



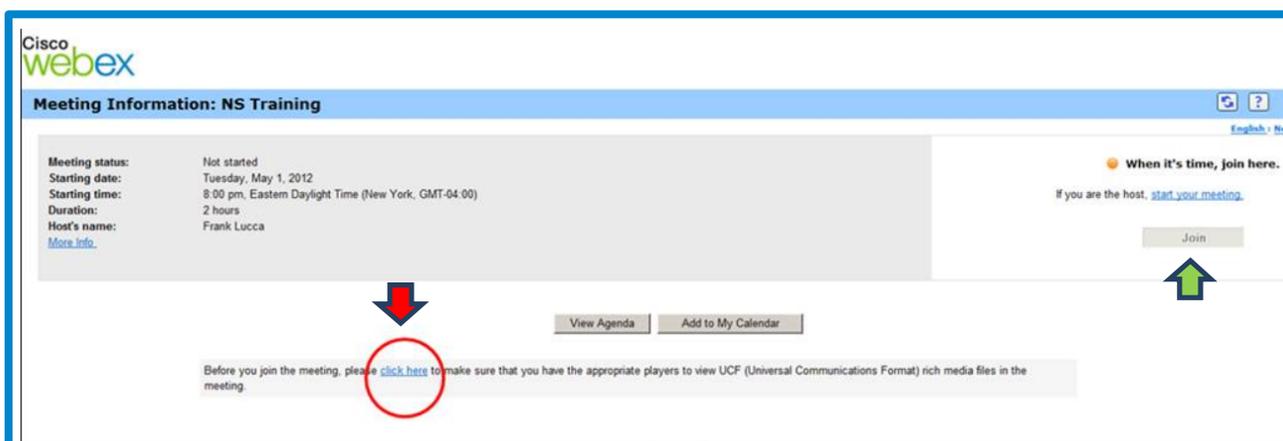
How to log onto the WebEX System

How the WebEX Training System works:

WebEX training sessions are limited to 100 people.

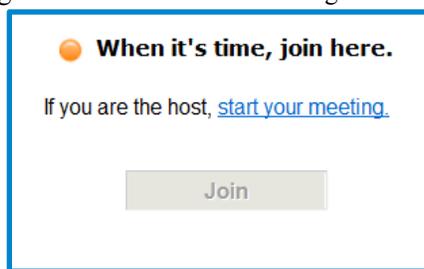
Step 1 - Click the new **WebEX** page on the NS Web Site at: www.uscgaaan.com.

Step 2 - Access this training session by clicking on the **RED** link, “**First Tuesday of the Month.**” The screen shown below will appear.



Step 3 - Before you join a session, click on “[click here](#)” that is circled in **red** (*See red arrow above*) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting. This WebEX training site will be open your for access at 1945 hrs

Step 4 – Click on the “[Join](#)” box at the top right-hand corner of the screen (*See green arrow above*) to enter the training session. The WebEX training site will be open for access at **1945** hours.



Training starts at 8:00 and ends at 10:00 PM.

A brief tutorial to explain your participation as a student will be given at 7:55 PM.

Pre-registration is desired if you want to receive a reminder e-mail on the day of training.

E-mail FrankJLarkin@verizon.net if you want a reminder.

Don't be afraid to join a WebEX training session. Just follow the instructions above. Live assistance will be available once you access the WebEX training site. It is much simpler to log in using the www.uscgaan.com / WebEX page as explained above. There will be a brief tutorial presentation at 7:55 to make you feel comfortable about what will happen during the presentation.