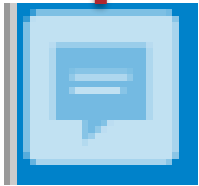




Level 100 –
How to Login to WebEx
How to change profile name on WebEx

Navigation Guide



IMPORTANT: The notes provide additional information and detail.

Look for this symbol in the upper left hand corner to view the notes for each slide (if any). If there isn't a symbol, there are no additional notes. Hover over the symbol, and the notes will appear. Right Click on the icon and select "Open all Pop Ups" to open all the notes in the presentation. You can make the notes section larger or move it by clicking and dragging your cursor.

Table of Contents

The Table of Contents is interactive.

Click on any blue highlighted link to go directly to that section. Use the Home button (described below) to return to the Table of Contents.



Click the "Home" button to be taken back to the Table of Contents from anywhere in the presentation. You'll find this symbol at the bottom of the page in the center.



Table of Contents

Clicking on a link will take you directly to that section.

[How to Change Profile Display Name on Webex](#)

[Login to WebEx - Open Entities](#)

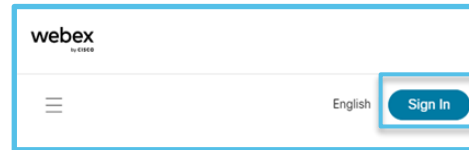
[Mute/Unmute Phone Lines](#)

[Login to WebEx - Closed Entities](#)

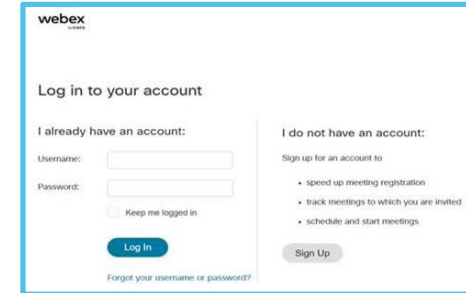
[Appendix](#)

How to Change your Profile Display Name on WebEx

Step 1: Sign into your account
<https://misoenergy.webex.com>
or create a new account

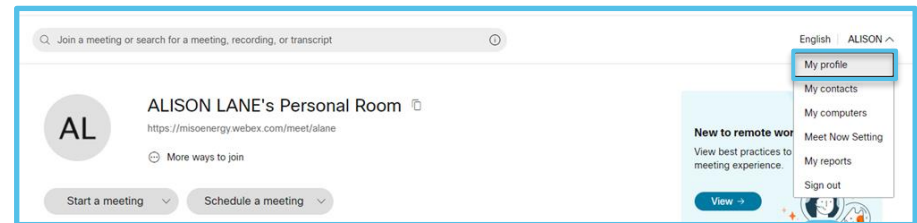


Existing Account

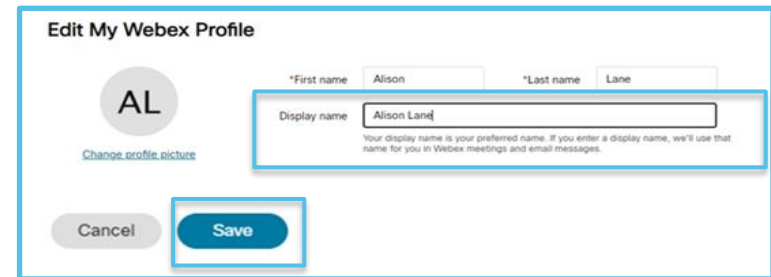
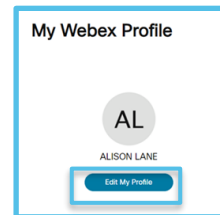


Create New Account

Step 2: Select “My Profile”



Step 3: Select “Edit My Profile”, edit display name to show First and Last name, then Save.



How to Login to WebEx – Open Entities

Step 1: From the MISO website, go to the meeting page that you are wanting to join and click “WebEx information” under “Details” or via url:

www.misoenergy.webex.com

Market Subcommittee (MSC) - January 7, 2021

[Return to Calendar](#)

SAVE TO LOCAL CALENDAR



REGISTER



Date

Thursday, January 7, 2021 10:00 AM - 4:00 PM Eastern Time
(9:00 AM - 3:00 PM Central Time)

Location

Conference Call/WebEx Only
(Host)

Entity

Market Subcommittee (MSC)

Event Type

Meeting

Event Format

Call and WebEx

Details

WebEx Information:

Event Number: 146 202 3932

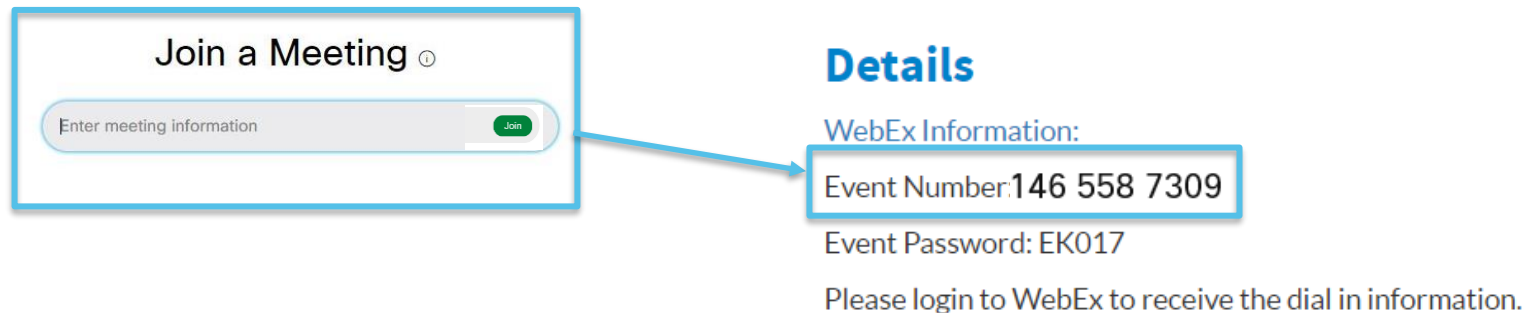
Event Password: EK017

Please login to WebEx to receive the dial in information.



How to Login to WebEx – Open Entities (Cont.)

Step 2: Once on the WebEx page you will see “Join a Meeting.” In the bubble below it reads “Enter meeting information,” enter the Event Number found under “Details” on the meeting page shown in the previous slide and select the green button “Join”.



Join a Meeting ⓘ

Enter meeting information [Join](#)

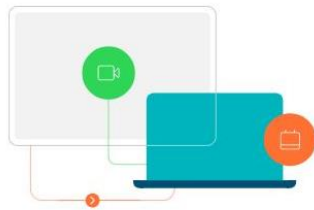
Details

WebEx Information:

Event Number: 146 558 7309

Event Password: EK017

Please login to WebEx to receive the dial in information.



Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

[Download](#)

How to Login to WebEx – Open Entities

Step 3: The next page you will see “To view more information about the meeting, enter the meeting password.” In the bubble enter the Password found under “Details” on the meeting page shown in the previous slide and select OK

To view more information about the meeting, enter the meeting password.

Meeting Number: 146 558 7309

●●●●●●

OK

Details

WebEx Information:

Event Number: 146 558 7309

Event Password: EK017

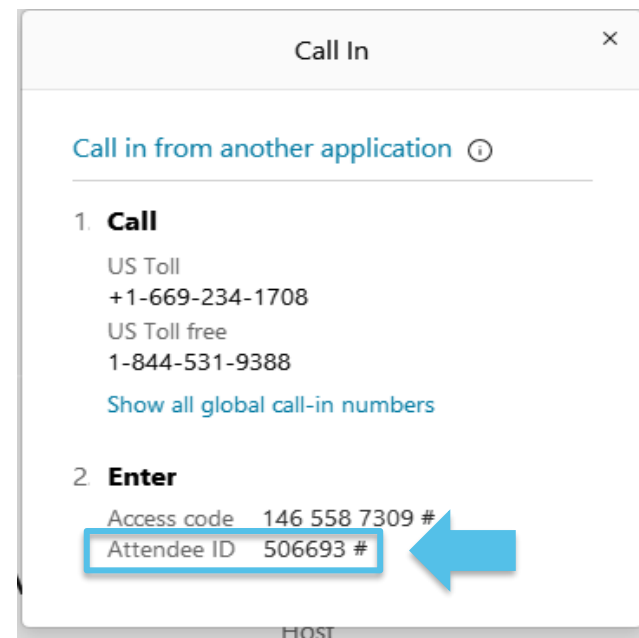
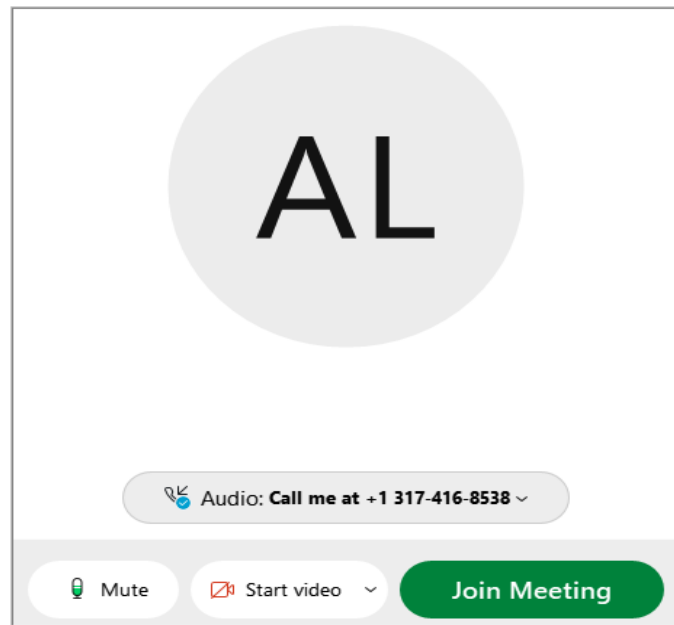
Please login to WebEx to receive the dial in information.

How to Dial In to WebEx – Open Entities

There are two options to dial in to WebEx

- The 'Call Me' (preferred)
- 'Call In'

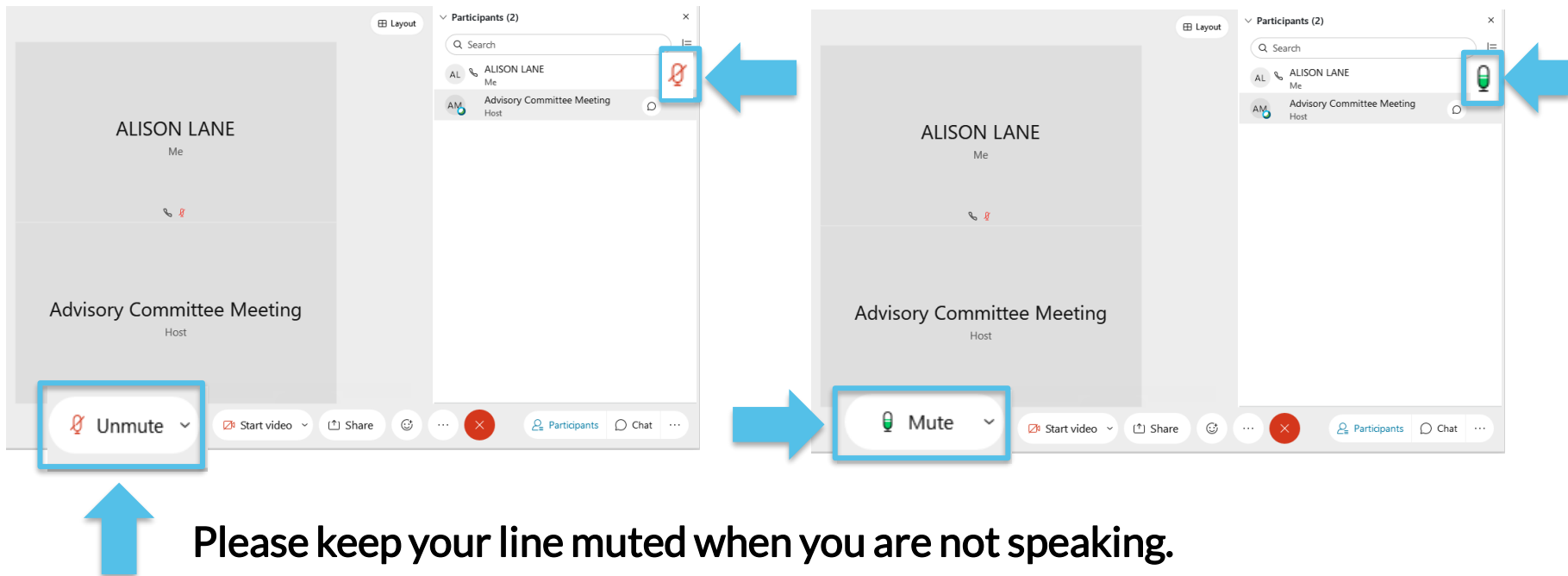
When using this feature, please key in the Attendee ID to sync your phone line with your WebEx Log in



How to Mute and Unmute Phone Lines

All Lines will be muted at the start of the meeting.

- To unmute your line when dialing in from your computer, select the Unmute button.
- If you dial in by phone, you may mute/unmute your line by selecting the button on the computer, or by *6 on your phone keypad.



Please keep your line muted when you are not speaking.

How to Login to WebEx – Closed Committees

1. Access the Extranet to join a WebEx for a Closed Committee by logging in to the MISO website.
2. Locate the Participant Information on the Committee webpage under “Related Documents”.
3. Once you open the document, follow the same steps on the previous slides.
4. Note: If you are unable to access the desired committee's webpage, email your request to clientrelations@misoenergy.org.

Appendix



Go Home



Contact Information

- Stakeholder Relations
 - StakeholderRelations@misoenergy.org
- MISO Customer Experience/Training
 - Debbie Baldwin – dbaldwin@misoenergy.org

Content Owner: A. Lane
Last Update: August 2021