

Joining Meeting on Day of Event – (AGM) Four Easy Steps

As a member, and once approved, you would have already received emails on the upcoming Annual General Meeting.

Kindly note that emails would only be sent to the email used during registration.

Step 1 – You can only Log Into or Join the Meeting with the Email Received.

You will receive a Reminder Email at least two hours Before the Start of the AGM Meeting

Hello (Member name to be displayed),

Subsequent to your request, your registration to attend the Credit Union's Virtual AGM was approved.
The Link to join the meeting is stated below.

Topic: Credit Union Annual General Meeting
Host: (Name of Credit Union)
Date and Time:
Wednesday, May 26, 2021 5:00 pm, S. America Western Time (La Paz, GMT-04:00)

Kindly keep the information below close at hand for when joining the Meeting on the day of the event.

Event number: 182 494 9172

Registration ID: 273513

Event password: demo

Click the link below to join the Credit Union's Virtual AGM

Go to <https://nemlctt.webex.com/nemlctt/onstage/g.php?MTID=e3b43bbf458816e7cbaabe9c0c2a3bad4>

From your email, Click on the Link to Join the Meeting. (You can only join the meeting after it has started)

Kindly Note Your unique Event Number, Registration ID and Password
You may be called to use one of these credentials to join the meeting

Step 2 – Installing or Downloading CISCO Webex Browser

For users who are new to CISCO Webex, the system may be asked you to install CISCO Webex Browser. The process is simply and depending on your Device and Internet speed, it can **take 60 seconds**.

Follow the Steps:

Step 1 of 2: Add Webex to Edge

Follow this one-time process to join all Webex meetings quickly.

1 Add Webex to Edge

2 Cisco Webex Extension

Get

1) Click on his Tab – Add Webex to Edge (Other systems may be Add Webex to Chrome)

2) Click on Get

3) Click on Add Extension

Microsoft | Edge Add-ons BETA

Home / Communication / Cisco Webex Extension

Cisco Webex Extension

Webex

★★★★☆ (309) | Communication

Get

Compatible with your browser

Add "Cisco Webex Extension" to Microsoft Edge?

The extension can:

- Read and change your data on all webex.com sites
- Communicate with cooperating native applications

Add extension Cancel

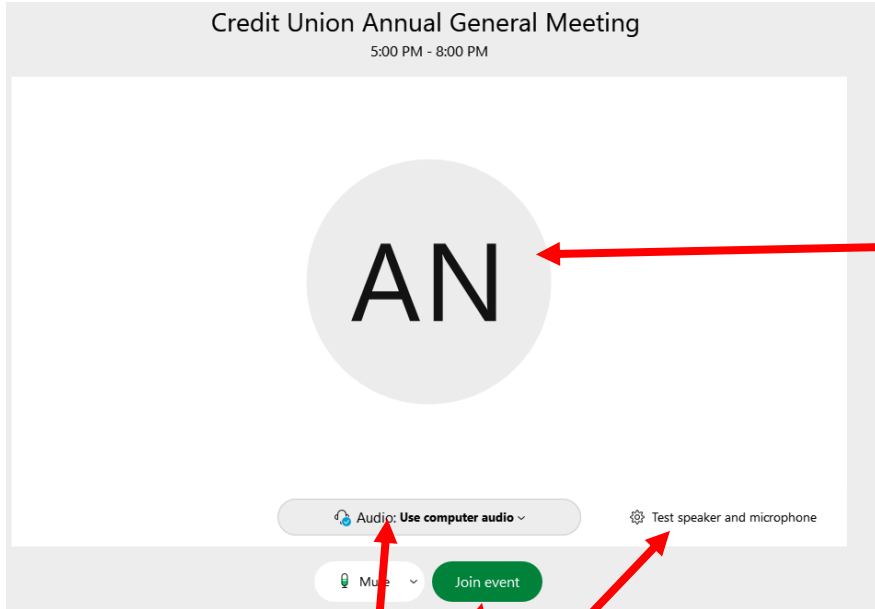
For a Quick Entry, you can Click on **Run a Temporary Application** – to bypass the App Download Process.

Step 3 – When this screen appears, Click on Join Now

The screenshot shows the Cisco Webex interface for an event titled "Credit Union Annual General Meeting". The event status is "Started". The date and time are "Wednesday, May 26, 2021 5:00 pm S. America Western Time (La Paz, GMT-04:00)". The duration is "3 hours". The description mentions that the meeting is virtual due to COVID-19 guidelines. On the right side, there is a "Join Event Now" section with input fields for "Registration ID" and "Event password", and a prominent "Join Now" button. A red arrow points from the text "Click on Join Now" to this button. Below the "Join Now" button is a link "Join by browser NEW!". At the bottom, there is a disclaimer about accepting terms of service and privacy, and a note about registration ID confirmation.

To further Confirm your Identity, the System may ask you for your Registration ID – You will get the Registration ID from the Emails you received before the start of the meeting.

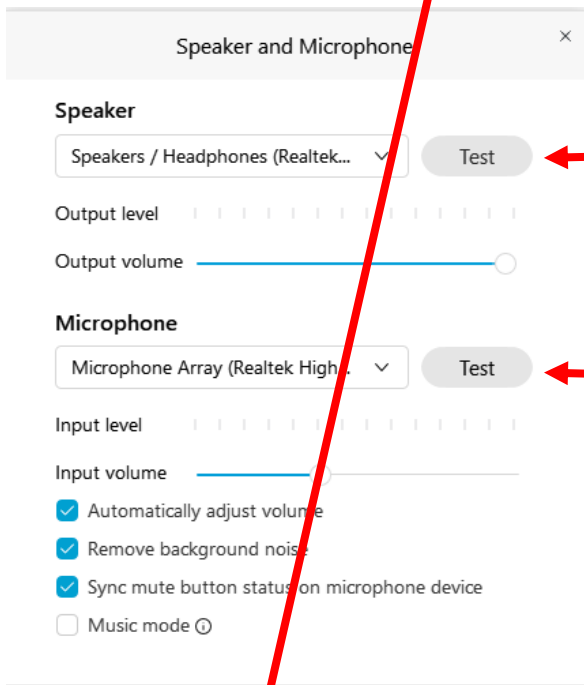
Step 4 – Before you Join the Meeting, Check Audio, Microphone and Speaker - Allow you to participate effectively during the meeting



This name Initial will appear here.

Ensure Audio is set at **Use Computer Audio** (1)

You can perform a **Test on your device** (2) to ensure that your microphone and speaker are working



(3)Click Test – You should hear a Sound – to confirm that your speaker is working

(4)Click Test – This will allow you to speak into the Microphone – Your recording will be replayed – this will confirm that your microphone is working

Click **Join Event** (5), to join the AGM Meeting.