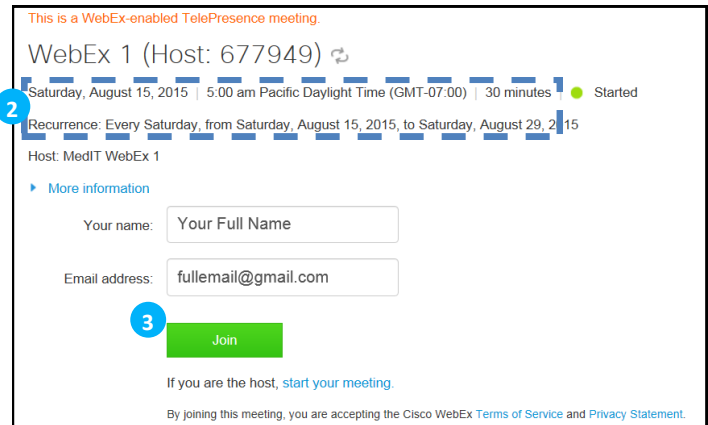


# VC Anywhere General User Guide

## How to Join

1. Click the VC Anywhere link.
2. Ignore date and time.
3. Enter your full name and email select the **Join** button at the event start time.

**Note:** The join button may appear greyed out before the event start time.

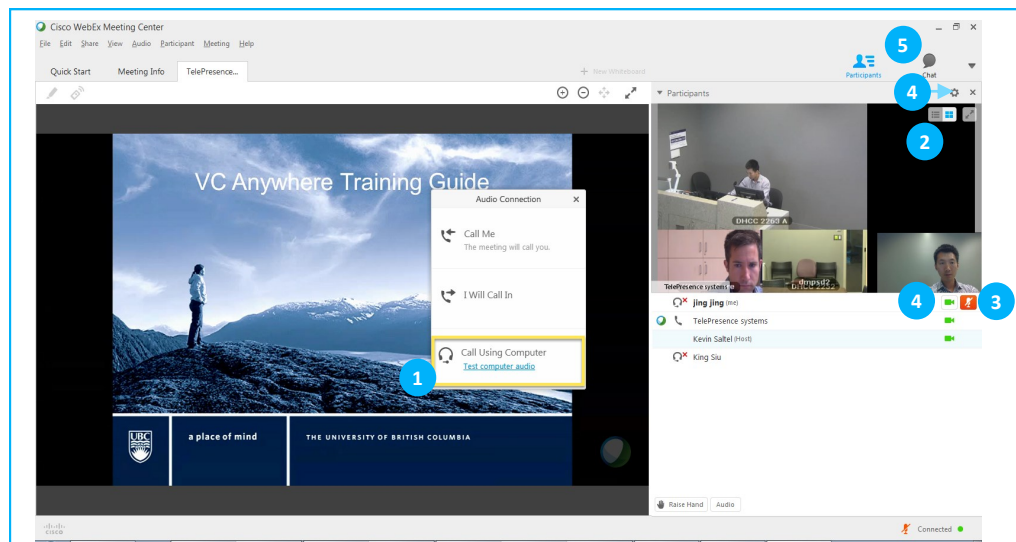


## Before the Event

1. **Test your connection** by [Join Meeting Test](#) website. First time users may be asked to install a plugin. If you do not have permission to install the plugin, please contact your administrator.
2. Use a wired/stable internet connection as wireless can be unreliable.
3. Test your headphone, speaker and microphone.
4. Review the [VC Anywhere Etiquette Guide](#)

## Setting Up

1. **Audio:** Select **Call Using Computer**. This option is free of charge. First time users click on the “**Test computer audio**” link , to ensure correct speaker/microphone have been selected.
2. **View of participants:** Select the “View List” icon to change your view to a list of VC anywhere participants.
3. **Mute/Unmute:** Select the microphone icon to mute your microphone when not in use.
4. **Share video:** Select the camera icon to allow others to see you. To change your webcam option select the gear icon.
5. **Chat:** Type any questions to the presenter and/or moderator of the session in the chat box.



For support, please contact **MedIT Service Desk** at **1.877.266.0666 Option 2**.

**For support after 5pm**, please contact **WebEx Technical Support** at **1.866.229.3239**.



## Additional Resources

**Mobile device:** Use [iOS Mobile](#) or [Android](#) to join a meeting using your iPhone, iPad, Android, or other smartphones.

**Note:** For the optimal experience, we always recommend joining from a desktop with a secure internet connection.

## Support Information:

During business hours 7:00AM to 5:00PM please contact the **MedIT Service Desk** at **1.877.266.0666 Option 2**.

For support after 5pm, please contact **WebEx Technical Support** at **1.866.229.3239**.