

Steven Rzepka, PE July 17, 2018

Keep Alaska Moving through service and infrastructure

#### **Outline**

- Step 1: Signing In and Setting Up Meeting
- Step 2: Starting a Meeting
- Step 3: Features Within WebEx Meetings
  \*\*WebEx viewers likely won't be able to see this portion of the presentation



#### PART 1

# Signing In and Setting Up Meeting

#### WebEx Homepage



https://stateofalaska.webex.com/

## Login or Sign Up



#### Log in to your account

already have an account:	
Jsername:	
Password:	
	Keep me logged in
	Log In
	Forgot your username or password?

I do not have an account:

Sign up for an account to

- · speed up meeting registration
- · track meetings to which you are invited
- · schedule and start meetings

Sign Up

#### **Notes About...**

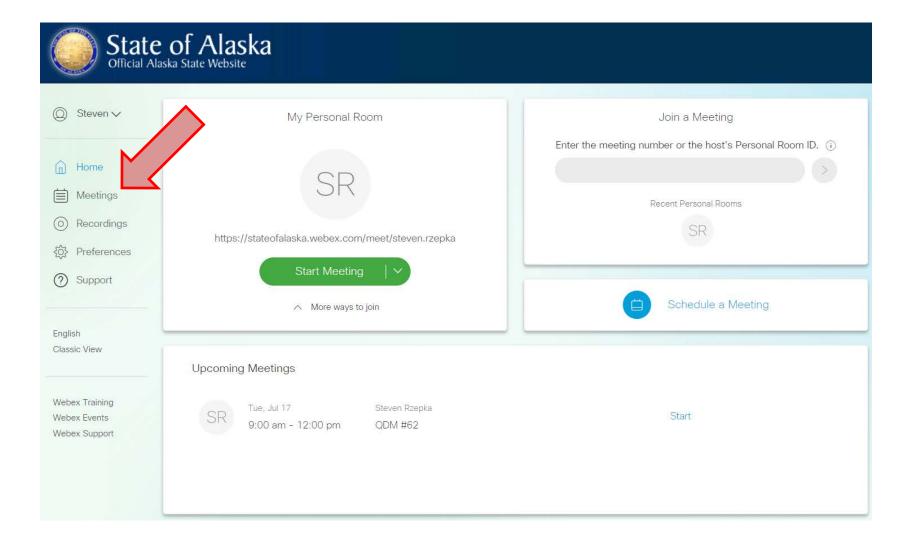
#### Signing Up

 Any SOA employee is eligible for an account through this link

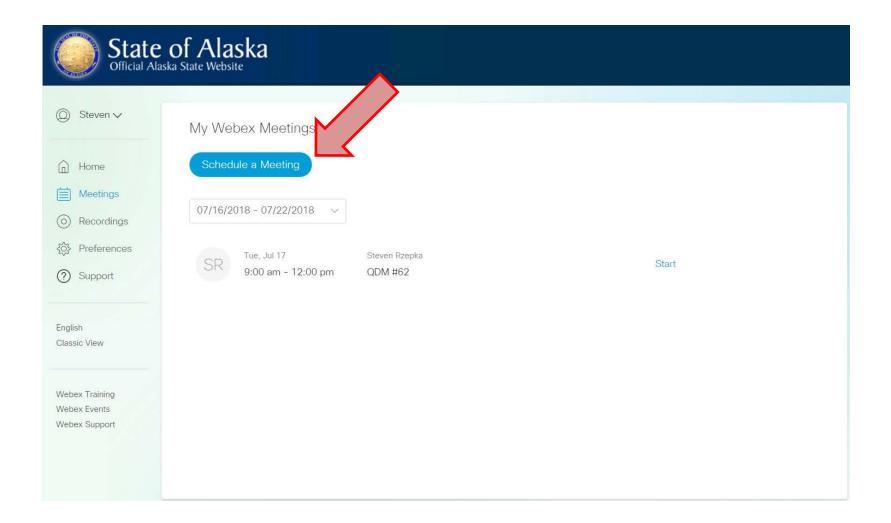
#### Logging In

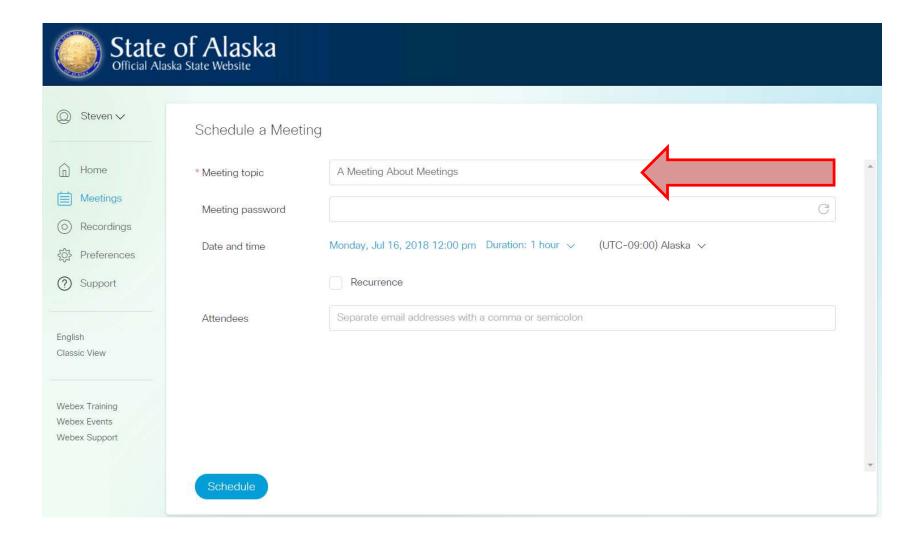
- Username: First.Last
- Password does not auto update with SOA accounts

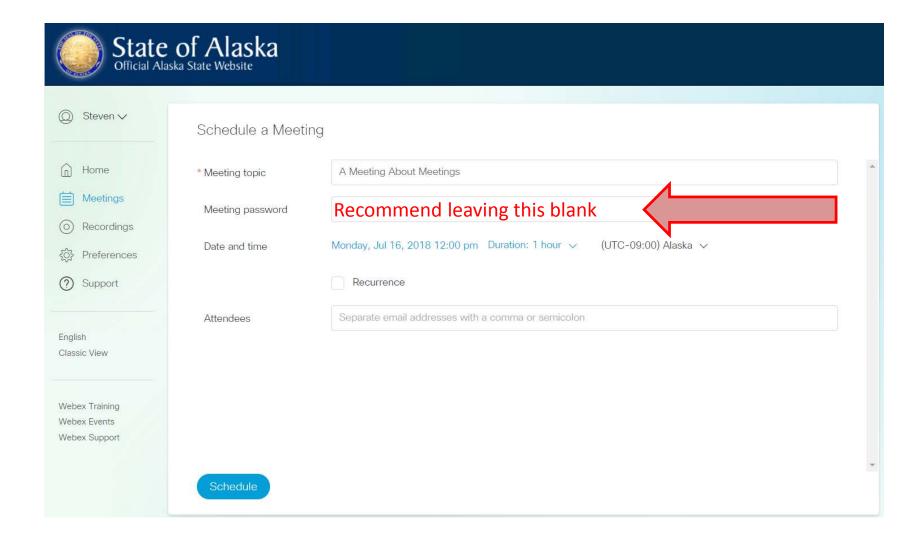
#### **Home Screen**

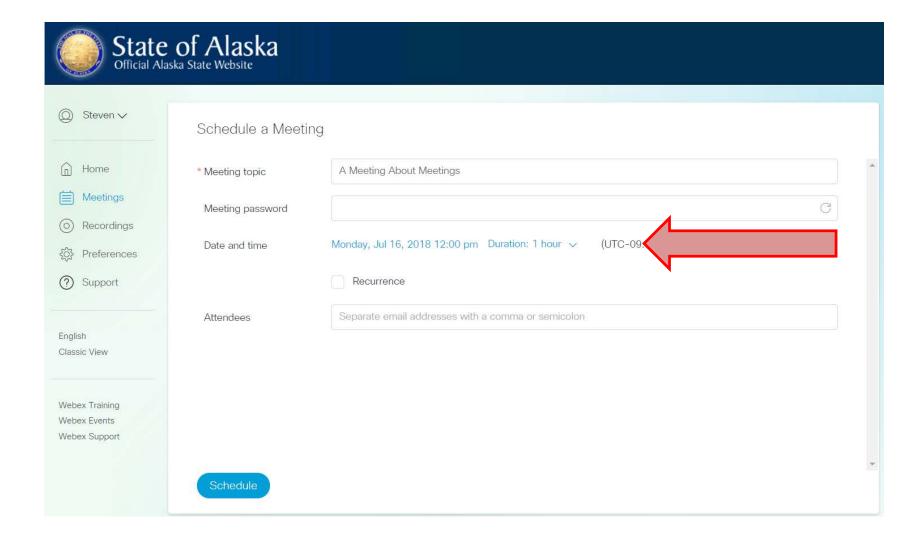


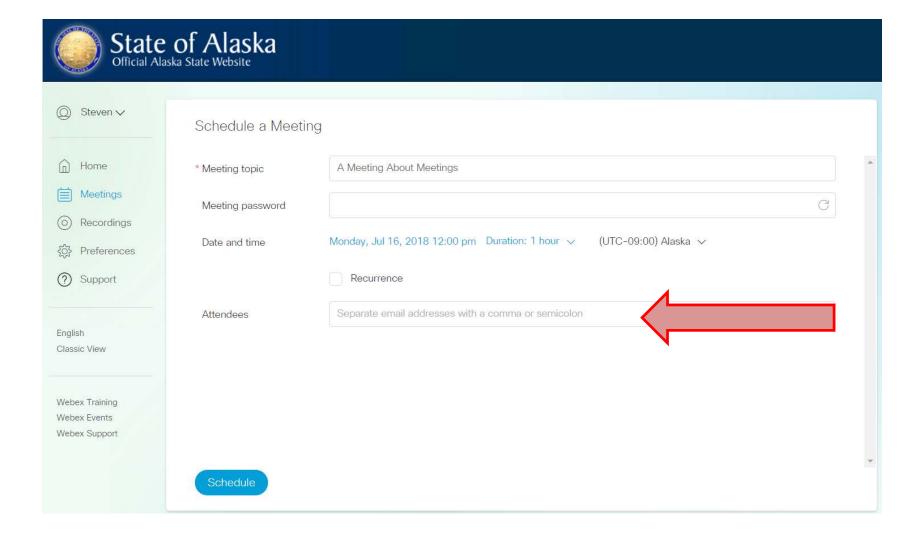
### Schedule A Meeting

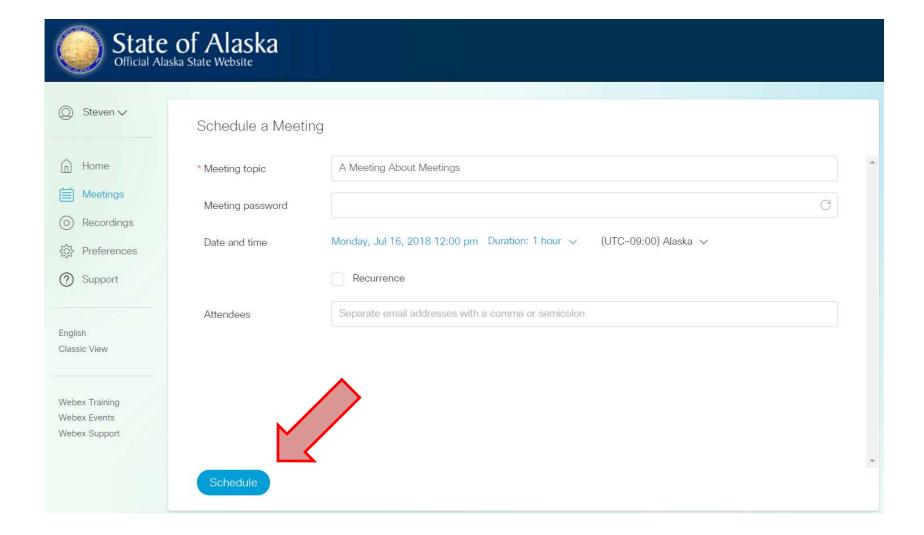




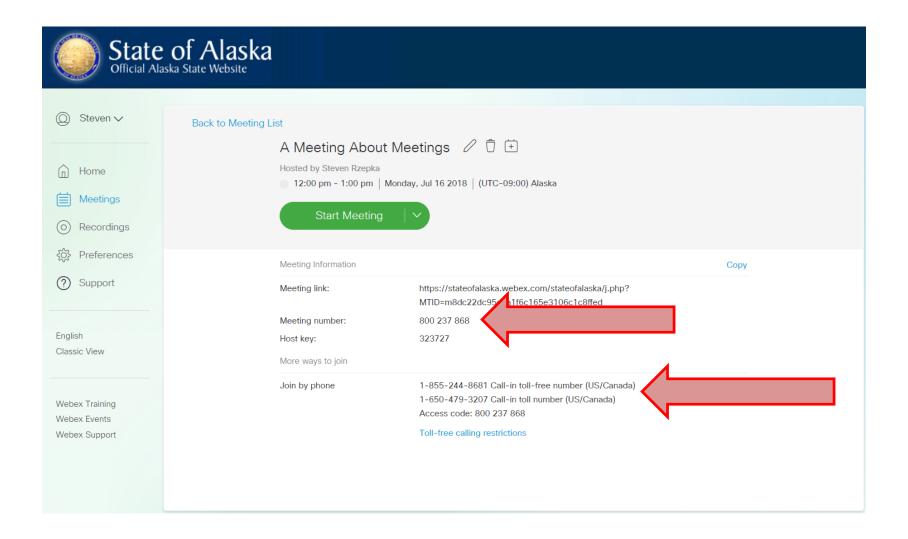








## Your Meeting Is Scheduled

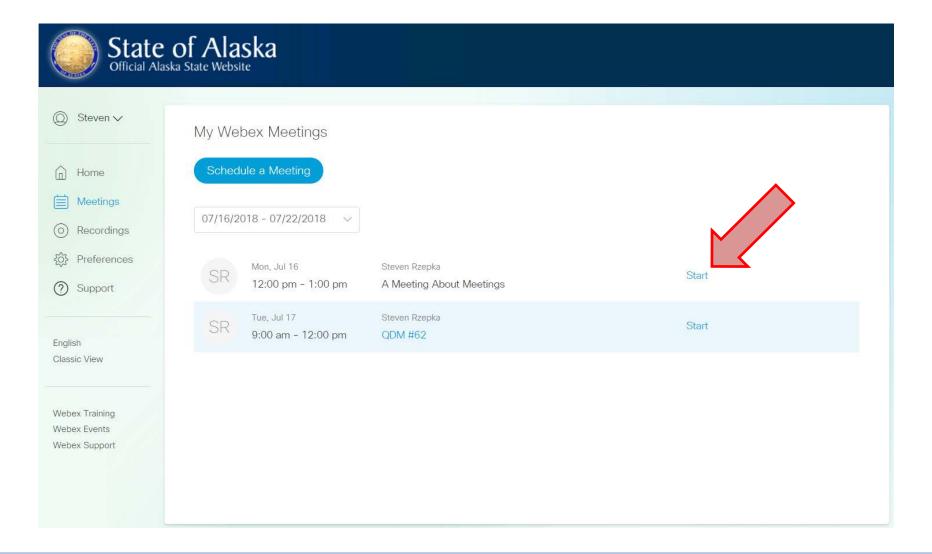




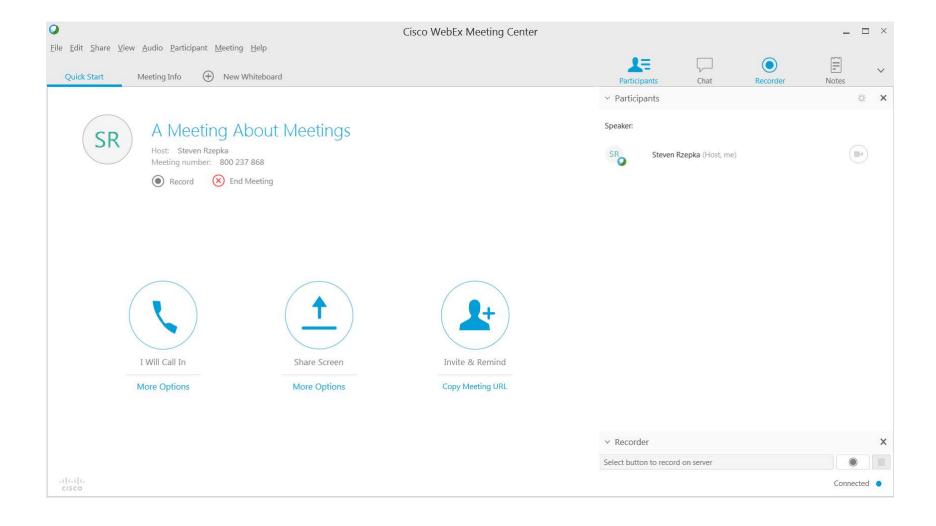
#### PART 2

## Starting a Meeting

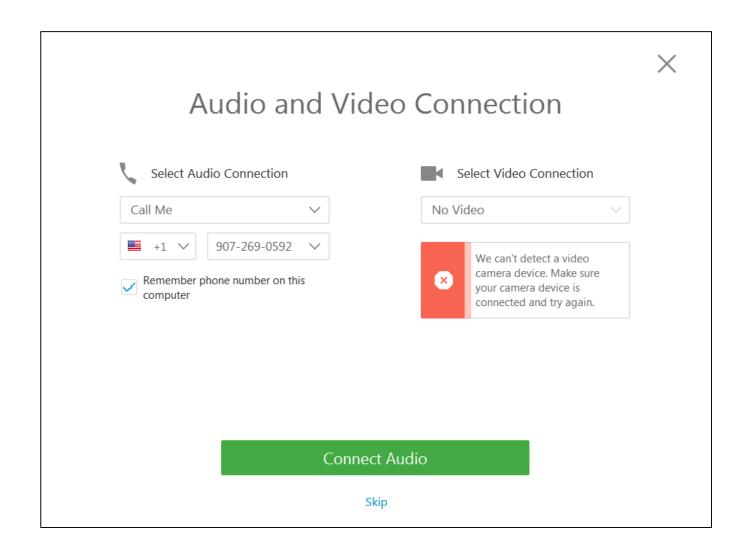
#### **Start Your Meeting**



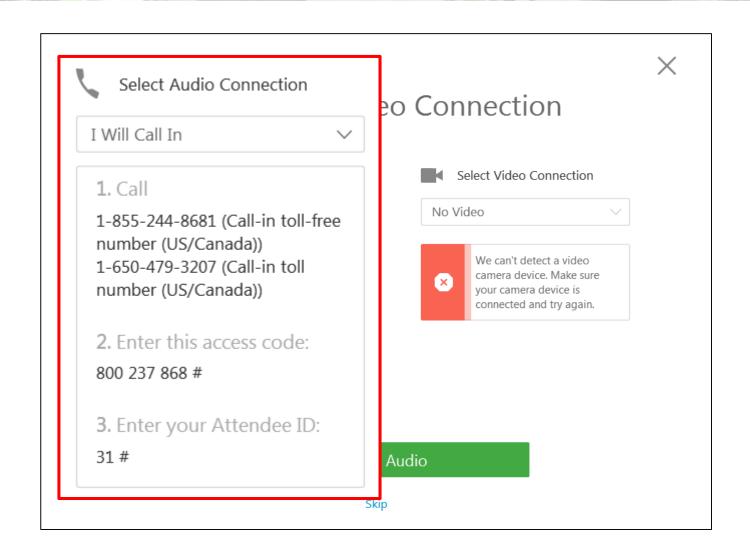
## Your Meeting is Starting



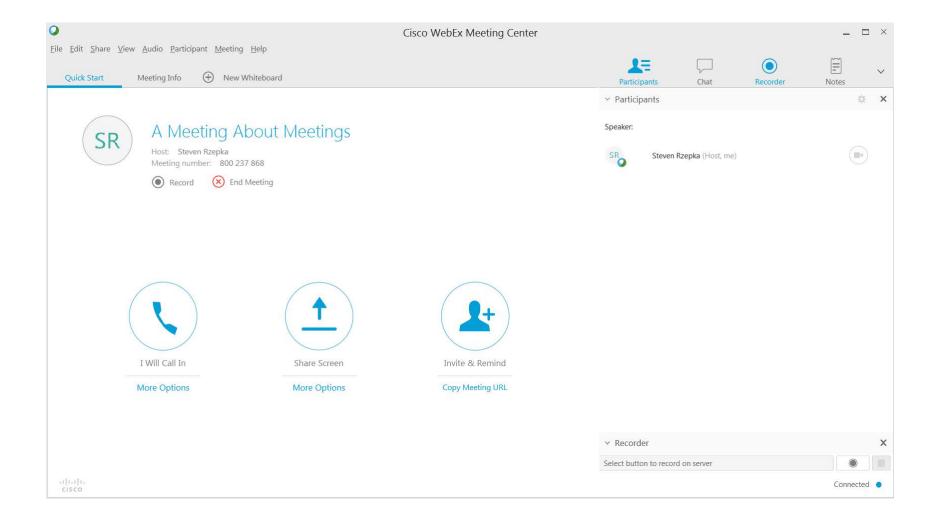
### **Connecting to Audio**

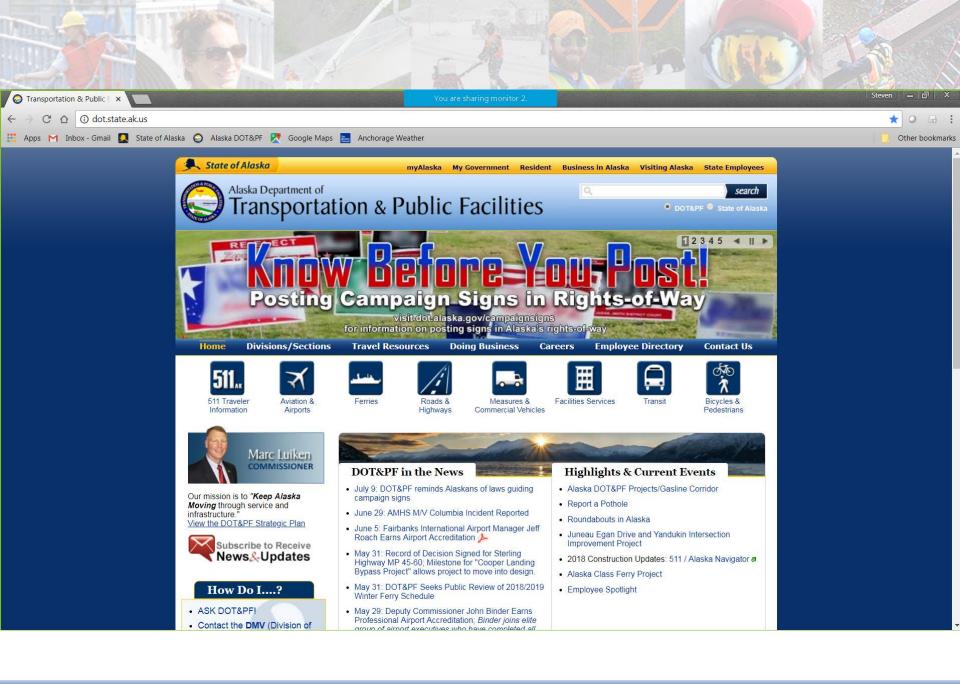


### **Connecting to Audio**



## **Meeting Control Panel**







#### PART 3

# Features Within WebEx Meetings

#### Questions

Feel free to contact me with questions

Steven Rzepka (907) 269-0592