

How-To-Guide

Please note that you will not be able to call-in or to be called by the host, as this is an exclusively online webinar. A computer (or mobile device) and an internet connection are required. Speakers and headsets are optional, but recommended.

Step 1: Register for the webinar

On this [webpage](#), you will be able to register for one of the AIDS 2014 Webinar Series. To register: first name, last name and an email address will be required. Other details are optional.

Once registered, you will automatically receive a confirmation email, which will allow you to:

- Join the webinar online (please note down the password to access the webinar)
- Ask for assistance
- Add the webinar date and time to your calendar

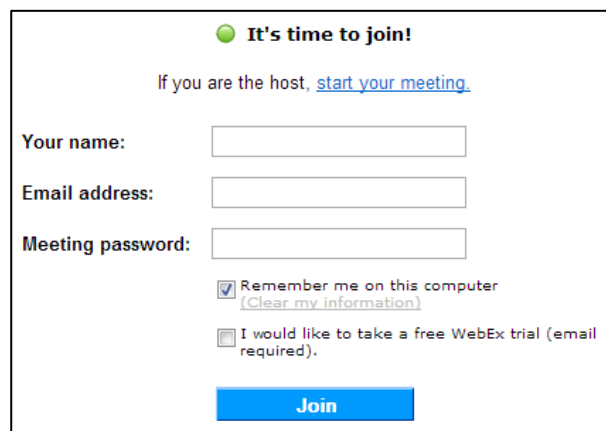
Please note that WebEx will automatically set up the Meeting Center application for Windows the first time you join the webinar. To save time, you can set up prior to the webinar by clicking this [link](#).

Step 2: Join the webinar

You can join the webinar through the link in the registration email you have received or through the outlook calendar item. Click the meeting link.

When joining the webinar, you may need to enter some details:

- **Your name:** enter the name you want attendees to use to identify you during the meeting.
- **Email address:** enter your email address, in this format: name@your_company – for example, msmith@company.com
- **Meeting password:** enter the meeting password (optional). The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way. If the meeting does not require a password, the text box does not appear on this page.



It's time to join!
If you are the host, [start your meeting.](#)

Your name:

Email address:

Meeting password:

Remember me on this computer
([Clear my information](#))

I would like to take a free WebEx trial (email required).

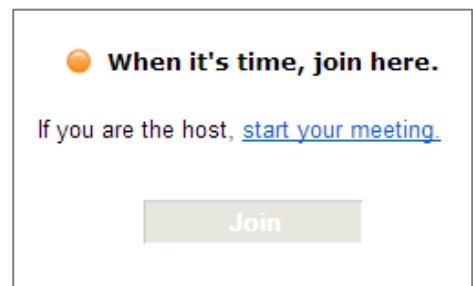
Join

Click "Join". You will then be requested to participate in an Integrated Voice Conference. Click "Yes" to hear the presenters speaking.

Having problems?

If you see the message "When it's time, join here," the meeting has not started.

Make sure that you are not joining too early and pay special attention to the time-zone differences. Contact the host to see if the meeting has started. If so, refresh the page to see the latest status.



When it's time, join here.
If you are the host, [start your meeting.](#)

Join