



A Guide to Using Webex

Registering for an Event

- Upcoming C/A events can only be accessed by members who are logged into the website, under the News & Events > Calendar section, or by typing the following into your browser: <https://www.compliancealliance.com/news-events/calendar>
- Once you've chosen your event, click on the registration button and then the 'Register' link next to 'Event status' to enter your information.
- A Membership team member will review your request within the workday and confirm your registration.
 - Please add messenger@webex.com to your safe senders list to ensure that you can receive your confirmation.

Logging in to an Event

We recommend just running the temporary application or calling in, not adding WebEx to Chrome. It has been known not to play well with new Windows updates.

You can either follow the same link you used to register for the event on our calendar, or the one in your confirmation e-mail. Enter the same information you used to register to enter.

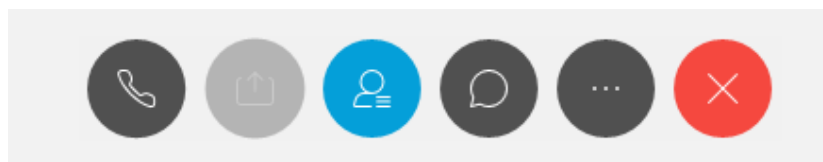
We will do our best to open the event ten minutes before the start, but please be aware no event will ever start before the designated time, as most of them are live.

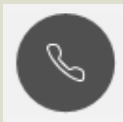
Using the WebEx Software

We encourage interaction during our live events. While webinars are limited to write-in questions during the chat function, huddles are built specifically to allow everyone the opportunity to chime in and build a broader banking community nationwide.

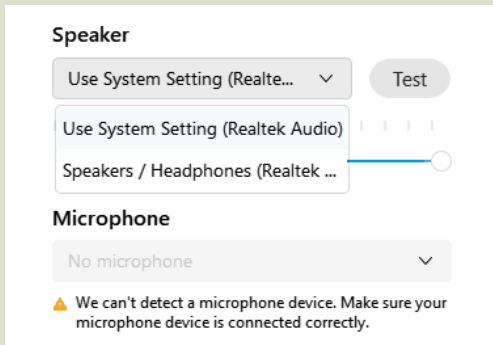
During either type of event, participants will be muted on entry. Specifically during a huddle, you have the opportunity to be unmuted by alerting the host. The following page will break down how to best use the WebEx software to interact with us and get the most out of

Moving your mouse over the event window will produce the following toolbar.

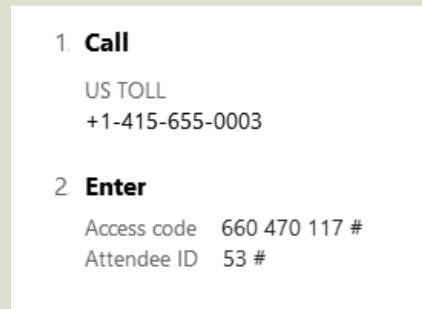




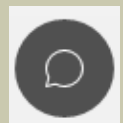
Connect to Audio: If you are having issues hearing the presentation, clicking this button will allow you to check your connection, or give you our call-in information.



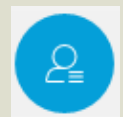
Pressing 'connect' next to 'Use computer for audio' will yield this window. Please make sure the correct speakers are connected. If you would like to participate in the huddle without calling in, make sure you have a working microphone.



Pressing 'view' next to 'Call in' will yield this window. The access code and attendee number will change with each event, but the call-in number should always stay the same.

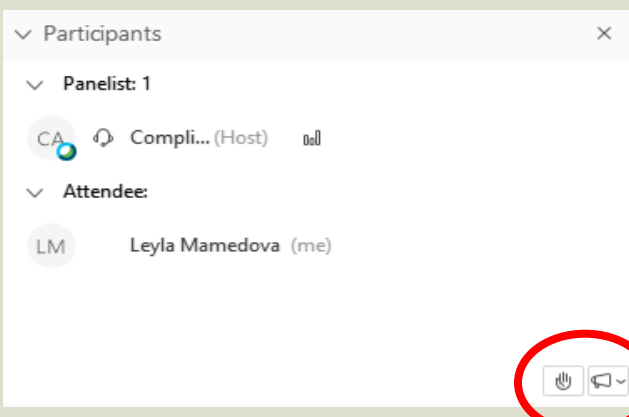


Chat: Click the chat bubble to open the chat panel on the right-hand side of the presentation. You can use this to ask questions, either to all participants or to the Compliance Alliance host.



Participants: Clicking this button will toggle the list of participants on the right-hand side of the presentation. During huddles, this is where you will find the *raise hand* button.

Note: There is no way to raise your hand if you are only using a phone to call in.



The 'raise hand' function is situated at the bottom right of the Participants window. During a huddle, click it to be unmuted and participate in the discussion.

Please remember to click it again to lower your hand when you are finished.