

## How To Log Into Our WebEx Meeting

If you want to participate via the web (and see the documents that are discussed) and listen via teleconference:

- To participate online in the **11/17/15 – Planning Committee Meeting** WebEx – approximately *15 minutes prior* to the meeting, go to the Alaska Mental Health Trust Authority Website (Link: <http://www.mhtrust.org/>) and click on this hypertext:  
**WebEx Meetings**  
Or – Go directly to this Link: <http://amhta.webex.com/amhta>
- On the TODAY or DAILY meeting tab – click on the following meeting:  
**11/17/15 – Planning Committee**
- Click on the JOIN Meeting button.
- Type your Name and Email Address in the appropriate fields and click on the OK button. Your computer may need to automatically download software. Be sure to allow ActiveX to do this. (You may need to coordinate in advance with your IT folks to address any local network firewall or permissions issues.)
- Click on the “Return To Session” Button if you need to. A window will pop up noting the teleconference information (or click on the “I Will Call In” button:
  - **Call in number: (866)-469-3239**
  - **Meeting/Training Session Number: 288 183 404 #**
  - **Attendee Number: (type number that is displayed and #)**
- Please make a note of this information – you will need it to call in to the teleconference part of the meeting. Then dial in on your phone to hear the audio.

If you want to participate using an iPad, iPhone, Android Phone or Android Tablet:

iPad or iPhone: Please go to iTunes and download the free App for

- WebEx for iPad

Android Phone or Tablet: Please go to Android Market and download the free App for:

- Cisco WebEx Meetings
  - Open the App on your Device
  - Select - Join by Meeting Number
  - Type in the Meeting Number: **288 183 404**
  - Type in your Name
  - Select - Join Meeting
  - If you would like to PARTICIPATE in the Audio portion of the meeting, please use a telephone & call in using the below audio teleconference number / codes.
  - If you would like to LISTEN to the Audio portion of the meeting –
    - Select “Call Using iPad” or
    - Select “Connect Using the Internet”
  - *If you are using your iPad in the Conference Room where the Meeting is Taking Place – Please CANCEL the Audio Portion of the Meeting to prevent Audio Feedback.*

If you want to participate in the TELECONFERENCE ONLY:

Please use the following information:

- **Call in number: (866)-469-3239**
- **Meeting/Training Session number: 288 183 404 #**
- **Attendee Number: #**