

## Webinar: How to Connect to an Event

To test the webinar software in advance and ensure your computer is ready, join the test meeting posted by WebEx at the following URL:

<http://www.webex.com/test-meeting.html>.

### Connection Details for Webinar

Our staff will send you an email with everything you need to connect to a webinar 24 hours before it begins, and again about an hour before the webinar starts.

1. Look for this in your email – there will be a hyperlink that you can click to join the meeting.

Thank you for registering for the upcoming webinar, **DBT for Binge Eating Disorder and Bulimia Nervosa**. Please find presentation handouts attached and event details below.

**Event Date and Time:** Thursday, April 7, 2016 at 10:00am Pacific Daylight Time (GMT-07:00)

**Link to Event:** <https://behavioraltech.webex.com/behavioraltech/onstage/g.php?MTID=eedd470401ddac79da3a5f4311832f1b4>

**Event Password:** dB46RMpA

**Call-in Number:** US Toll Free 415-655-0045      **Access Code:** 667 798 464

Enter your name, email address, and event password, as prompted on the right side of the web screen:

Join Event Now

To join this event, provide the following information.

**First name:**

**Last name:**

**Email address:**

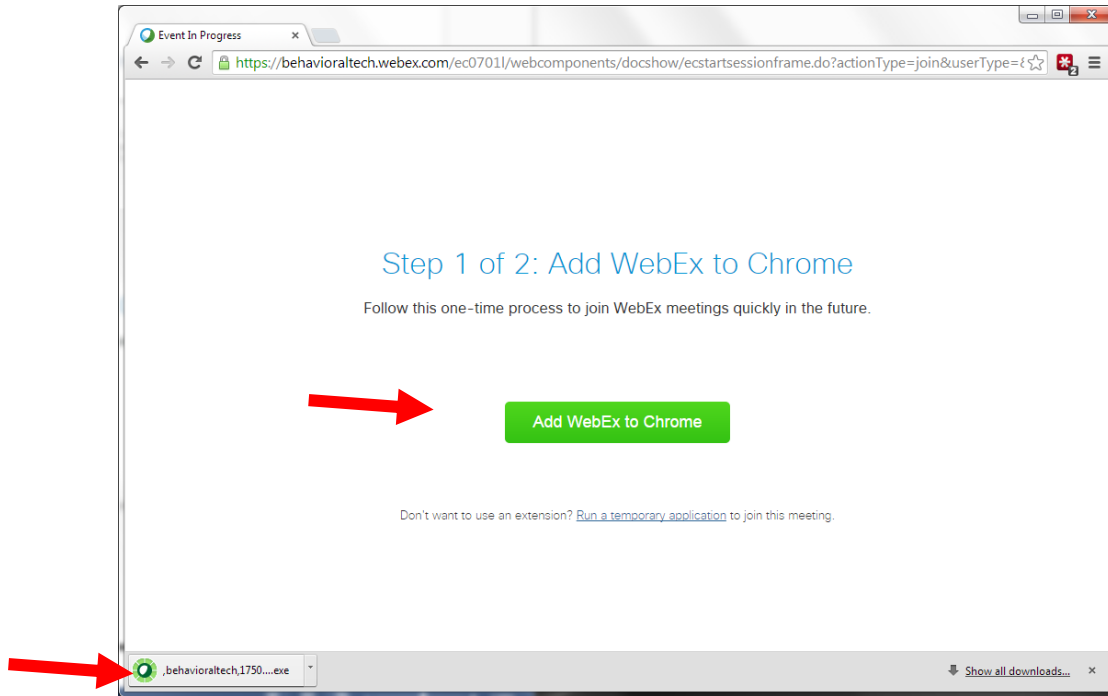
**Event password:**

[Join Now](#)

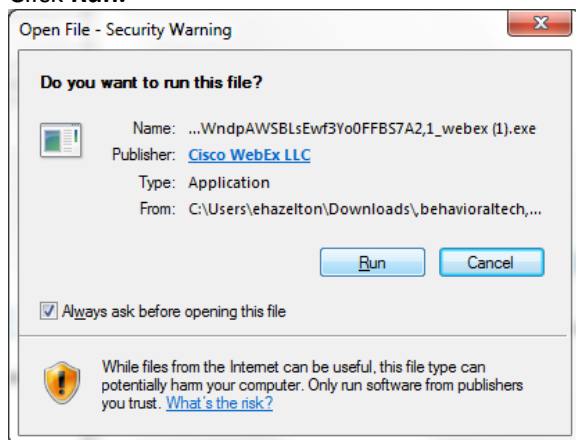
## Webinar: How to Connect to an Event

If an event window does not open automatically, choose to download a WebEx plug-in for your browser if prompted or skip this step.

1. To skip this download, click the “Run a temporary application” link under the download button. This *may* require you to click “run,” but will not permanently install a program on your computer.
2. Click the .exe file in the bottom left of the screen.



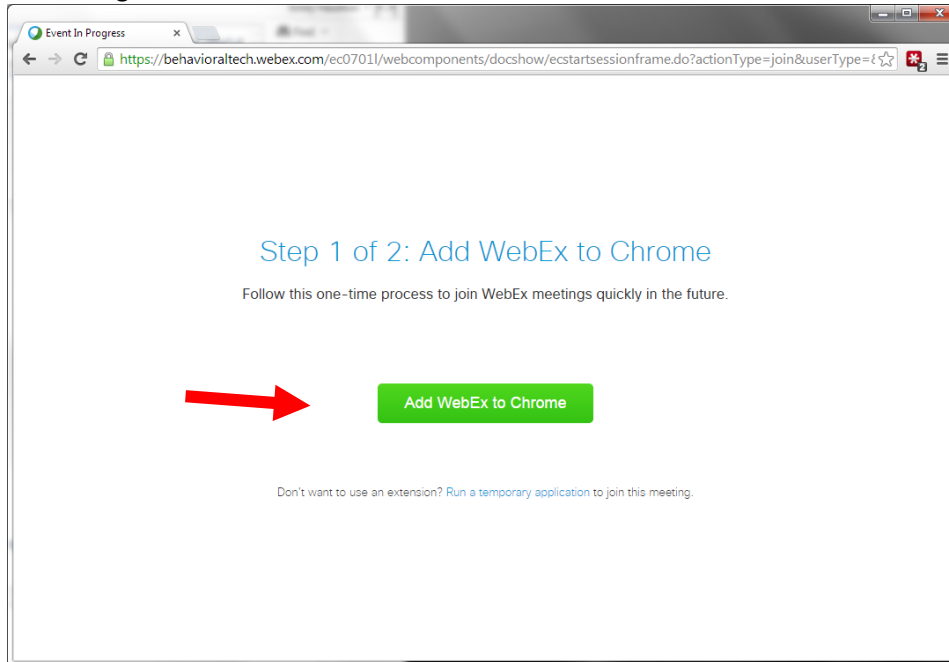
### 3. Click Run.



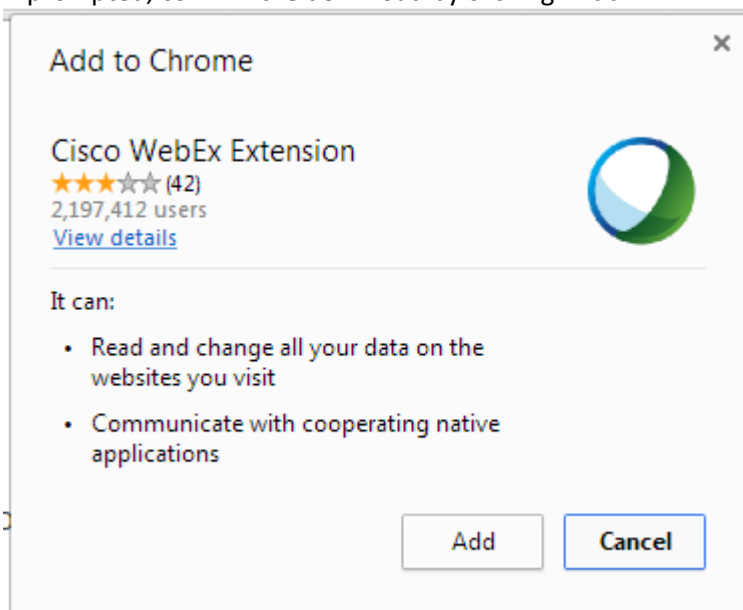
## Webinar: How to Connect to an Event

OR, download the plug-in for your browser (sample picture is from Chrome).

1. Click the green download button.

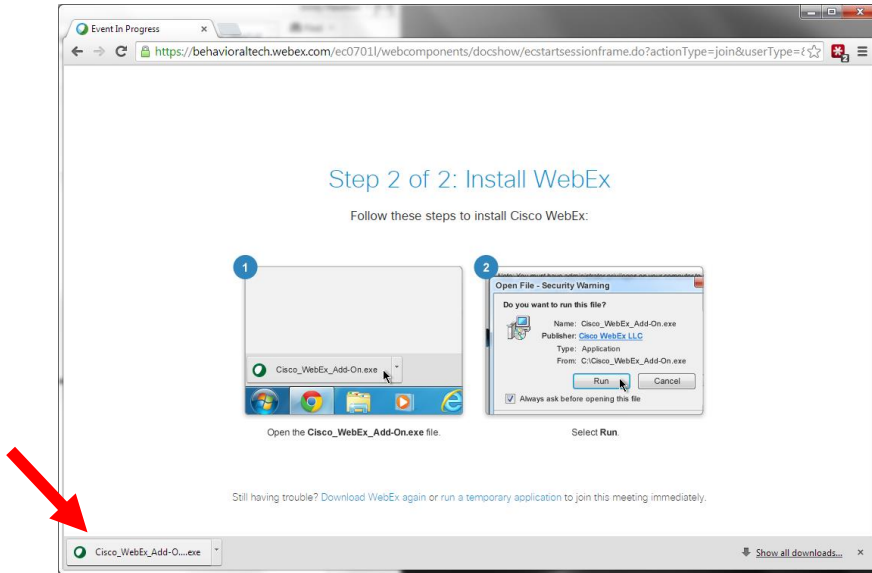


2. If prompted, confirm the download by clicking "Add."

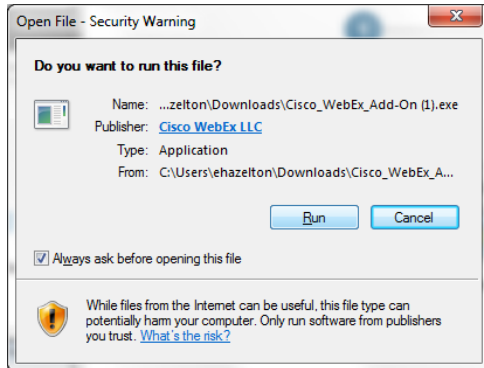


# Webinar: How to Connect to an Event

3. Click the .exe file on the bottom left of the browser.



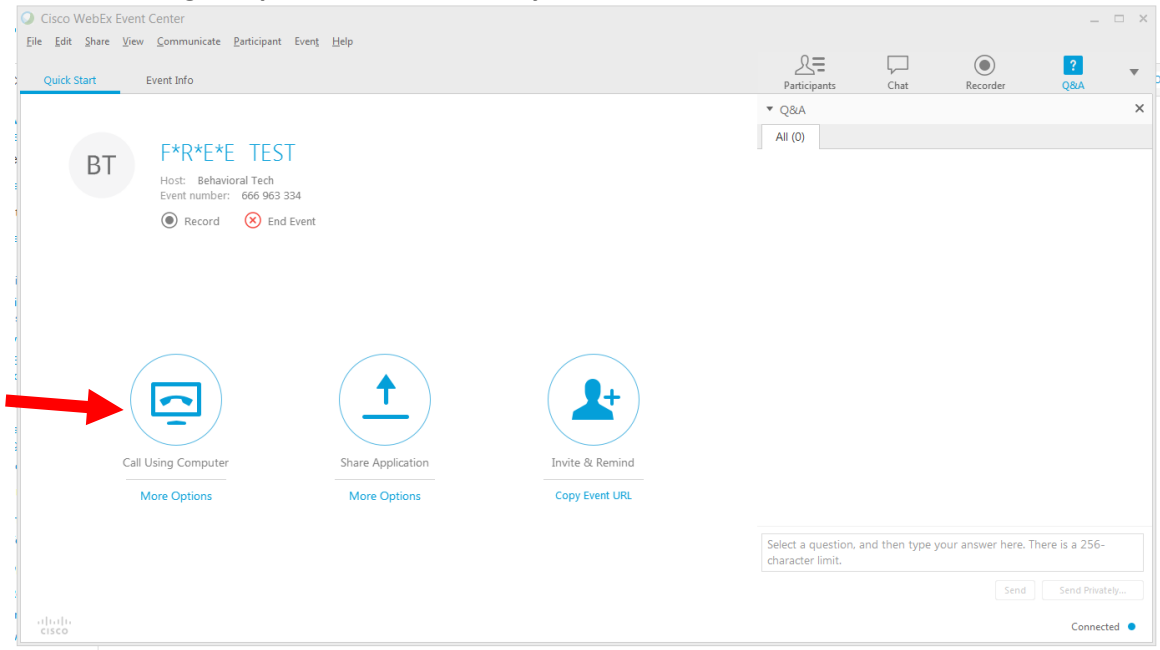
4. Click Run.



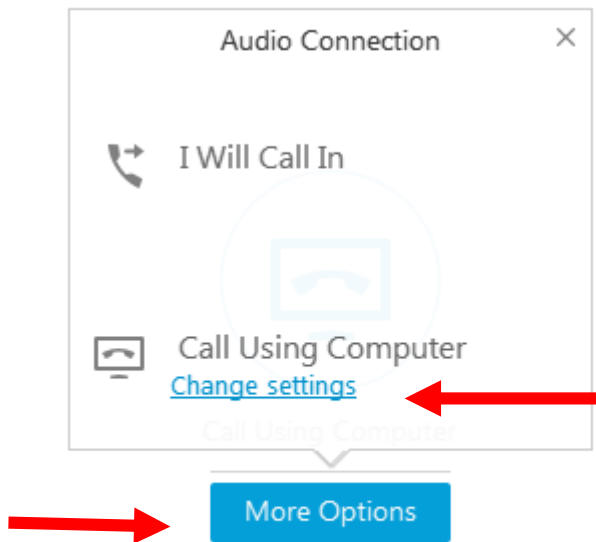
## Webinar: How to Connect to an Event

Once the temporary application is ready or the download has completed, you will be joined to the event automatically and you will see this screen.

Click Call Using Computer to connect with your PC.

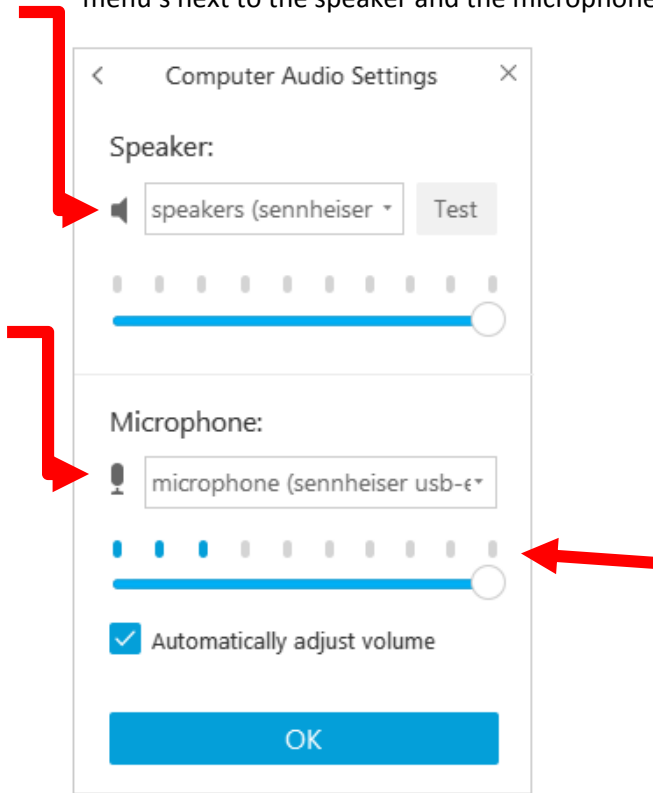


If you need to change the computer sound settings, click "More Options" and "Change Settings."



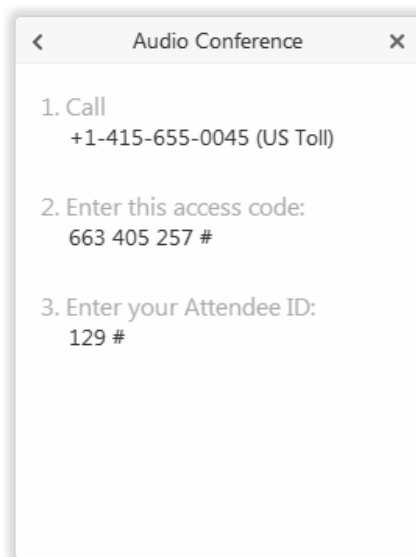
## Webinar: How to Connect to an Event

1. Click Test next to **Speaker** to hear where the sound will come from.
2. Test the microphone by speaking. You can adjust the volume with the slider control. The green dots will light up if the mic is capturing your voice.
3. Please note that if you have an external headset, you can select that device with the drop-down menu's next to the speaker and the microphone icons



Click OK to save your audio settings.

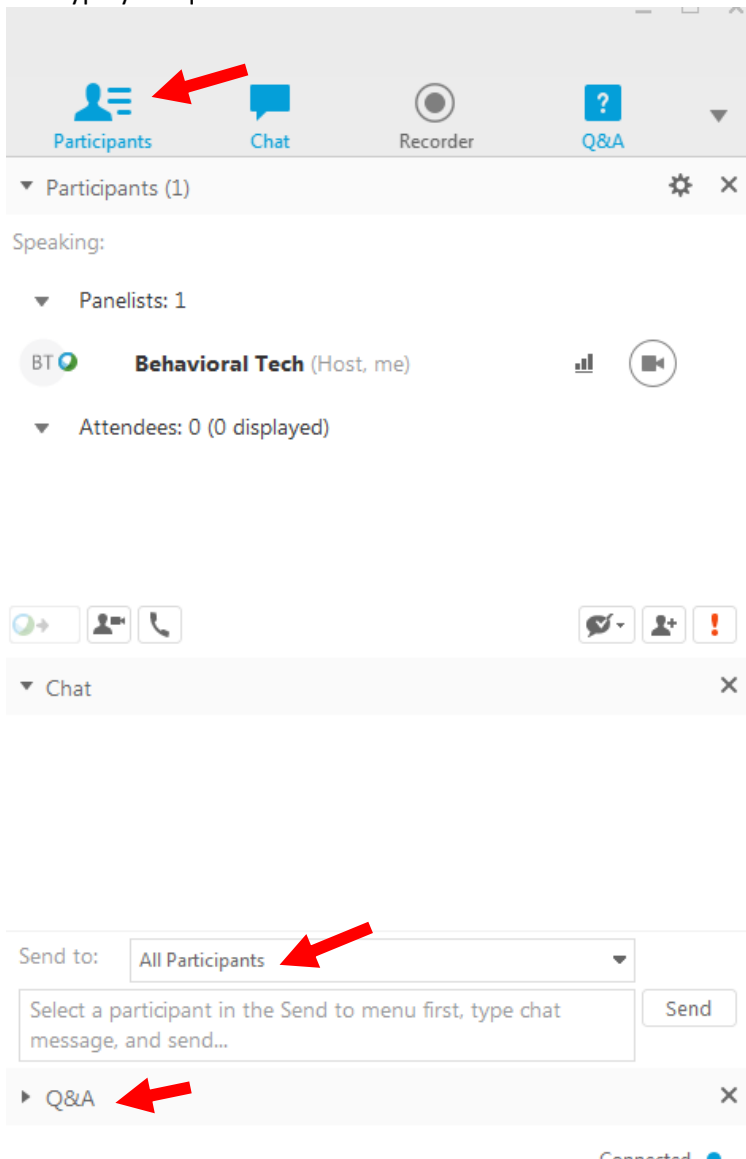
If you're calling in for audio, click "More Options," "I will call in", and use the information that appears to dial.



## Webinar: How to Connect to an Event

**You can type in questions during the event.**

1. Click on the Participant tab on the top, right side of your event screen.
2. Select who you'd like to send your question to.
3. Type your question into the box and click **Send**.



## Additional Tech Support

Cisco WebEx Support:

U.S. and Canada Toll-Free 1-866-569-3239

International Toll +1 916-636-9099

Behavioral Tech Customer Service: 206.675.8588