

Thomson Reuters Training

How to Join a WebEx Training Session

After Registration

You will be emailed a confirmation of your registration for the training session. Keep this in a safe spot (Inbox).

10 Minutes Prior to Start Time

1. Open the confirmation email and click on the link directly below the words, "To Join the Training Session" (i.e. 1. Go to...).
2. From the "Join Session Now" box, click the "Join Now" button (DO NOT clear any information already populated in the fields).
3. "Session in Progress" will appear, followed by an "Open File – Security Warning" dialog box. Click "Run" to begin downloading Active X (the software application required to run WebEx on your computer).
4. Once your name appears in the participant panel on the right, your online connection has been established.

Establishing Audio Connection

1. Once your online connection is established, an "Audio Conference" dialog box will appear.
2. Select "I will call in" from the "Use phone" drop-down menu.
3. Click the "Global call-in number" link.
4. Dial New Zealand toll-free 0800 459 105 on your telephone handset.
5. When prompted, enter the access code/meeting number displayed on the screen.
6. If prompted, enter the Attendee ID listed on screen.
7. Close out of the "Audio Conference" dialog box by clicking x.
8. Once you have established your audio connection, you may or may not hear voices/sounds, depending on who is in the session when you join.
9. If you have a MUTE button on your phone, please utilize it when not speaking in order to reduce background noise. (Alternatively click the "Mute" button below your name)
10. Please DO NOT place your line on hold at any time during the conference as all phone lines will be open, and doing so will play music into the session.

At Start Time

1. Once your internet and audio connections have been established, you are good to go!
2. Just sit back, watch and listen. Your Thomson Reuters Training Specialist will share their desktop with you, so that you can view the training session.
3. Please make note of any questions you may have until the end, when there will be a Q & A session. At that time, don't forget to un-mute your phone line, and ask away!

End of Training Session

When your Training Specialist ends the training session, click on the "Yes" button in the "Leave Training Session" dialog box that appears. Hang up your telephone.

Want to know more?

Email the Training Team at Trainers@thomsonreuters.co.nz