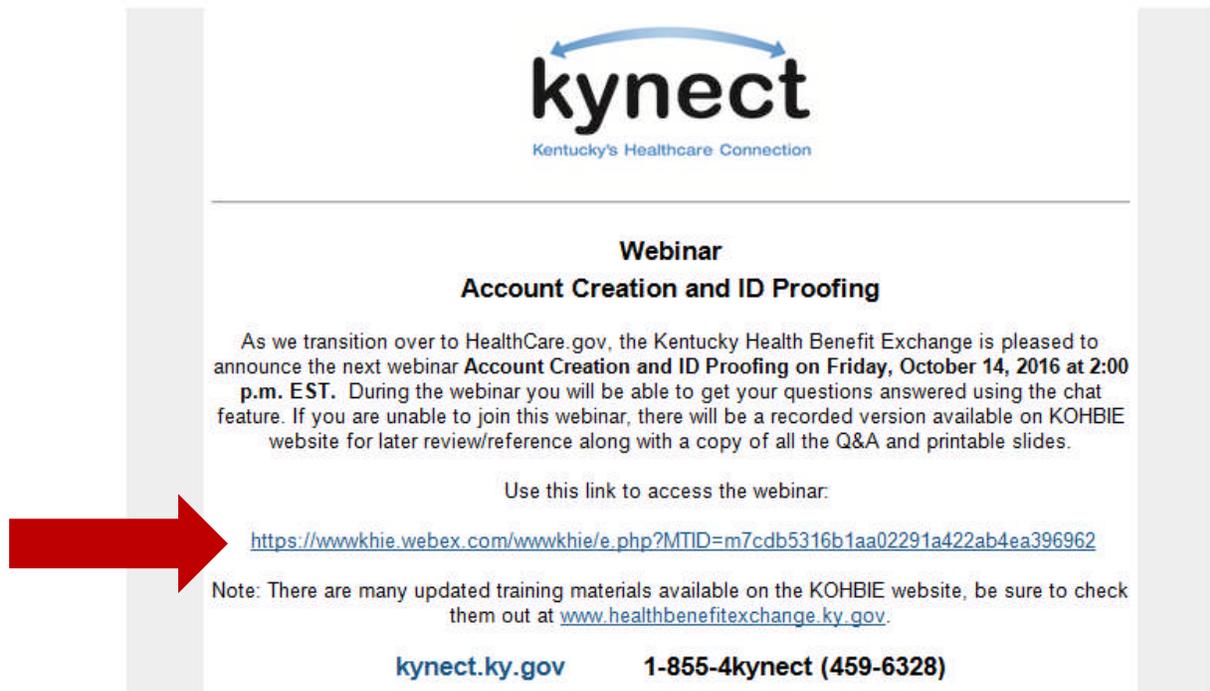


Tips for Joining WebEx Webinars

1. Click the link to the webinar in your announcement or email



kynect
Kentucky's Healthcare Connection

Webinar
Account Creation and ID Proofing

As we transition over to HealthCare.gov, the Kentucky Health Benefit Exchange is pleased to announce the next webinar **Account Creation and ID Proofing on Friday, October 14, 2016 at 2:00 p.m. EST**. During the webinar you will be able to get your questions answered using the chat feature. If you are unable to join this webinar, there will be a recorded version available on KOHBIE website for later review/reference along with a copy of all the Q&A and printable slides.

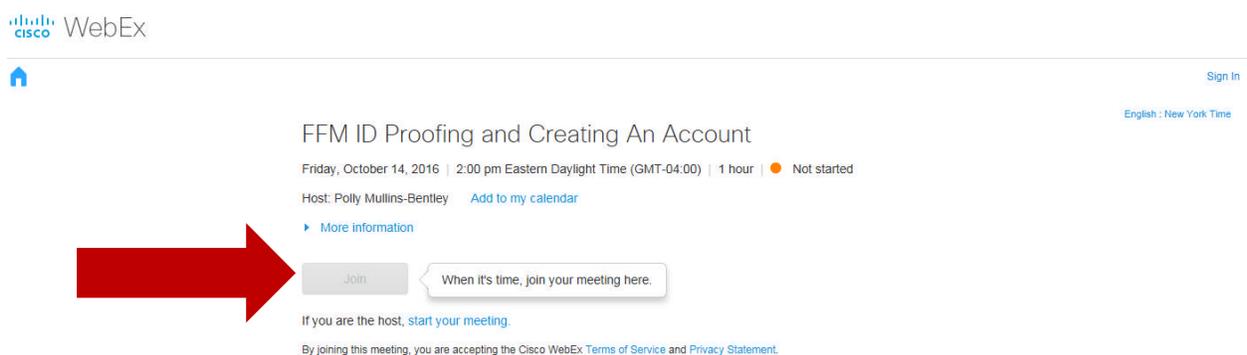
Use this link to access the webinar:

<https://www.khie.webex.com/www.khie/e.php?MTID=m7cdb5316b1aa02291a422ab4ea396962>

Note: There are many updated training materials available on the KOHBIE website, be sure to check them out at www.healthbenefitexchange.ky.gov.

kynect.ky.gov **1-855-4kynect (459-6328)**

2. Click the join button. This button will be green when it is time for the webinar



cisco WebEx

Sign In

English : New York Time

FFM ID Proofing and Creating An Account

Friday, October 14, 2016 | 2:00 pm Eastern Daylight Time (GMT-04:00) | 1 hour | ● Not started

Host: Polly Mullins-Bentley [Add to my calendar](#)

[More information](#)

When it's time, join your meeting here.

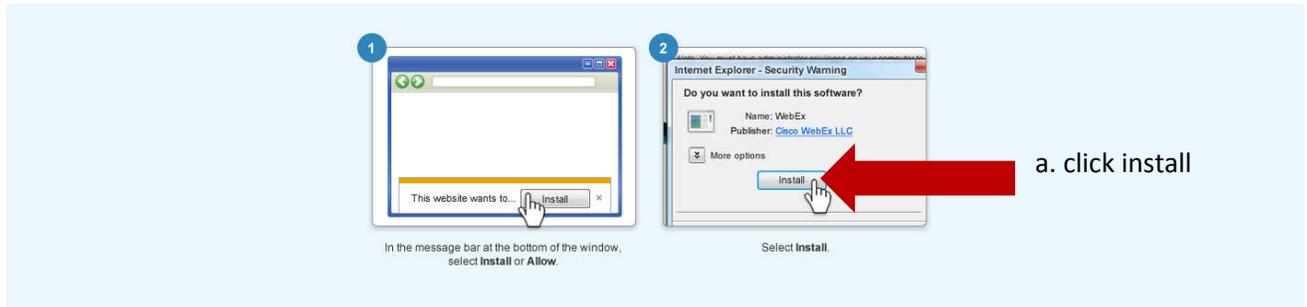
If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

3. (a) If you do not have the program on your computer, you may need to install.

(b) If you are unable to install due to permissions, you can click "Use Java to join your meeting"

Install the Cisco WebEx add-on



OR b. click Use Java



Still having trouble? Try one of these options:

- [Run a temporary application](#) to join this meeting immediately.
- [Install the meeting application](#) and join again.
- [Use Java](#) to join your meeting.

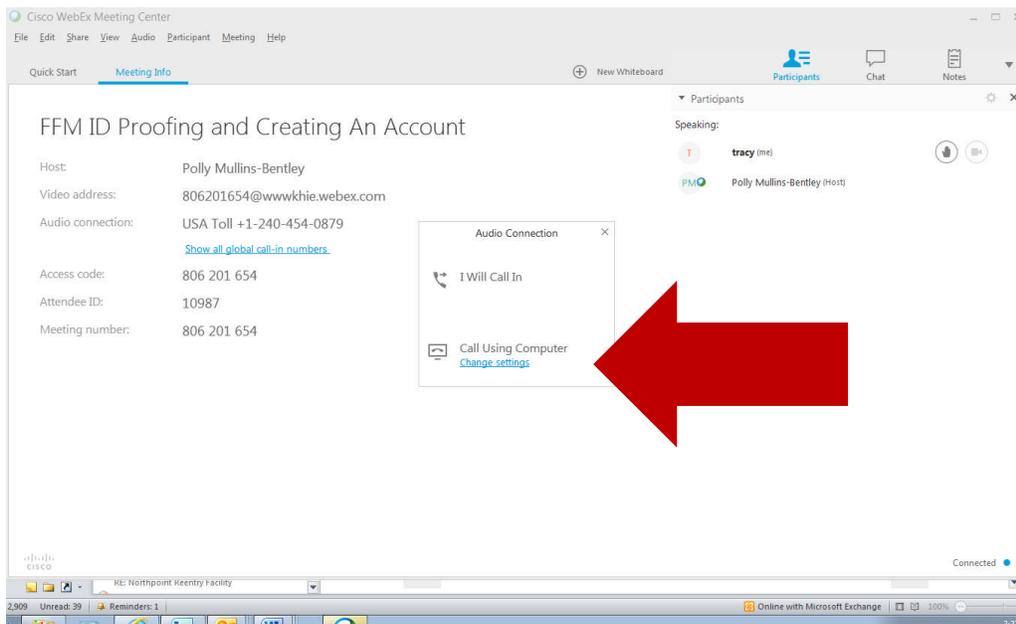


4. Click Run

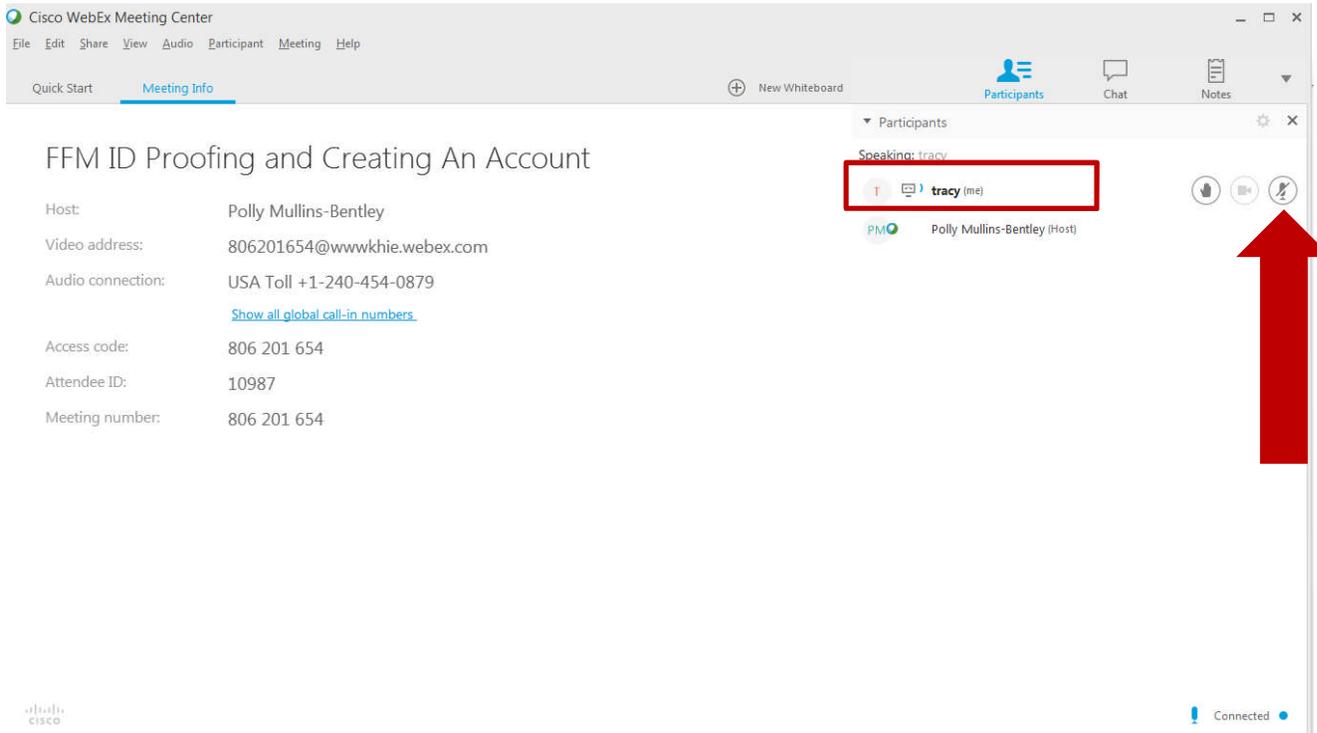
Starting WebEx...



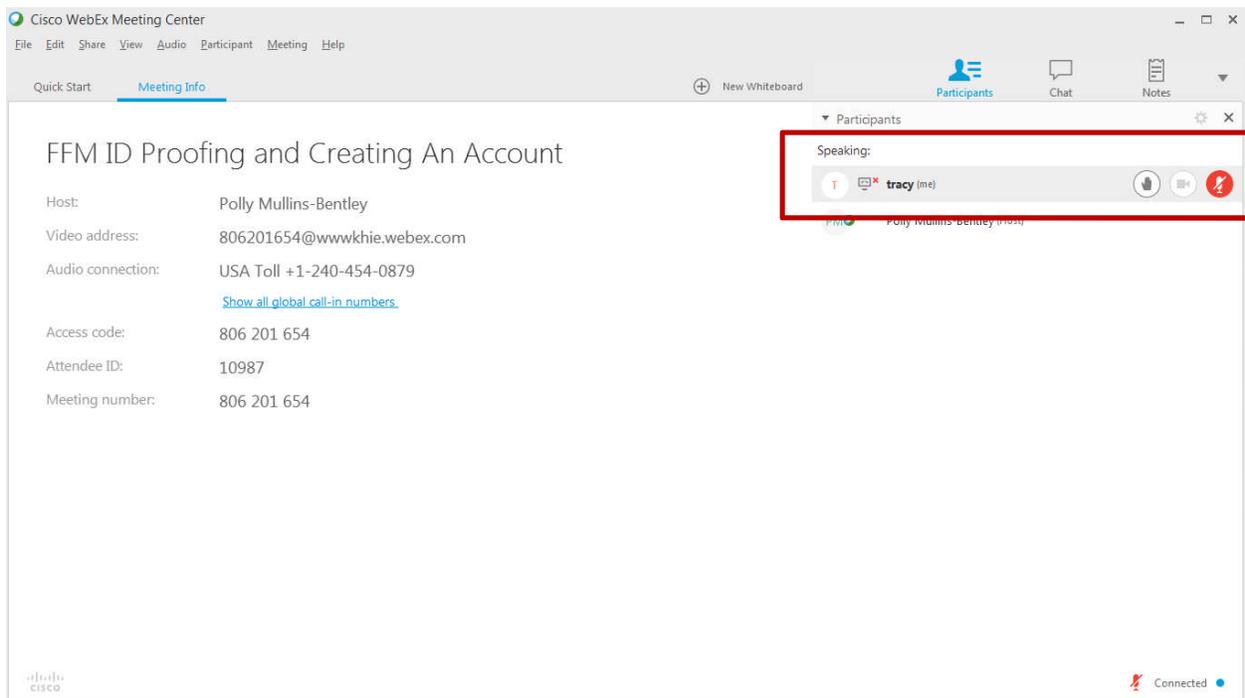
5. You will be taken to the home screen of the webinar. Click "Call Using Computer"



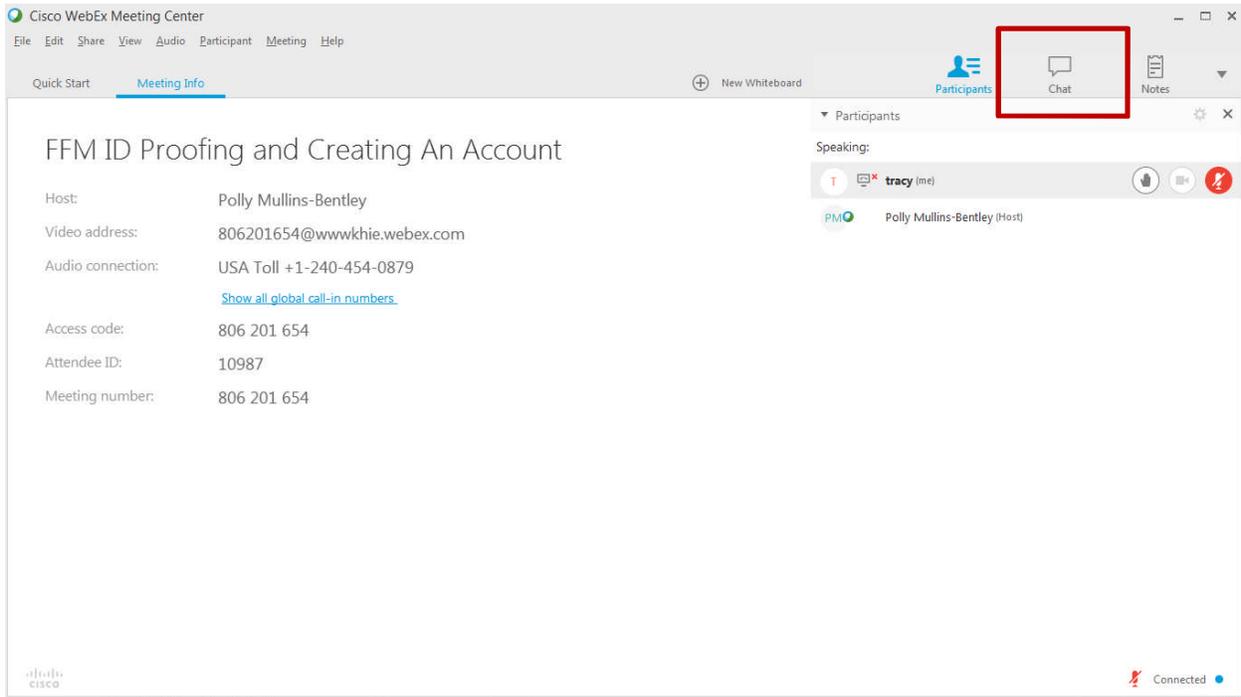
6. See the audio activity next to your name in the participants list. Click the Mute button on the far right hand side.



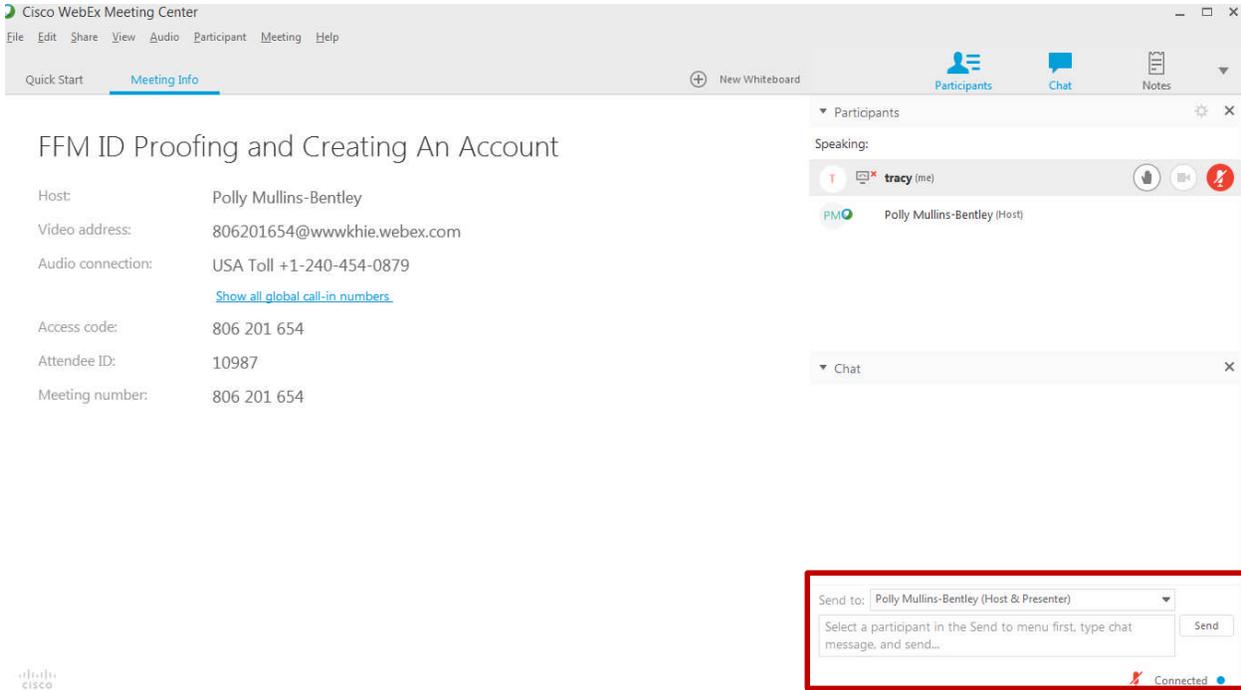
7. When the microphone turns red, this indicates you are now on mute.



8. To open the chat box, click the Chat icon shown below



9. Clicking the chat icon opens the chat box



10. Your chat text will appear for participants in the chat feature.

The screenshot displays the Webex meeting interface. On the left, the meeting title is "FFM ID Proofing and Creating An Account". Below the title, meeting details are listed:

- Host: Polly Mullins-Bentley
- Video address: 806201654@www.khie.webex.com
- Audio connection: USA Toll +1-240-454-0879
[Show all global call-in numbers.](#)
- Access code: 806 201 654
- Attendee ID: 10987
- Meeting number: 806 201 654

On the right side, there are three main panels:

- Participants:** Shows "Speaking: tracy (me)" and "Polly Mullins-Bentley (Host)".
- Chat:** A chat window is open, showing a private message: "to Polly Mullins-Bentley (privately): I have joined".
- Send Message:** A form to send a message to "Polly Mullins-Bentley (Host & Presenter)". The "Send" button is visible.

At the bottom right, a "Connected" status is shown with a blue dot.