Webinar: Rural Indiana Stats Website and Data Tools

January 26, 2:00 PM EST

Presented by Bo Beaulieu

Step 1: Login to Webex:

- To access the webinar, please use this link:
  https://purdue.webex.com/purdue/j.php?MTID=mad63a42012aa3c45d72fa455df5636cc

- **If prompted to install a plugin/add-on** to the browser you are using, read the fine print and find a blue hyperlink to "**run a temporary application**" rather than installing the plugin/add-on.

- If the link for some reason doesn't work, you can instead go to **purdue.webex.com** (do not add 'www') and enter the meeting number **644 112 968**. *(do not put the "www" before the purdue.webex.com)

- Once you have reached the meeting link, you may be (prompted for a meeting password, email address, and name. The meeting password is **PCRD**. Please **fill out your name** so everyone on the webinar knows who you are.

Step 2: Set up Audio

Option 1: Use your Computer's Microphone and Speakers (*works well if you have a headset for your desktop or a laptop with webcam options*)

- After logging into WebEx using the instructions above, find the computer and phone icon on the left side of the screen that says "Call Using Computer." **Below this icon**, click 'More Options'

- Click on the hyperlink that reads **"Change Settings" under 'Call Using Computer'** to select and test the correct speakers and microphones. After you verify that you are able to hear the test sound of the speakers and that the microphone is lighting up the bars under the microphone settings, select "OK."

- Click, "**Call Using Computer Audio**," you will see a blue spinning dial for 20-60 seconds, indicating you are being connected to the audio conference, and then a checkmark will indicate you are successfully connected

- To control your audio after being connected to the audio conference, **find your name on the participants list** docked on the right-hand side of the screen. Next to your name, you will **find a "microphone symbol " button**. Toggle this button – **when it is red, you are muted, when it is gray, your audio feed is being shared** with conference participants.

Option 2: Call a toll free number with your telephone or conference phone

After logging into WebEx using the instructions above, find the blue computer and phone icon on the left side of the screen that says "Call Using Computer." **Below this icon**, click "More Options**". Select the option that reads, "I will call in."**

Follow the instructions to (1) **Call the toll free number** (2) Enter the access code (3) Enter your attendee ID number. Do not skip entering your attendee ID number!

To control your audio after being connected to the audio conference, **find your name on the participants list** docked on the right-hand side of the screen. Next to your name, you **will find a "microphone symbol " button.** Toggle this button – **when it is red, you are muted, when it is gray, your audio feed is being shared** with conference participants.