Carleton Connects: Guide

1. To join the conference, click on the link in your e-mail or paste it into a web browser (see image below).

   To register for the online event
   1. Go to https://carleton.webex.com/carleton/onstage/p.php?id=007f006d198c1f2&EA=fcframeon%39%39mo.com%3EET-2b9f7077dd4dd0e0a491e6133a05966f8cBTR-02e5d99229190dcbec2997d7d4dd708RT-MIVQs
   2. Click "Register".
   3. On the registration form, enter your information and then click "Submit".

   Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event.

2. Enter your details in the area provided, the password for today’s event is: c4rl3ton

![Login Form](image-url)
3. The next screen can take a while to load, please be patient. Your Java plugins need to be up-to-date so if you see the message below with a broken image link picture (the view you see below is correct, it is only the little image box shows a broken link). You may need to update your plugins. If you have questions, please call Tucker at: 612-889-9169

![One moment please...](image)

**Note:** Latest version of java is required to run the meeting. If you see the broken image, please click here to upgrade the java version, then refresh this page or join/start the meeting again.

4. You may also be prompted to allow webex access to your computer. Please accept, this is just to allow you to join the conference.

![An applet from “carleton.webex.com” is requesting access to your computer.](image)

5. When you join the conference please provide your phone number and the conferencing system will call you back. If you are in another country be sure to change the country/region code.
6. Once in the conference we will share the presentation with you. If you need to change the viewing settings please click on the small down arrow in your controls. See images below.
Example of your view options, we recommend selecting “Fit in Viewer”.
7. A quick guide to your controller:

[WINDOWS]

**Participants**

Click on the participants icon indicated above to see the participants list. Click on the minimize option (−) to hide the participants list again.

**Chat**
Click on the chat icon indicated above to see the participants list. Click on the minimize option (−) to hide the participants list again.

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