

WEBINAR INSTRUCTIONS

ESTTA Users Forum
Thursday, January 29, 2015
1:00 PM
Event number: 990 279 055
Password: 1111

Instructions for On-campus, Teleworkers & Public

(Those on-campus are asked to attend the live event **in the Madison East Bldg. – 2A51 Paris Room - GIPA**, if possible)

Click link below to sign-in to the webcast session:

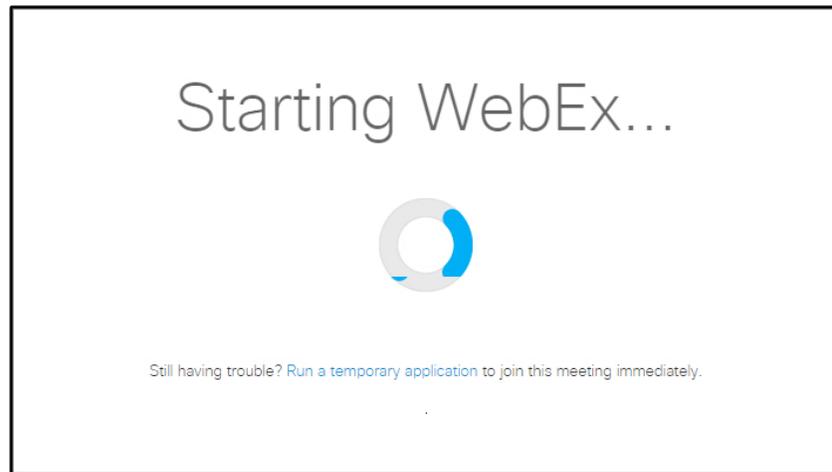
<https://uspto-events.webex.com/uspto-events/onstage/g.php?MTID=eea6f031b1815cd49f1f74afcd5a7a500>

1. Note: the event status, date and time are on the left hand side. You will not be able to join the event until **15 minutes** before start time. **Please note you will not be able to log into the event prior to the 15 minute window (The boxes under Join Event Now will be greyed out and you will not be allowed to enter your information into the boxes.)**
2. Once the event has been opened, you may join the event by filling in the blanks under the "Join Event Now"

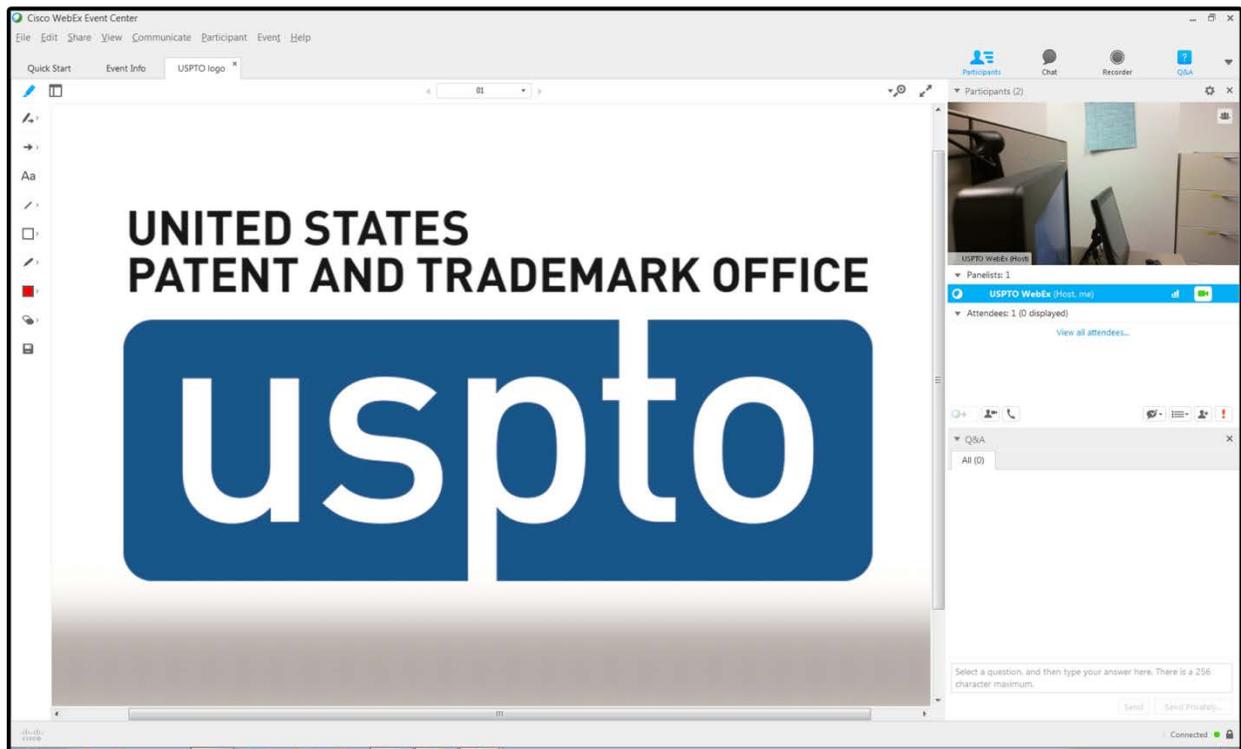
The screenshot shows the USPTO webex event registration page. The header includes the USPTO logo and navigation links. The main content area displays event information for 'USPTO Default Event Charlene and Roman 1' on Thursday, January 8, 2015 at 11:30 am. The event status is 'Started'. The registration form includes fields for First name, Last name, Email address, and Event password, along with a 'Join Now' button. The page also includes a disclaimer about accepting the Cisco WebEx Terms of Service and Privacy Statement.

3. **Sign-in** using your first name, last name and email address.
4. Make sure to enter the event password: **1111**
5. Click on the "Join Now" button.

6. You should see the “Starting WebEx” screen:



7. You are in.



Assistance

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://uspto-events.webex.com/uspto-events/onstage/systemdiagnosis.php>

If you need assistance with login or if there is a problem with the webcast, please contact the OCIO Service Desk at 571-272-9000