WebEx Events Registration Sample for NBN Academy

The link from the Norfolk.gov calendar, the NBN Academy webpage, or other posting should take you to the WebEx Events Registration page <u>similar</u> to below.

After clicking "Register", the registration page should look similar to the following.

A confirmation page should appear after your registration. You should also receive an email or calendar entry. It provides two ways to join the meeting by video on the day and time of the conference. The webinar is usually opened 10 minutes before the start time.

Hello John Doe,

Your registration was approved for the following Webex event.

Topic: Code Enforcement During Covid-19 Webinar
Host: Jim Herbst
Date and Time:
Monday, June 22, 2020 6:00 pm, Eastern Daylight Time (New York, GMT-04:00

Event number: 160 526 5717
Registration ID: This event does not require a registration ID

Event password: Codes_Cares622

To join the online event

Go to https://convoice.webex.com/convoice/onstage/g.php?MTID=eaf53827dae579a38f7f7325b65c3304d

2. The other, more complicated option is to join through the WebEx website or the WebEx app by manually entering the meeting number and password.

1. The easiest way is to click the direct link.

The email/calendar entry also provides a third option for call in access only. This is not preferred because any visual presentations will be lost.

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
US Toll: +1-415-655-0002
Global call-in numbers: https://convoice.webex.com/convoice/globalcallin.php?MTID=ee5781702da44e4b2600006b93e859ae0
Access code: 160 526 5717