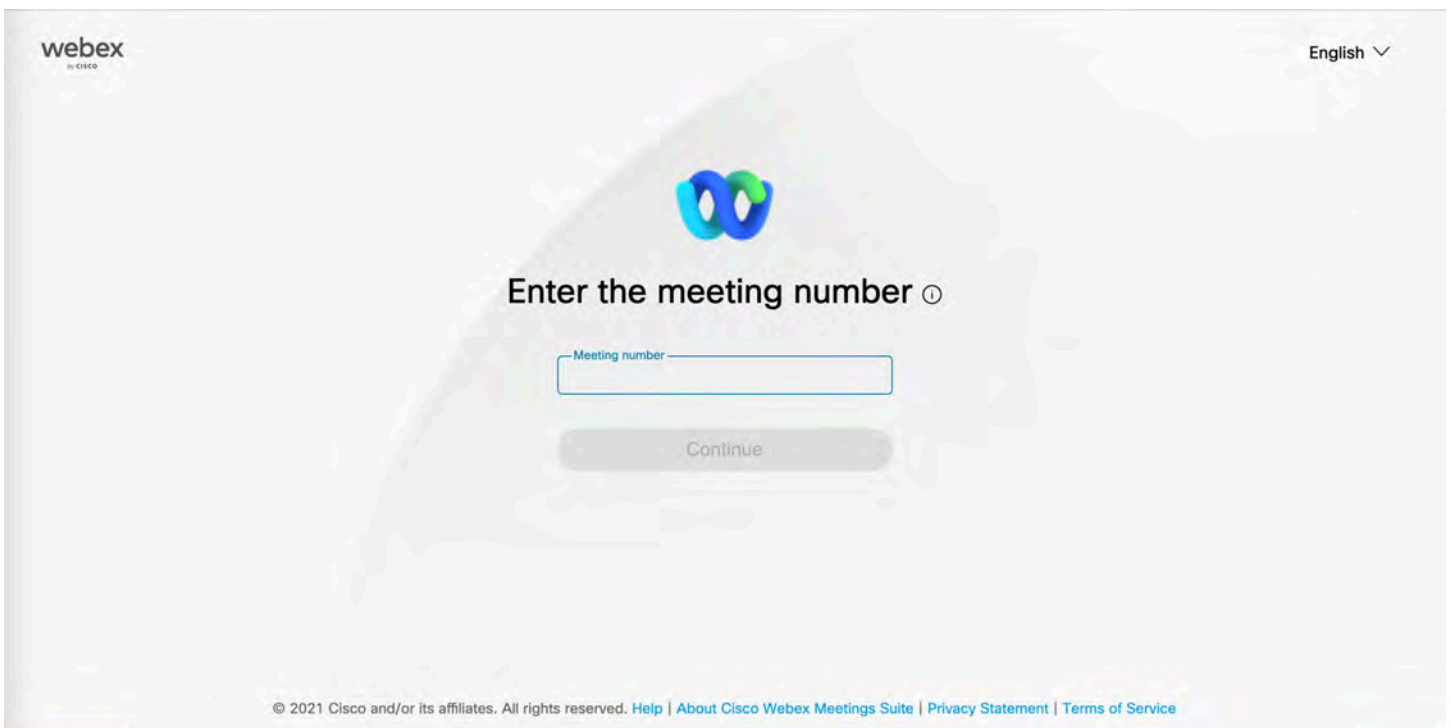
1. In the LawProse reminder email before the seminar, scroll down to the section on joining directly through Chrome.



2. Follow the instructions to click Join Meeting in the top right corner of the new page.



3. Enter the meeting number.



4. Enter your login credentials in the gray box to the right and click Join by Browser.

The screenshot shows the LawProse Webex Training interface. The main heading is "Session Information: Advanced Legal Writing and Editing (9.23.21)". The session status is "Started". The session date is Thursday, September 23, 2021, starting at 9:00 am, Central Daylight Time (Chicago, GMT-05:00) for a duration of 6 hours. The presenters are Professor Bryan A. Garner, Professor Bryan A. Garner, and Karolyne. The agenda, session number, password, and audio conference details are all marked as "(password protected)". The host's name, email, course material, and tests are also marked as "(password protected)".

On the right side, there is a "Join Session Now" section with a form for "Your name:", "Email address:", and "Session password:". Below the form is a "Join Now" button and a link for "Join by browser NEW!". A green oval highlights the "Join by browser NEW!" link. Below the form, it says "If you are the host, [start your session.](#)".

At the bottom, there is a note: "By joining this session, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)."

5. You'll be greeted by a short note.

The screenshot shows a Webex meeting interface. A "Welcome Message" dialog box is displayed in the center. The message reads:

Welcome Message

Good morning!
We're delighted to have you join us today.
Professor Garner starts promptly at 9:00 a.m. CT.

Schedule for today

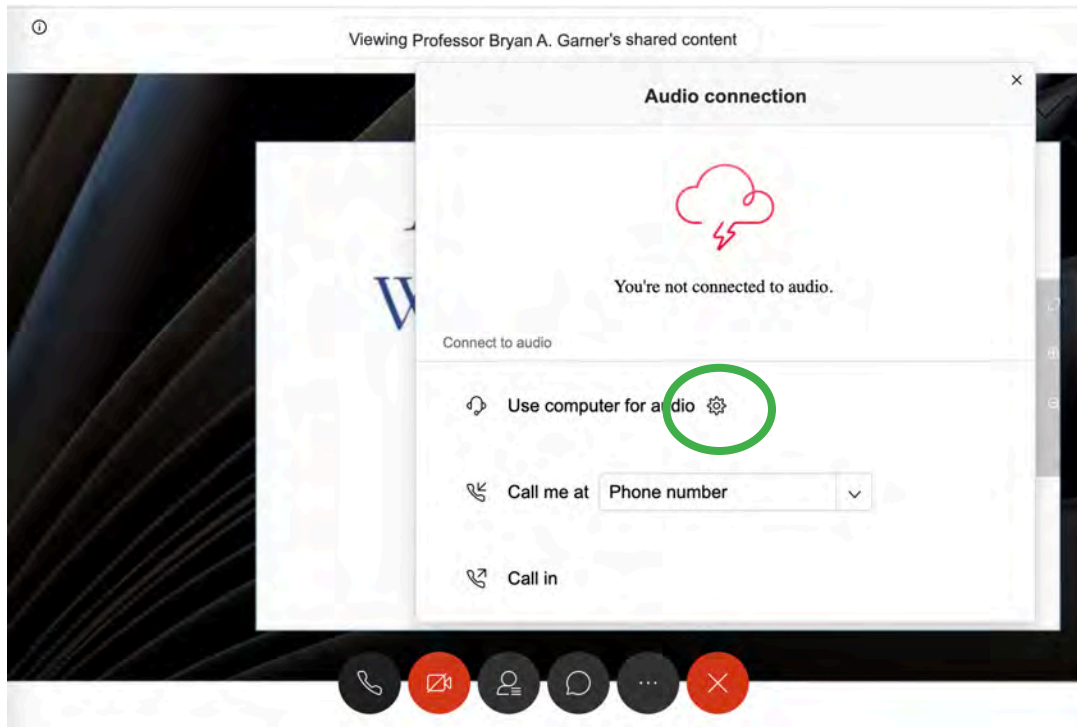
- 9:00 a.m.: Class begins
- 10:30-10:45 a.m.: Morning break
- Noon-12:30 p.m.: Lunch break
- 1:30-1:45 p.m.: Afternoon break
- 3:00 p.m.: Class finishes

We'll send a follow-up e-mail when the seminar finishes with information about CLE credits.

Sit tight and get ready for a fast-paced day.

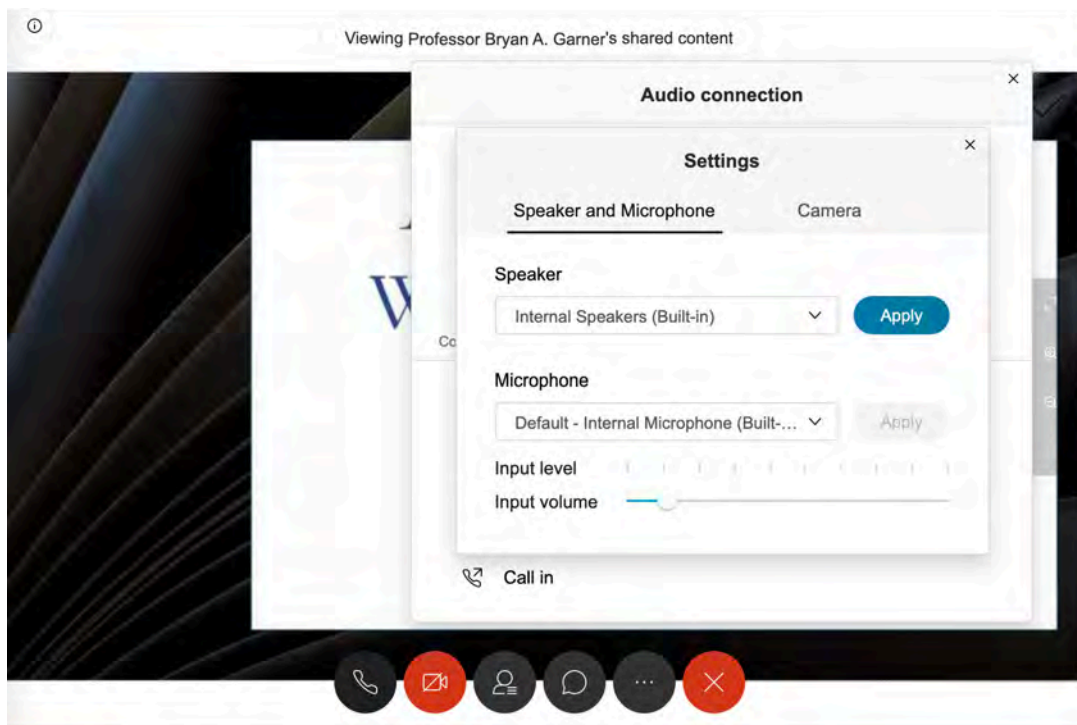
At the bottom of the dialog box is an "OK" button. The background shows a video feed of a man (Professor Garner) and a list of participants: "Professo... (Host)" and "LawProse *".

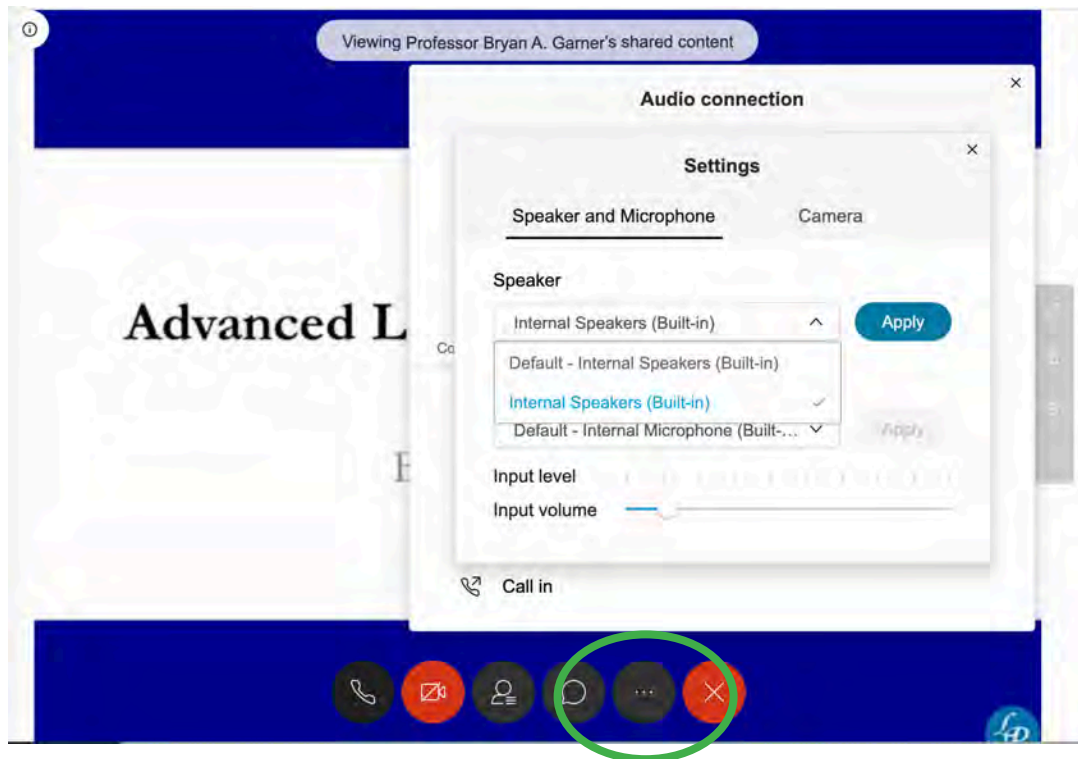
6. Let's work on your audio connection now. Click the little gear icon.



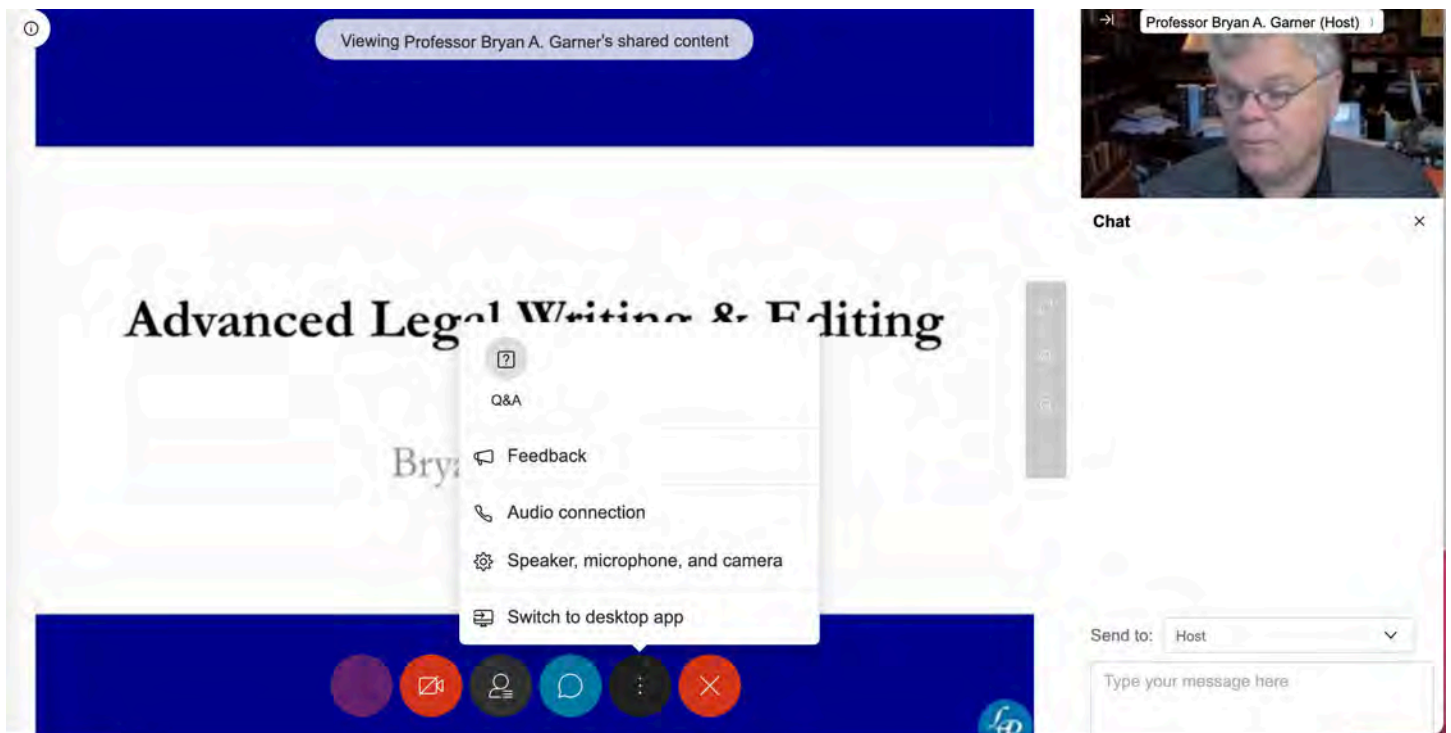
6. Let's work on your audio connection now. Click the little gear icon. Choose your speakers and click apply. You won't need your mic for this seminar.

*You may have a little notification pop up that asks for permission to access your microphone. Click Allow. Or it might be a little microphone icon with a red X through it in your browser address bar, right click on that and allow the microphone for WebEx.





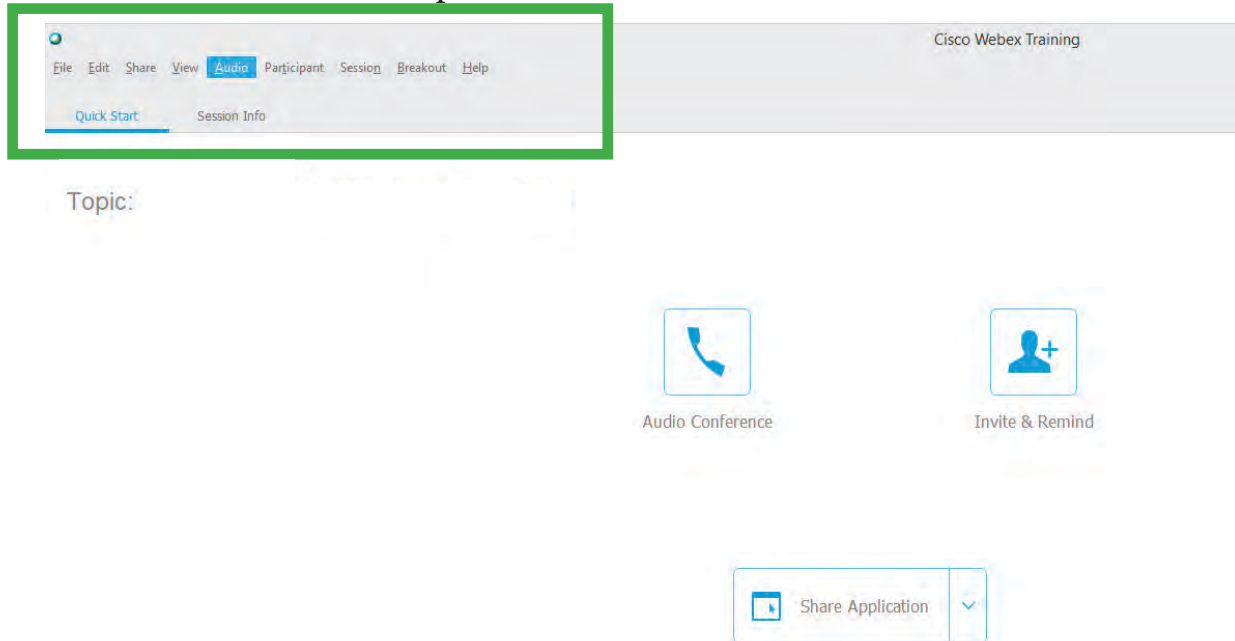
This little icon will bring up your options including getting back into your audio-connection options.



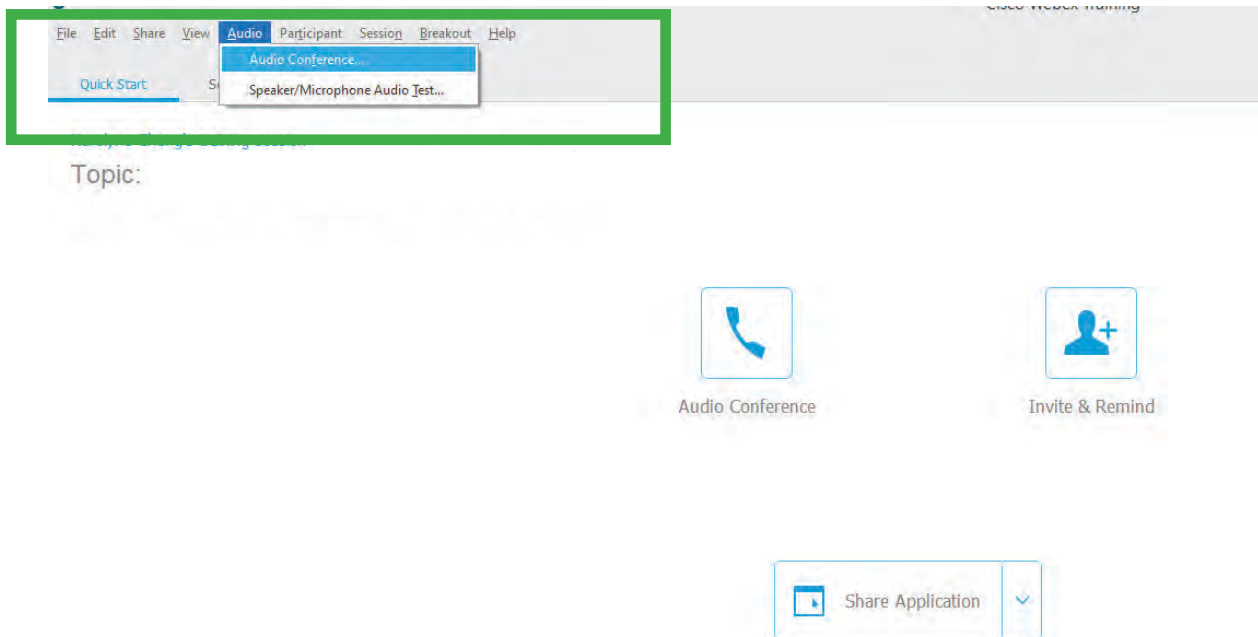
Using Your Phone to Listen to the Seminar

Yes, you can still sign into WebEx and see the seminar, but depending on your connection speed, the computer's sound may pause, skip, or even freeze. For a smoother audio experience, you can use your phone as your speaker.

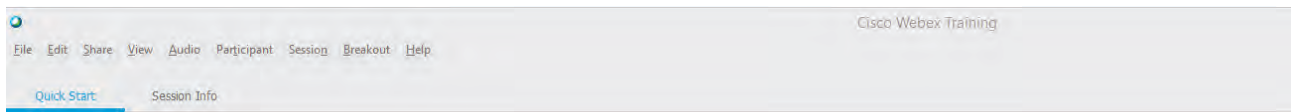
1. Please select Audio from the top menu bar.



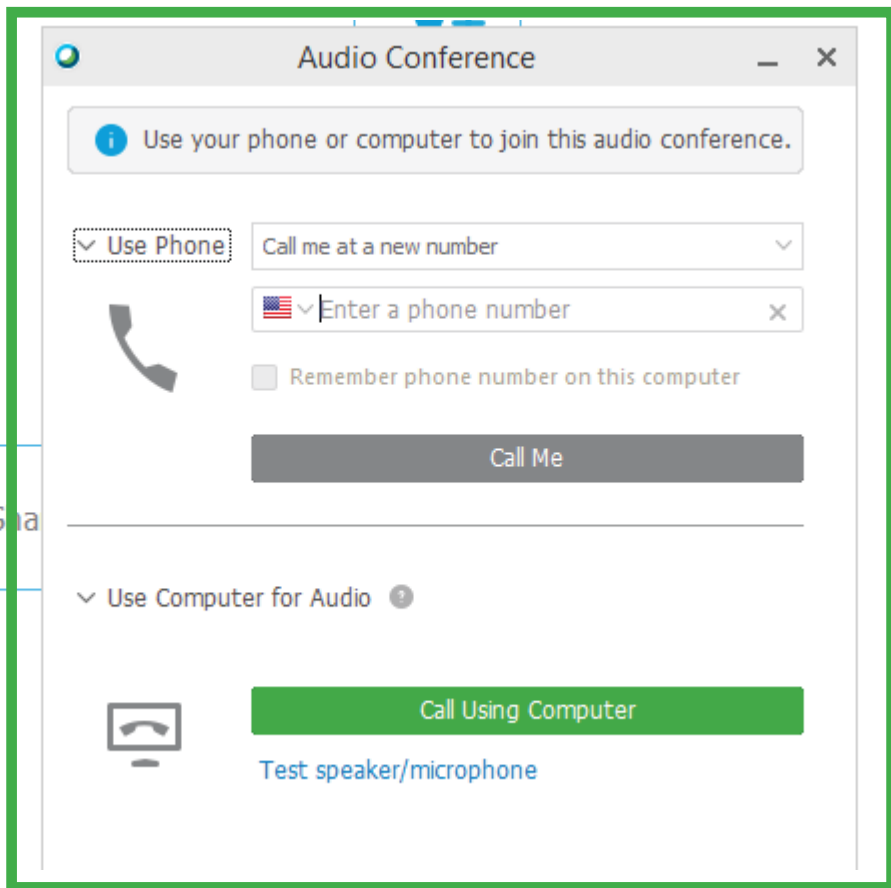
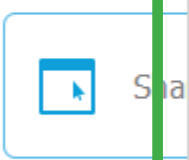
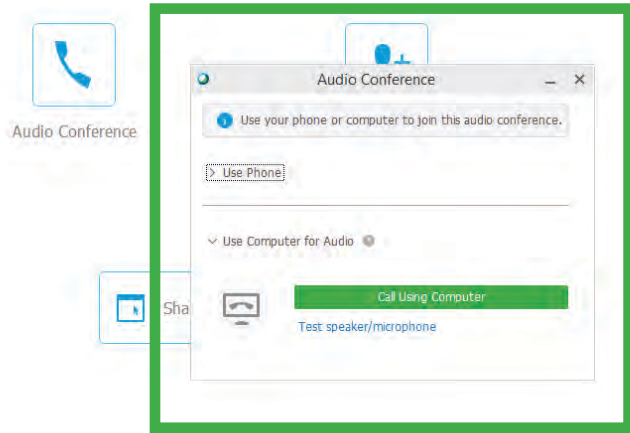
2. Click on Audio Conference.



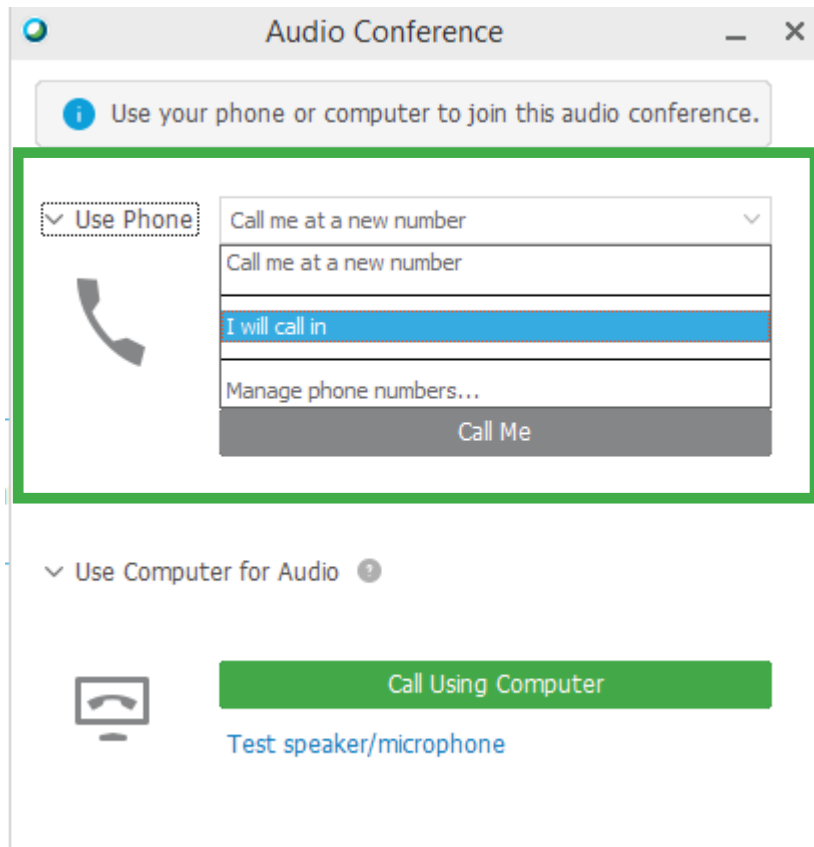
3. In the new Audio Conference dialog box, select Use Phone.



Topic:



4. In the drop-down menu, select “I will call in.”



5. If you have free long-distance calling on your phone, please dial the call-in toll number. Enter the appropriate access code and Attendee ID provided in your live session's screen.

