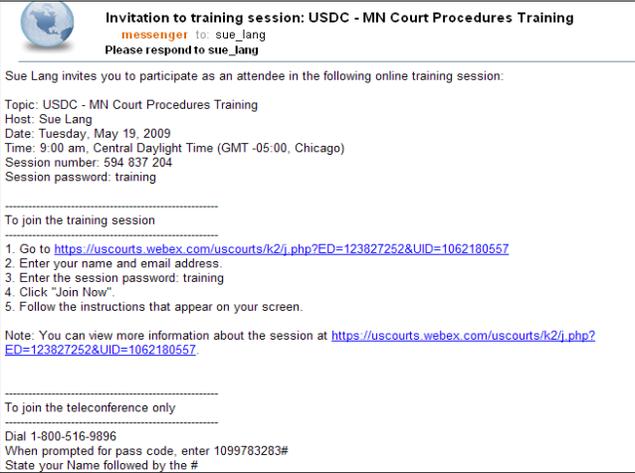
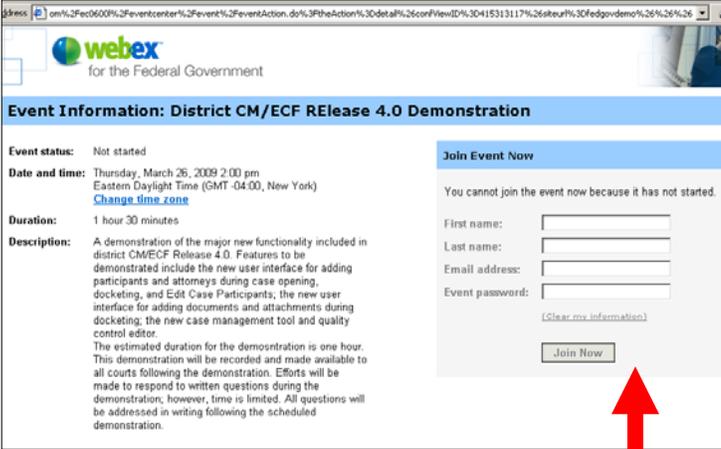


Attending a WebEx Session

To **participate**, follow the directions, found in the related email, for both the **Web** and **Audio** portions of the presentation.

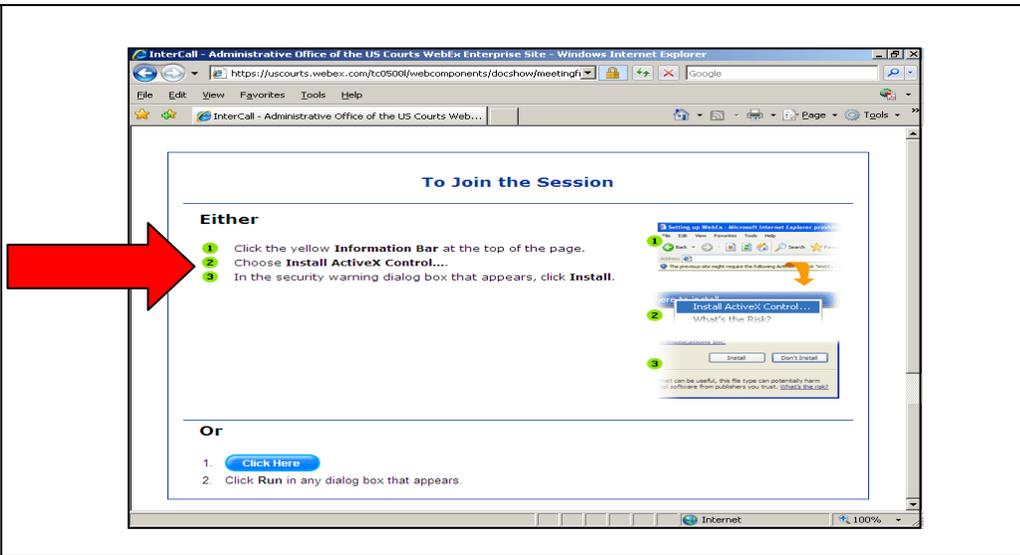
Web Portion of the Presentation – at least 15 minutes prior to the session

To start WebEx session:

Step	Action
1.	<p>Click session link in the email invitation</p> <div data-bbox="597 579 1232 1052"><p>The screenshot shows an email invitation titled "Invitation to training session: USDC - MN Court Procedures Training" from Sue Lang. It includes details such as the topic, host, date (Tuesday, May 19, 2009), time (9:00 am, Central Daylight Time), session number (594 837 204), and session password (training). A red arrow points to the "Join Now" link in the instructions.</p></div>
	<p>The following (or similar window) ought to open:</p> <div data-bbox="511 1182 1232 1631"><p>The screenshot shows the WebEx event information page for "District CM/ECF Release 4.0 Demonstration". It displays event status (Not started), date and time (Thursday, March 26, 2009 2:00 pm), duration (1 hour 30 minutes), and a description. A "Join Event Now" section contains input fields for first name, last name, email address, and event password, along with a "Join Now" button. A red arrow points to the "Join Now" button.</p></div>
2.	<p>Enter your First and Last Names and email address in the appropriate fields – if required, also enter in the password</p>

Step	Action
3.	Click “Join” or “Join Now”

If the next listed window appears, follow the instructions on the computer screen:



The screenshot shows a web browser window titled "InterCall - Administrative Office of the US Courts WebEx Enterprise Site". The page content includes:

To Join the Session

Either

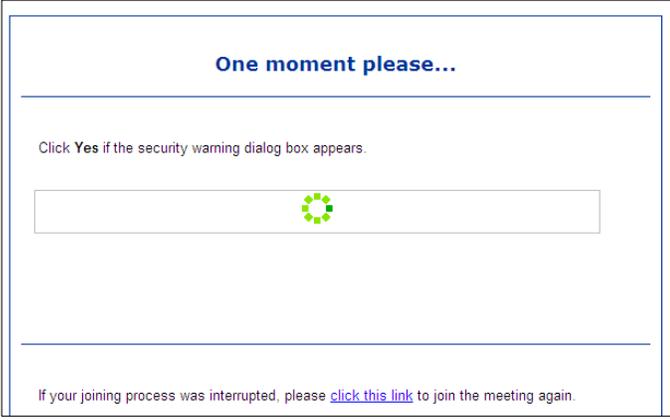
1. Click the yellow **Information Bar** at the top of the page.
2. Choose **Install ActiveX Control...**
3. In the security warning dialog box that appears, click **Install**.

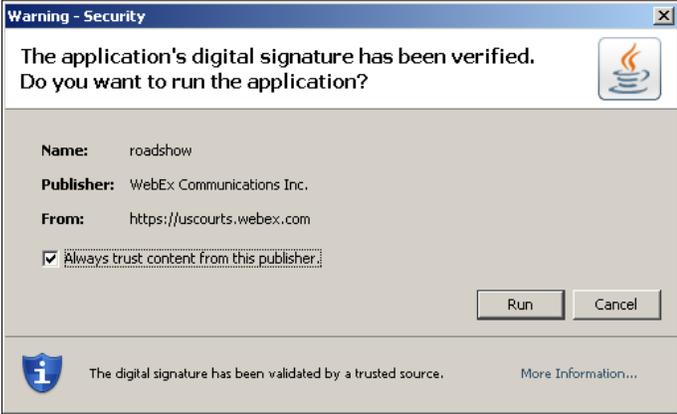
Or

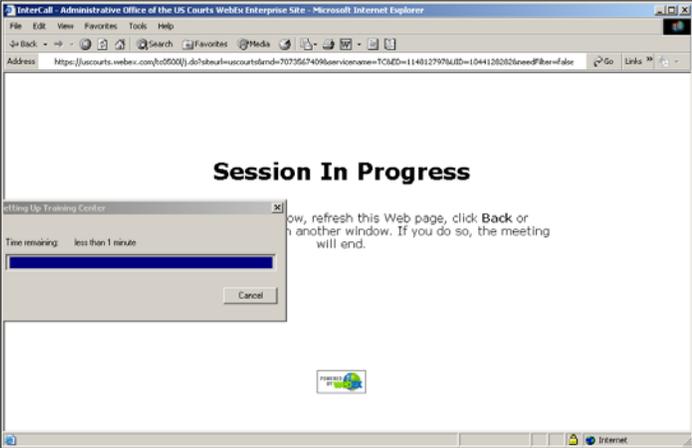
1. [Click Here](#)
2. Click **Run** in any dialog box that appears.

The screenshot also shows a security warning dialog box titled "Warning - Security" with the text: "The application's digital signature has been verified. Do you want to run the application?". The dialog box lists the Name as "roadshow", Publisher as "WebEx Communications Inc.", and From as "https://uscourts.webex.com". There is a checked box for "Always trust content from this publisher" and "Run" and "Cancel" buttons.

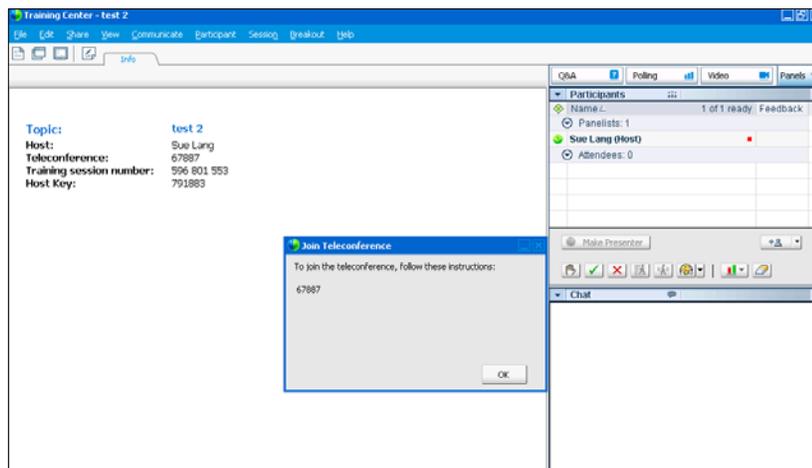
One or all of the following windows will appear:

4.	<p>Wait for Program to load</p>  <p>The screenshot shows a loading screen with the title "One moment please...". Below the title, it says "Click Yes if the security warning dialog box appears." There is a progress indicator consisting of a green circle with a white dot in the center. At the bottom, it says "If your joining process was interrupted, please click this link to join the meeting again."</p>
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5.	<p>If this window appears, Click Run</p>  <p>The screenshot shows a "Warning - Security" dialog box. The text reads: "The application's digital signature has been verified. Do you want to run the application?". Below this, it lists: "Name: roadshow", "Publisher: WebEx Communications Inc.", and "From: https://uscourts.webex.com". There is a checked box for "Always trust content from this publisher" and "Run" and "Cancel" buttons.</p>
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Step	Action
6.	<p>Wait for Program to load</p>  <p>The screenshot shows a Microsoft Internet Explorer window with the address bar displaying a URL from uscourts.webex.com. The main content area displays 'Session In Progress'. A dialog box titled 'Setting Up Training Center' is open, showing a progress bar and a 'Cancel' button. A warning message is visible: 'Now, refresh this Web page, click Back or in another window. If you do so, the meeting will end.'</p>

The WebEx Meeting window ought to appear:



7.	<p>Dial into the Audio portion of the session - information listed in WebEx grey window (seen above)</p>
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