

1. Click invite link that is included in NCSI email.
2. Click “Register”.

Note: Do not click join now as you will need to be accepted as a registrant from the host. Which will then allow you to join the event see next slides.

The screenshot displays a Cisco Webex event registration interface. At the top left is the Cisco Webex logo. Below it, a message states: "Registration is required to join this event. If you have not registered, please do so now." On the right side, there is a link for "English : New York Time".

The event details are listed on the left:

- Event status:** Not started ([Register](#))
- Date and time:** Tuesday, July 28, 2020 10:45 am Eastern Daylight Time (New York) [Change time zone](#)
- Panelist(s) Info:**
- Duration:** 1 hour
- Description:** P3DL Unclassified//FOUO

Below the details, a disclaimer reads: "By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)."

On the right side, there is a "Join Event Now" button. Below it, a message says: "If you have registered for this event, provide the following information to join now. If you have not, click Register." This is followed by input fields for "Registration ID:" and "Event password:". Below these fields is a "Join Now" button and a link for "Join by browser NEW!". A note for hosts says: "If you are the host, [start your event](#)."

At the bottom, a message states: "Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again."

At the bottom center, a "Register" button is circled in black.

3. Fill in necessary requirements (red asterisks) from the form to the right.

4. Click submit, and you should receive an email from WebEx once the host accepts you as a participant.

5. Click “Join Event”.

UNCLASSIFIED

 Cisco Webex

Register for P3DL Test 1 English : [New York Time](#) 

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	<input type="text" value="Joe"/>	* Last name:	<input type="text" value="Random"/>
* Email address:	<input type="text"/>	Phone number:	<input type="text" value="Country/Region"/> <input type="text" value="Number (with area/city code)"/>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State/province:	<input type="text"/>
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

Would you like to receive information about future seminars?:
 Yes No

Your registration was approved for the following Webex event.

Host:

Event number (access code): 199 154 7919

Registration ID: 539429

Event password: P3DL

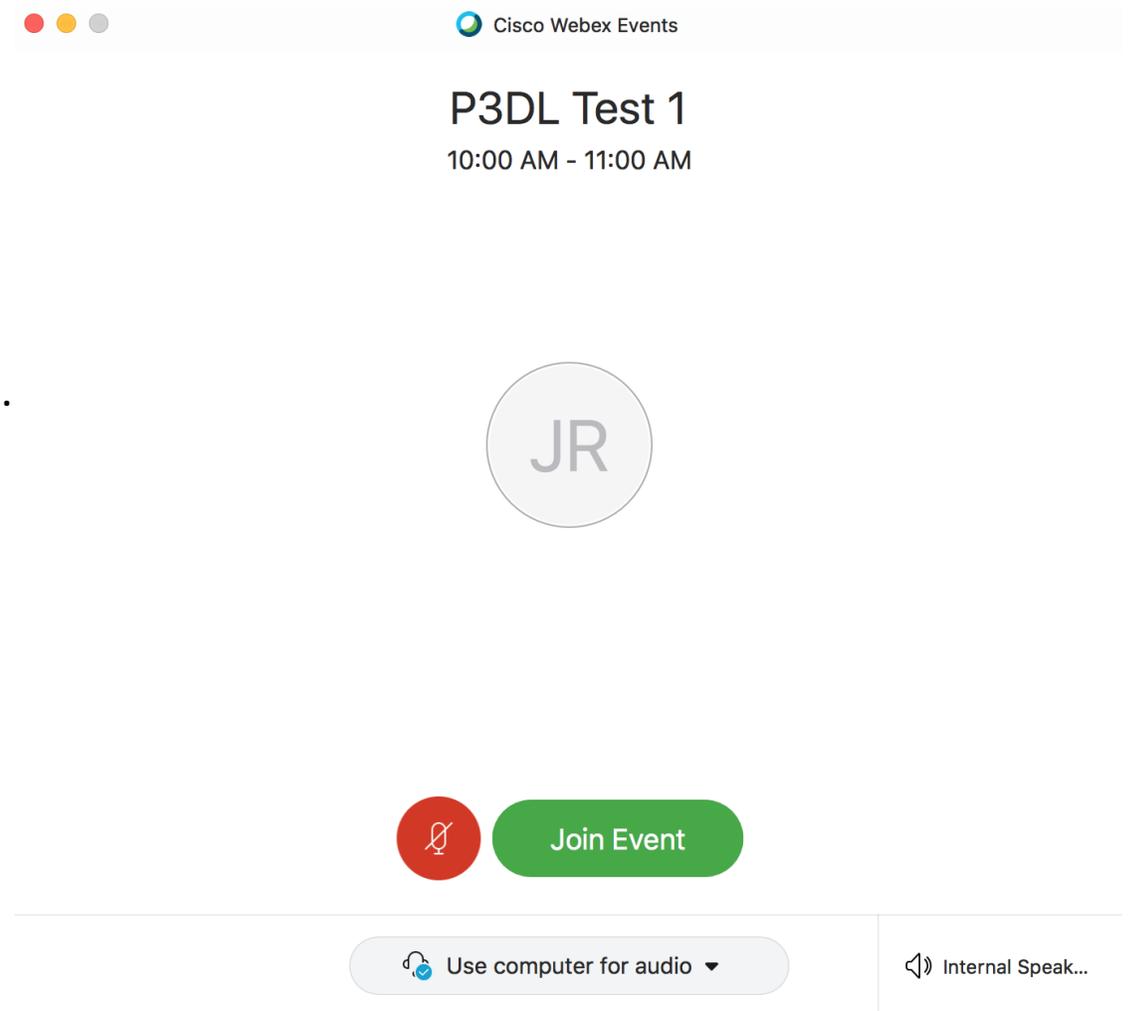
Tuesday, July 28, 2020 10:45 am, Eastern Daylight Time (New York)

[Join event](#)

Join the audio conference only

+1-415-527-5035 US Toll

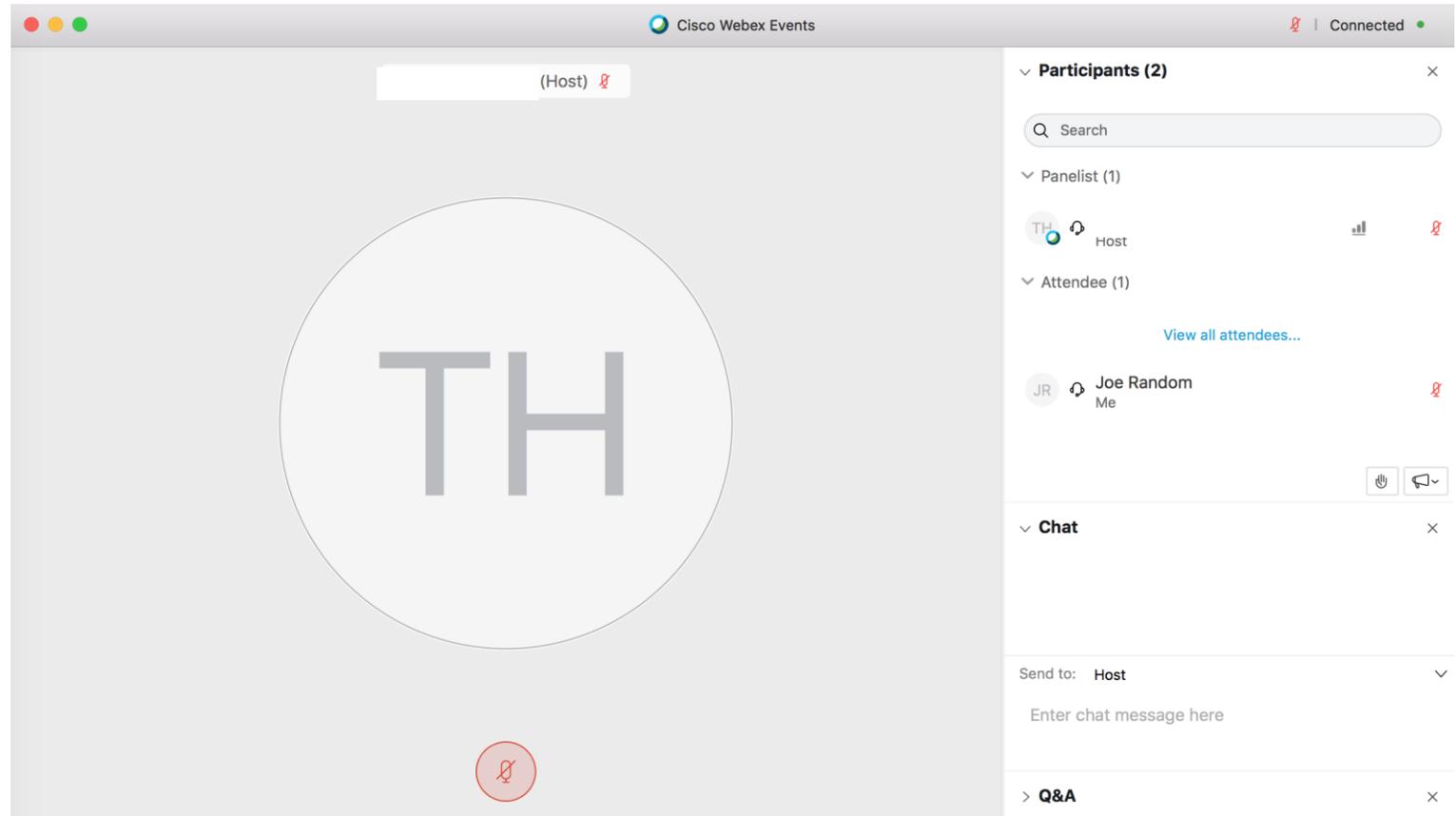
[Global call-in numbers](#)



6. A WebEx Events pop-up will open, proceed to click join event.

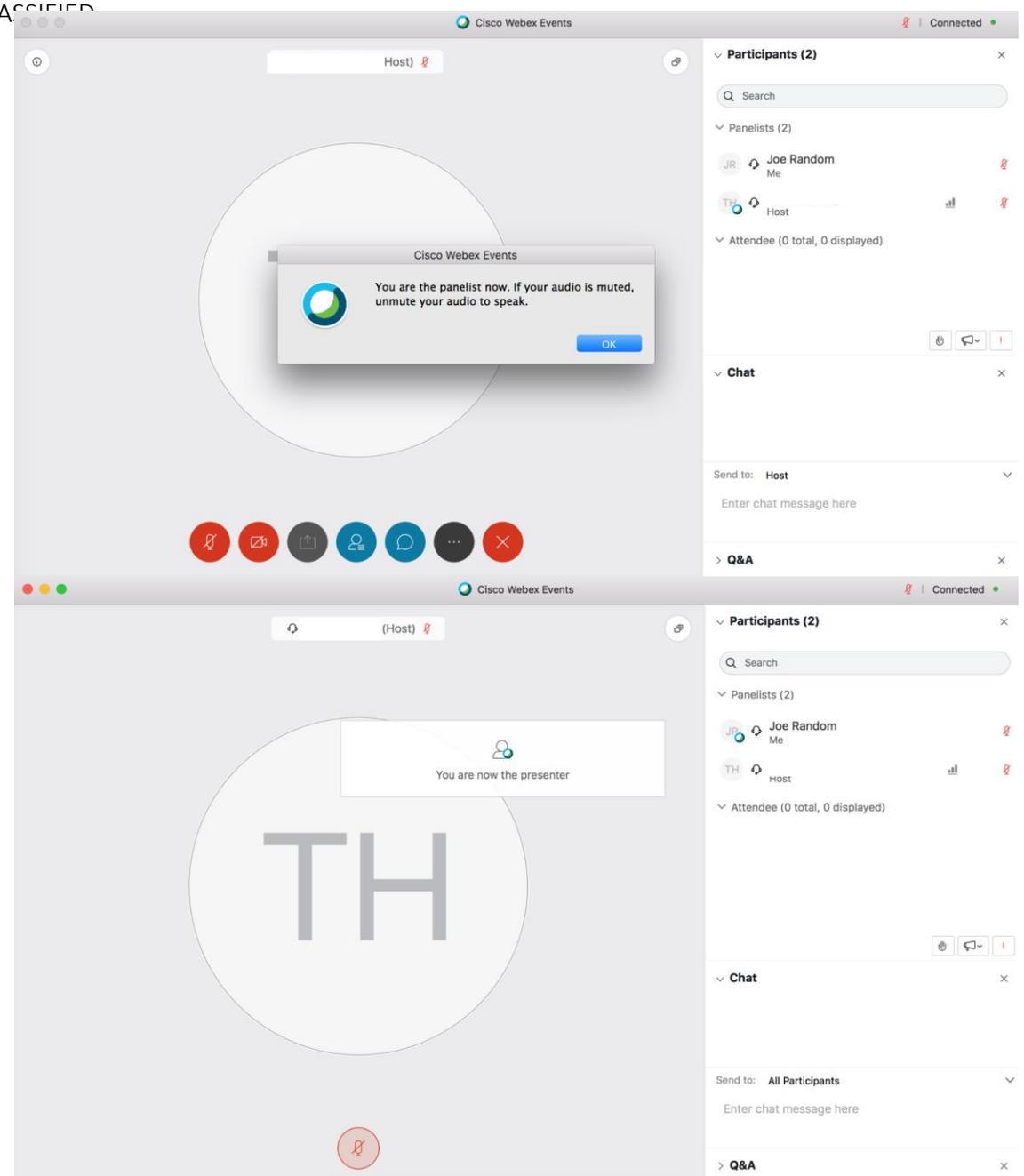
7. After joining event you should be able to see the host, panelist, and other attendees.

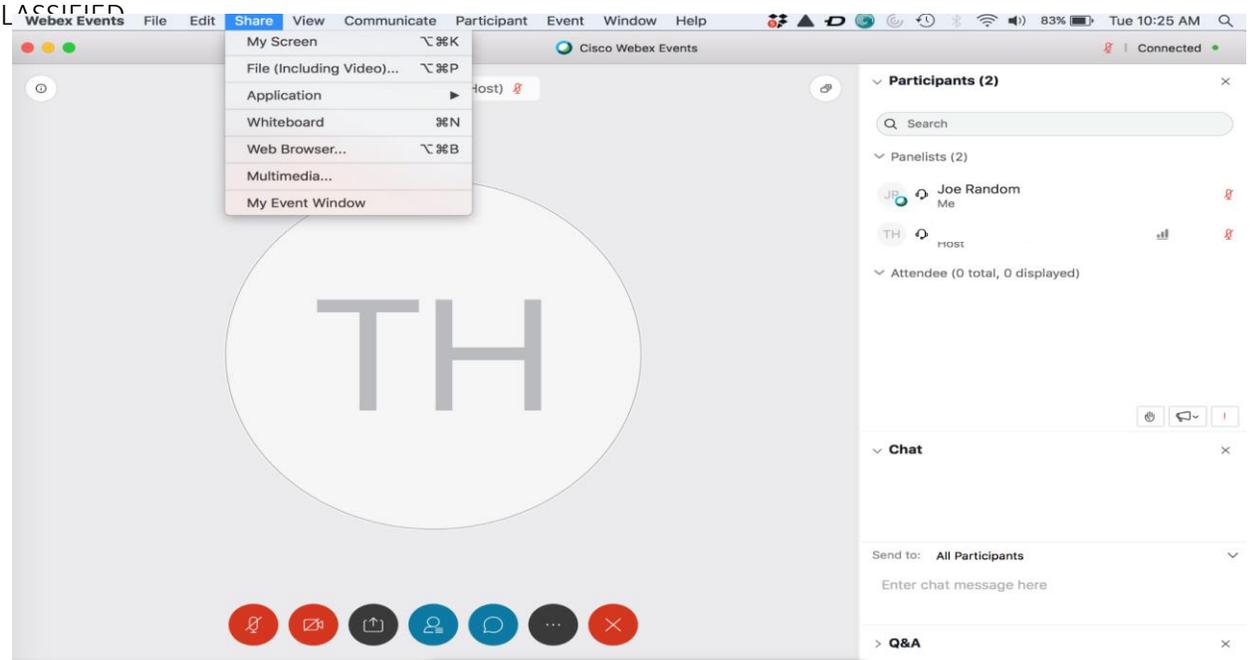
Note: If you are not able to see other attendees, don't worry as the events license usually does not have the capability of seeing other attendees.



For Briefers:

1. The host will assign you as a panelist.
2. The host will make you a presenter and the pop-up window that states “you are now the presenter” will Pop-up and you should have screen sharing abilities.





3. Go to the “Share” drop down menu and click on “My Screen”.

4. Select screen you want to share or select window you want to share.

5. If screen sharing is working properly, then you should get a pop-up window on the top of your screen similar to the screenshot to the right.

6. You will be assigned as an attendee once your briefing slot is finished.

