



# **Guide for logging into Webex**



## **Guide for logging into Webex - Desktop**

1) Check your email on joining the training invite

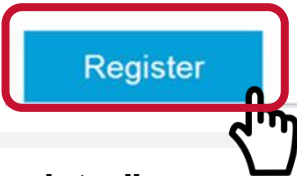
Agency Training invites you to attend a Webex event.

This event requires registration. After you register, you'll receive a confirmation email message with instructions on how to join the event.

Auto Webex Training - trial

Wednesday, April 22, 2020 11:00 am, Singapore Time (Singapore, GMT+08:00)  
Tuesday, April 21, 2020 11:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Host: Agency Training ([irving.wong@aig.com](mailto:irving.wong@aig.com))



2) Click “Register”.

Event Information: Webex Trial

Registration is required to join this event. If you have not registered, please do so now.

Event status:	Started ( <a href="#">Register</a> )
Date and time:	Monday, April 27, 2020 4:00 am Eastern Daylight Time (New York, GMT-04:00) <a href="#">Change time zone</a>
Duration:	Monday, April 27, 2020 4:00 pm Singapore Time (Singapore, GMT+08:00)
Description:	30 minutes

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:	<input type="text"/>
Last name:	<input type="text"/>
Email address:	<input type="text"/>
Event password:	<input type="password"/>

☒ Remember me on this computer  
(Clear my information)

Join Now

Join by browser **NEW!**

If you are the host, [start your event](#).



### 3) Complete the mandatory information.

#### Register for Webex Trial

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="Jimmy"/>
* Email address:	<input type="text" value="jimmytan@gmail.com"/>
* Confirm email address:	<input type="text" value="jimmytan@gmail.com"/>
* Producer Code:	<input type="text" value="123456"/>
* Sub Code (type 000 if you do not have):	<input type="text" value="000"/>

* Last name:	<input type="text" value="Tan"/>				
* Phone number:	<table><tr><td><a href="#">Country/Region</a></td><td>Number (with area/city code)</td></tr><tr><td><input type="text" value="65"/></td><td><input type="text" value="91234567"/></td></tr></table>	<a href="#">Country/Region</a>	Number (with area/city code)	<input type="text" value="65"/>	<input type="text" value="91234567"/>
<a href="#">Country/Region</a>	Number (with area/city code)				
<input type="text" value="65"/>	<input type="text" value="91234567"/>				

**IMPT: Do note that we will not be able to credit you with CPD hours if we are unable to match your**

- 1. Registered Full name**
- 2. AIG registered email address and**
- 3. AIG Producer code.**

- 4) Once the registration is confirmed, an email with the event password and instructions for joining the event will be sent

Registration Confirmed

Thank you for registering.

You are now registered for the event: **Webex Trial**

You will receive a confirmation email message that contains the event password and instructions for joining the event.

The event has started. You can join it now.

Join Now

 Join by browser **NEW!**

- 5) Access the event using the link provided in the confirmation email and click on “Join by browser”

Event Information: Webex Trial

Registration is required to join this event. If you have not registered, please do so now.

**Event status:**  
**Date and time:**  
**Duration:**  
**Description:**

● Started [\(Register\)](#)

Monday, April 27, 2020 4:00 am  
Eastern Daylight Time (New York, GMT-04:00)  
[Change time zone](#)  
Monday, April 27, 2020 4:00 pm  
Singapore Time (Singapore, GMT+08:00)

30 minutes

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).


Join Event Now


To join this event, provide the following information.

**First name:**  
**Last name:**  
**Email address:**  
**Event password:**

☒ Remember me on this computer  
([Clear my information](#))

Join Now

 Join by browser **NEW!**

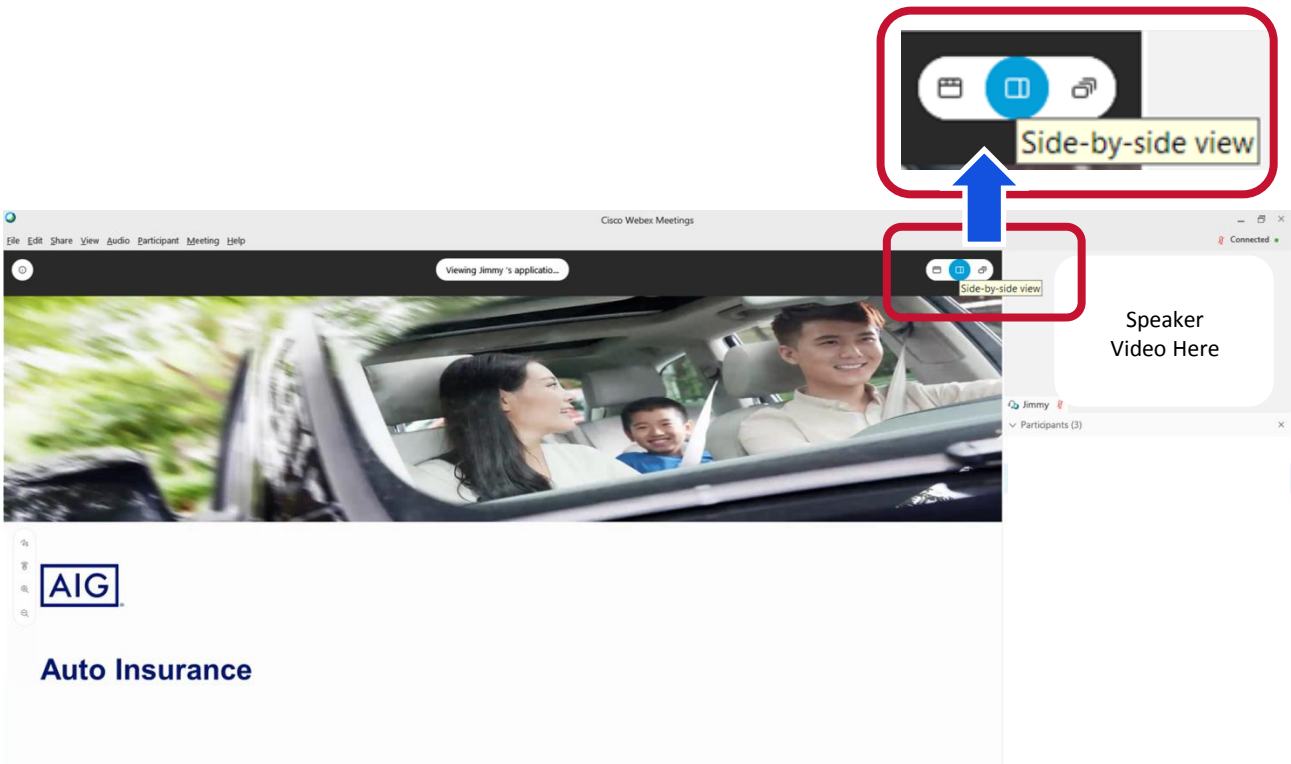


6) Click “Join Event”.



7) Look out for the icons at the top right and choose “Side-by-side view”.

8) This allows you to view the presentation and speaker on the top window.





Lookout for QR at the end of the session for the training link

### IMPT Note:

You are required to be logged on and pay attention to the full duration of the training session.

Test questions will be randomly asked throughout the session which is essential for your knowledge test. You are required to complete and pass at 80% rate, in order for CPD hours to be credited to you.

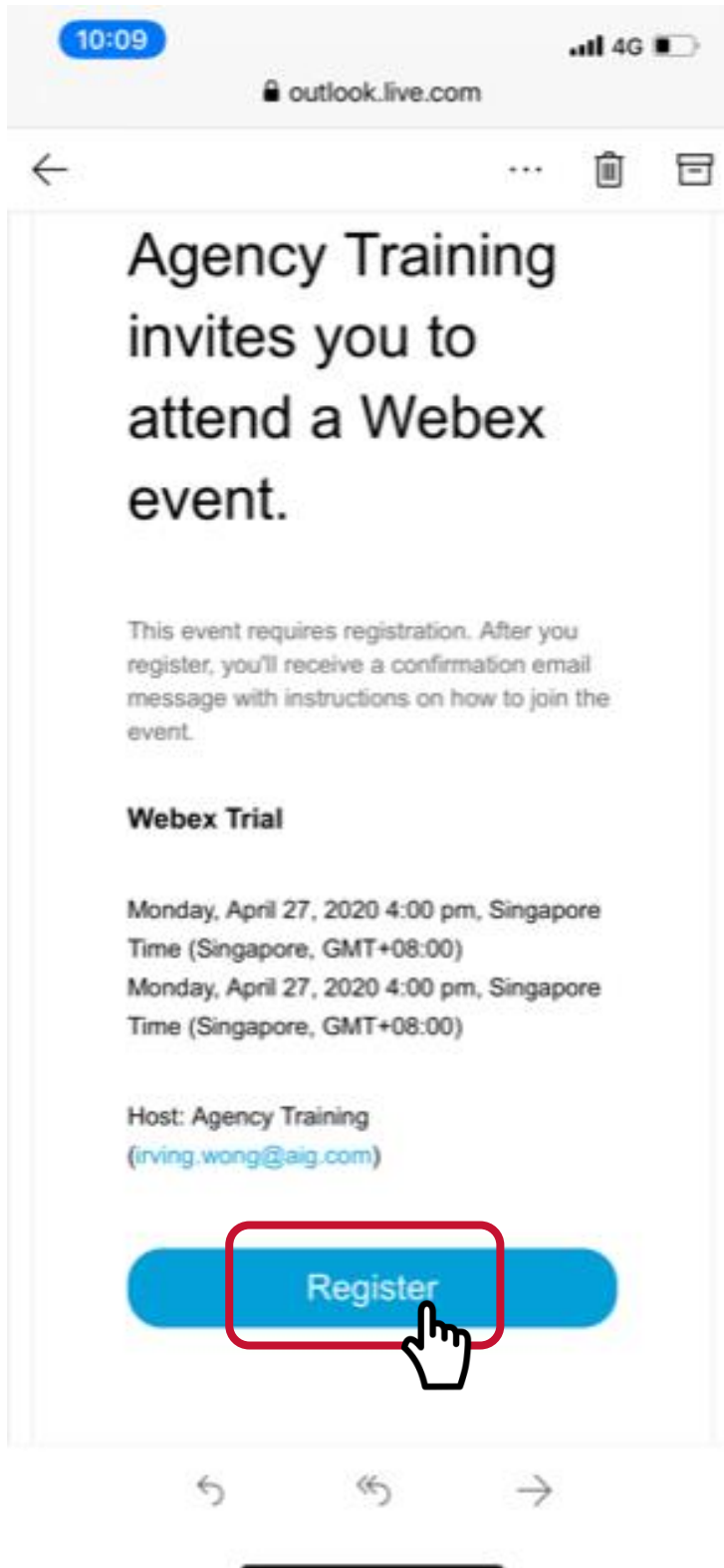




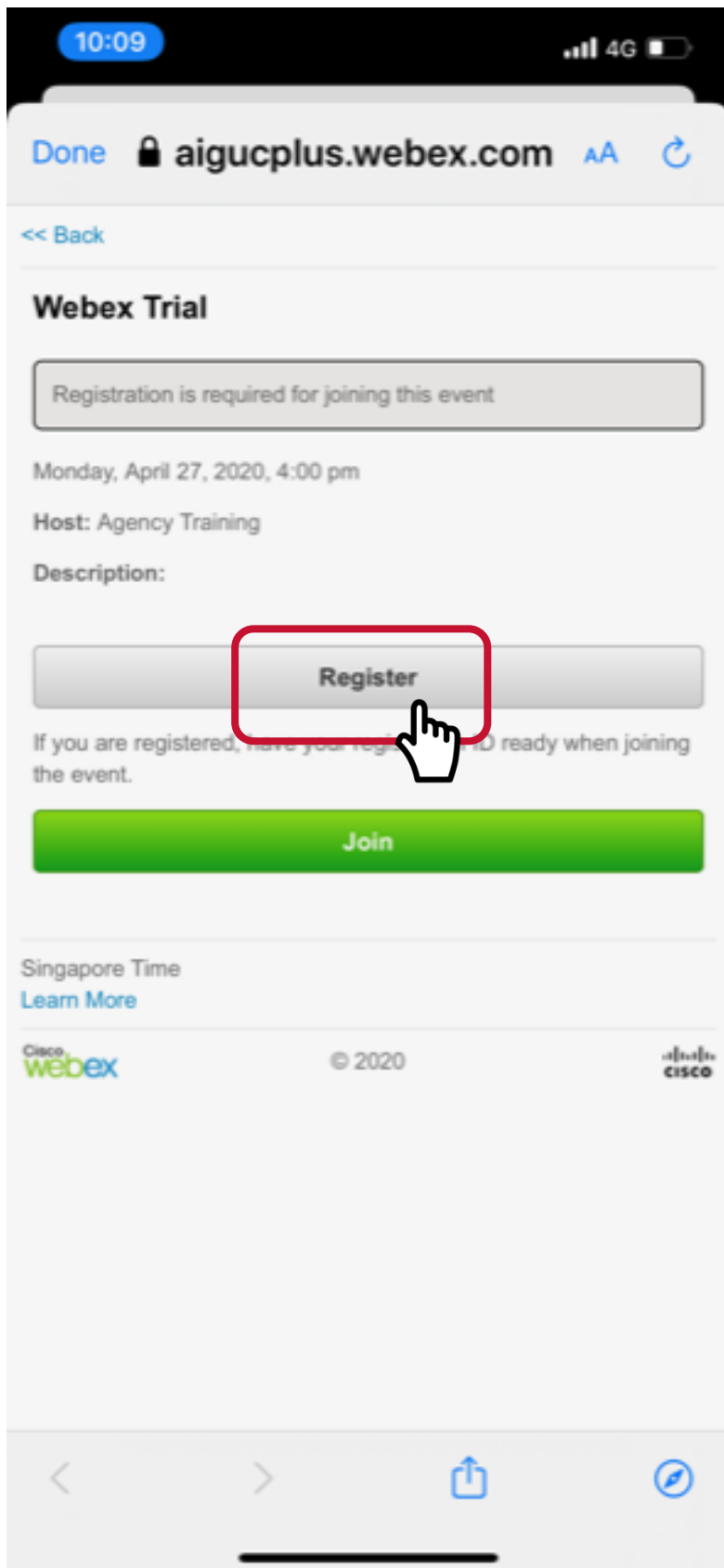
## **Guide for logging into Webex – Mobile (iOS - iPhone)**



- 1) Check your email for training invite.
- 2) Click on Register



### 3) Click on Register



4) As this is a tracked training, you will be required to key in the email address that you have registered with AIG.

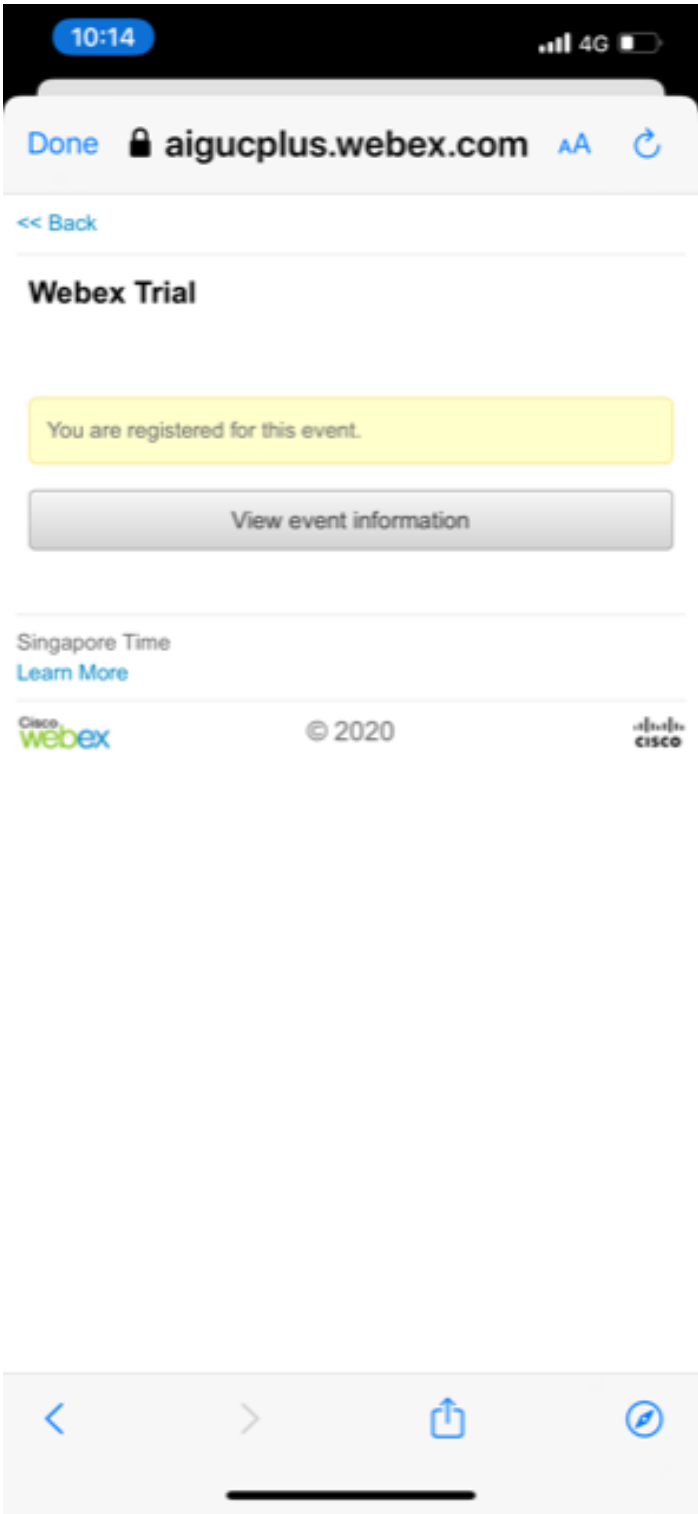
**Do note that we will not be able to credit you with CPD hours if we are unable to match your email address.**

The screenshot shows a mobile browser interface. At the top, the status bar displays the time 10:11, 4G signal, and battery level. The browser's address bar shows the URL 'aigucplus.webex.com' with a lock icon and a refresh button. Below the address bar is a '<< Back' button. The main content area has the heading 'Webex Trial' followed by 'Registration'. There is a form field labeled '\* Email address' with the text 'Agent@aig.com' entered. Below the form field is a large green button labeled 'Next'. At the bottom of the page, there is a link for 'Singapore Time' with a 'Learn More' sub-link. A keyboard is visible at the bottom of the screen, with a 'Done' button in the top right corner of the keyboard area.

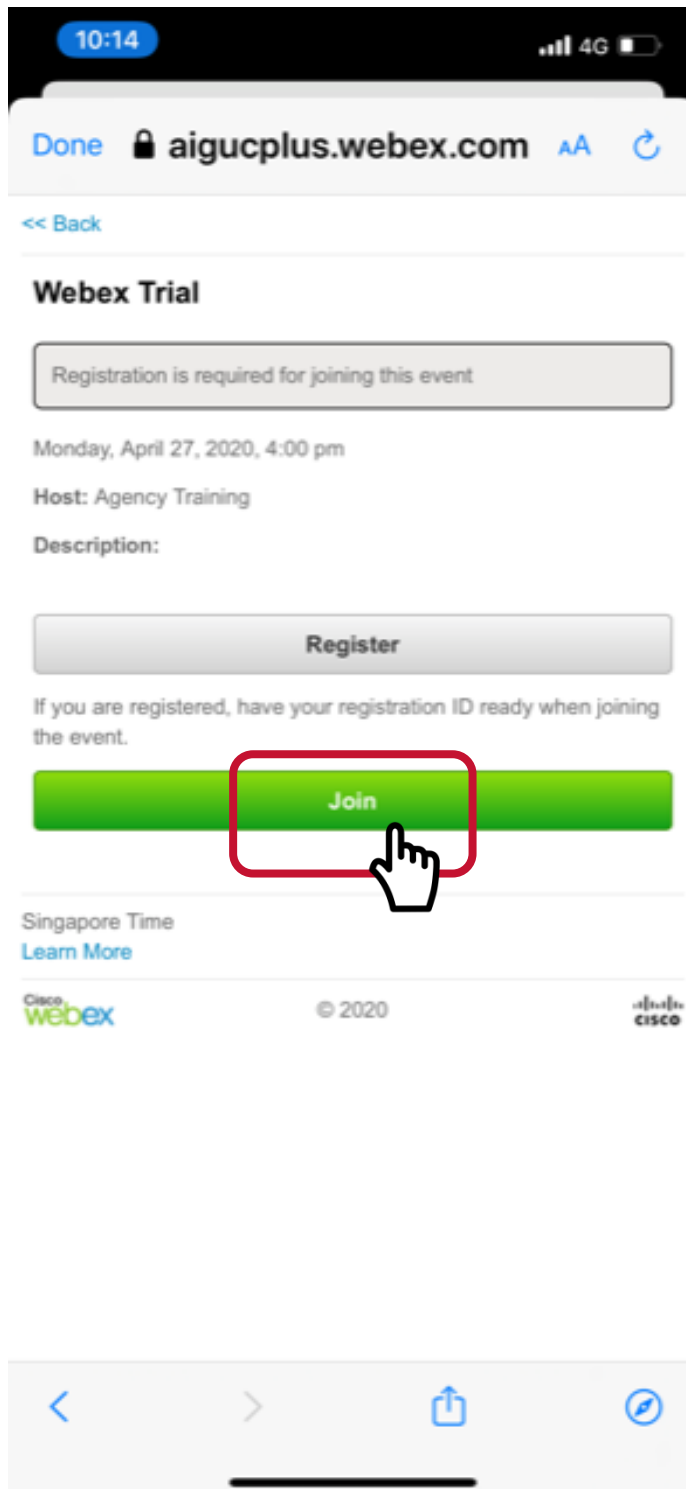
5) Fill in the spaces with your details, especially your Name, Producer and Sub Codes. Click Submit after that

The screenshot shows a mobile browser interface for the Webex Trial Registration page. At the top, the status bar shows the time 10:11, 4G signal, and battery level. The browser address bar displays 'Done', a lock icon, 'aigucplus.webex.com', and icons for font size and refresh. Below the address bar is a '<< Back' button. The page title is 'Webex Trial' followed by 'Registration'. The form contains several fields, each preceded by a red asterisk: 'First name:', 'Last name:', 'Email address:' (with 'agent@aig.com' entered), 'Phone number:', a country dropdown menu (set to 'United States of America'), 'Producer Code:', and 'Sub Code (type 000 if you do not have):'. A large green 'Submit' button is at the bottom of the form, highlighted with a red rectangular border and a hand cursor icon pointing to it. Below the form, there is a link for 'Singapore Time' and a 'Learn More' link. The footer includes the Cisco Webex logo, '© 2020', and the Cisco logo. The bottom of the screen shows the standard iOS navigation bar with back, forward, share, and search icons.

6) If everything is in order, you will see the note saying you have registered for the event.

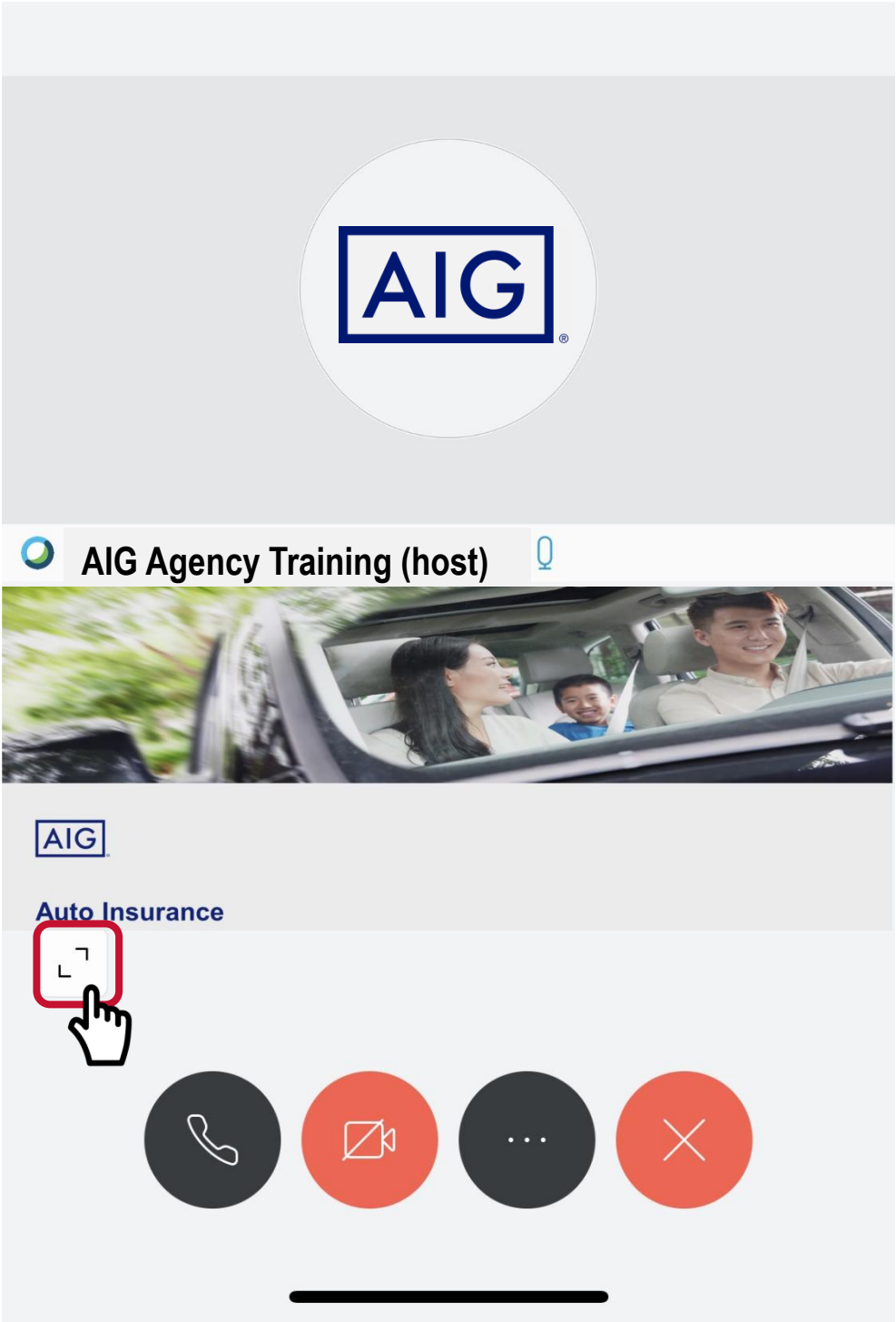


7) On the training date, click on the invite link, then click “Join” to join the meeting.





8) Click on the viewfinder  button to switch to full screen mode



9) Rotate your phone to landscape (horizontal) position for better viewing



AIG

Auto Insurance



Speaking: AIG Agency Trainer

V29012020

Lookout for QR at the end of the session for the training link

### IMPT Note:

You are required to be logged on and pay attention to the full duration of the training session.

Test questions will be randomly asked throughout the session which is essential for your knowledge test. You are required to complete and pass at 80% rate, in order for CPD hours to be credited to you.

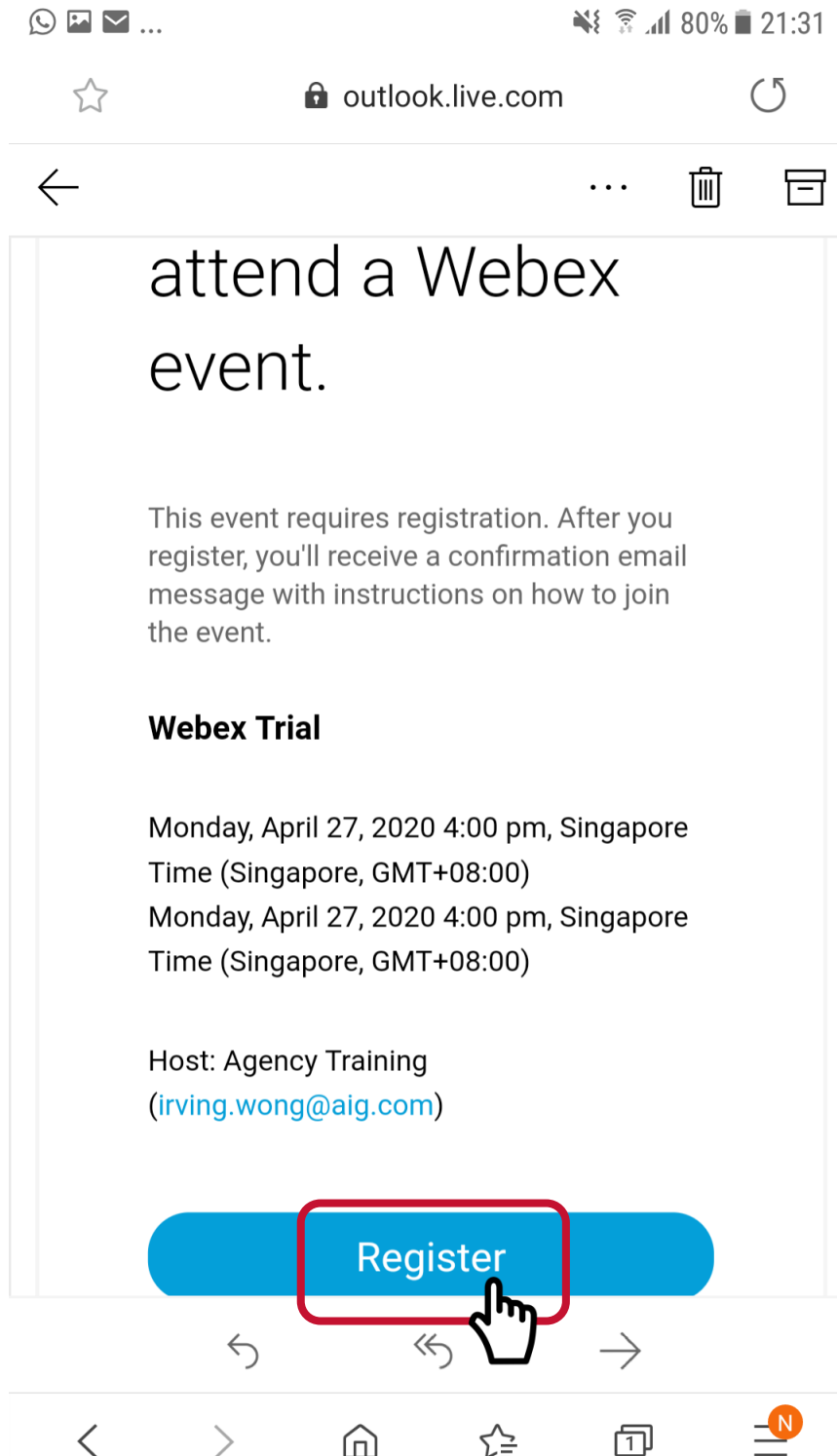




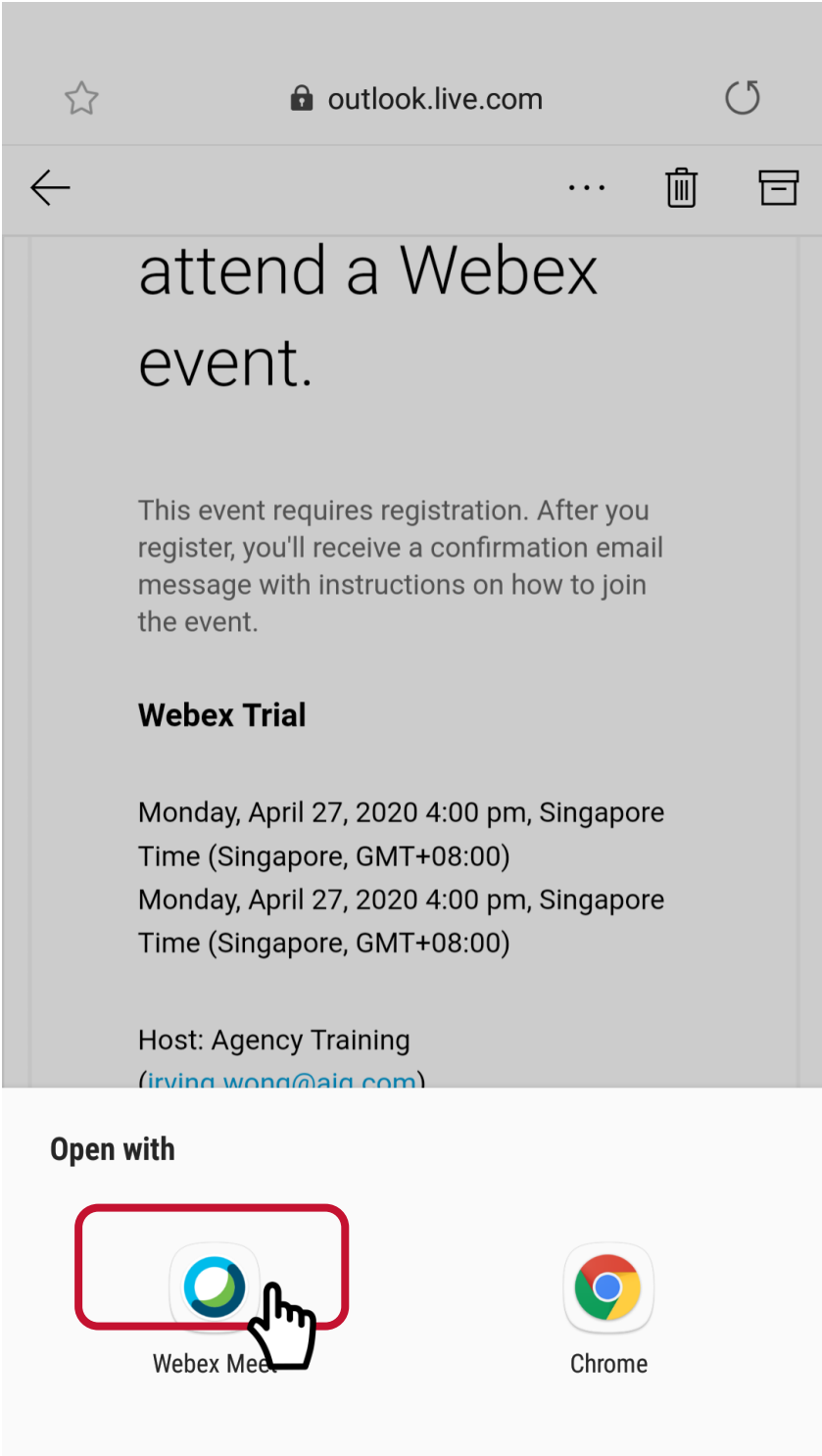
## **Guide for logging into Webex – Mobile (Android)**

1) Check your email on joining the training invite.

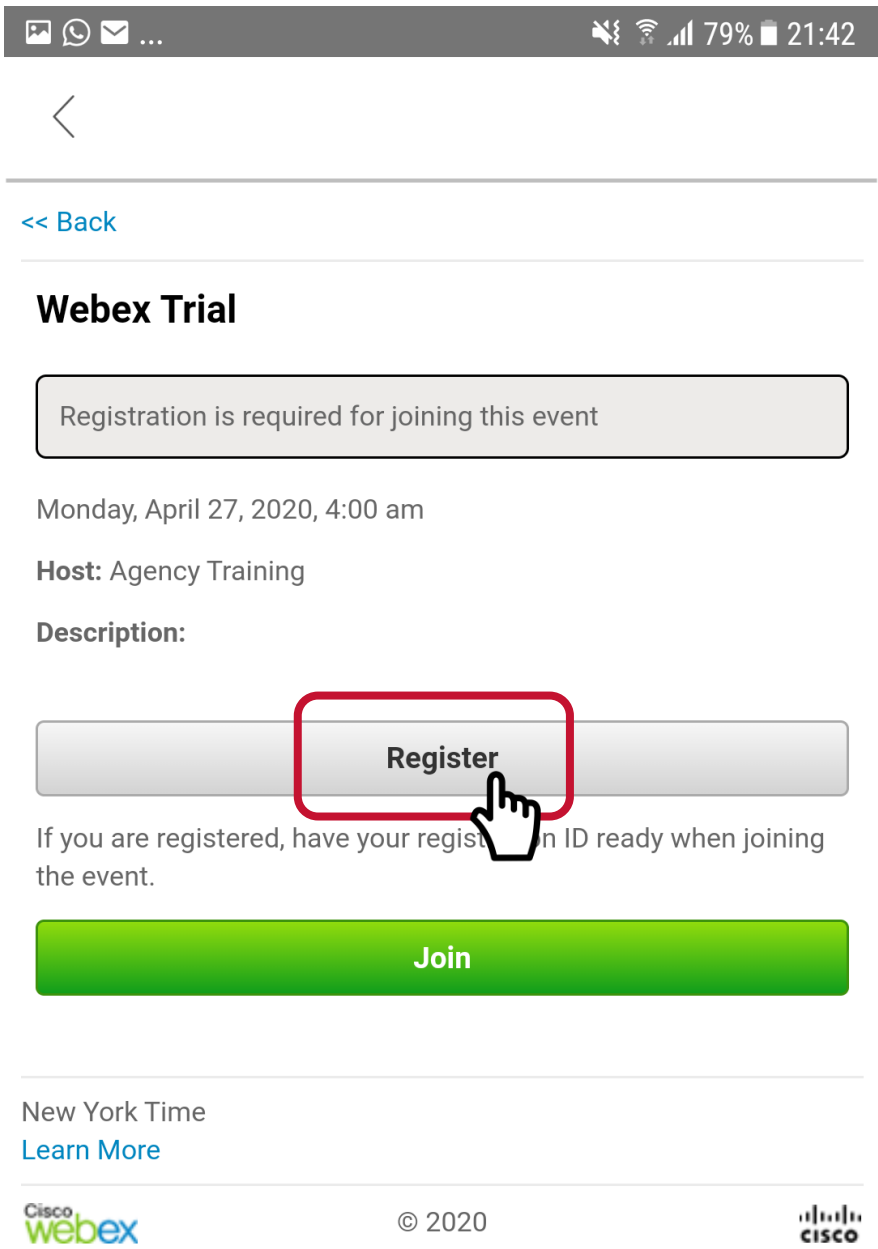
2) Click on Register



3) Click Webex Meet




4) Please click Register






5) Please key in your registered Email Address with us. Please note, we will not be able to accord CPD hours to you if the email entered here is incorrect. Click Next



80% 21:32



<< Back

Webex Trial

Registration

\* Email address

Agenttraining@aig.com

Next

Singapore Time

[Learn More](#)

Cisco



@ 2020


alulu

1234567890

qwertyuiop

asdfghjkl


zxcvbnm

!#☺

English (UK)

.

Go



21

6) Fill in the spaces with your details, especially your Name, Producer and Sub Codes. Click Submit after that

[<< Back](#)

# Webex Trial

## Registration

\*

First name:

\*

Last name:

\*

Email address:

\*

Phone number:

United States of America

\*

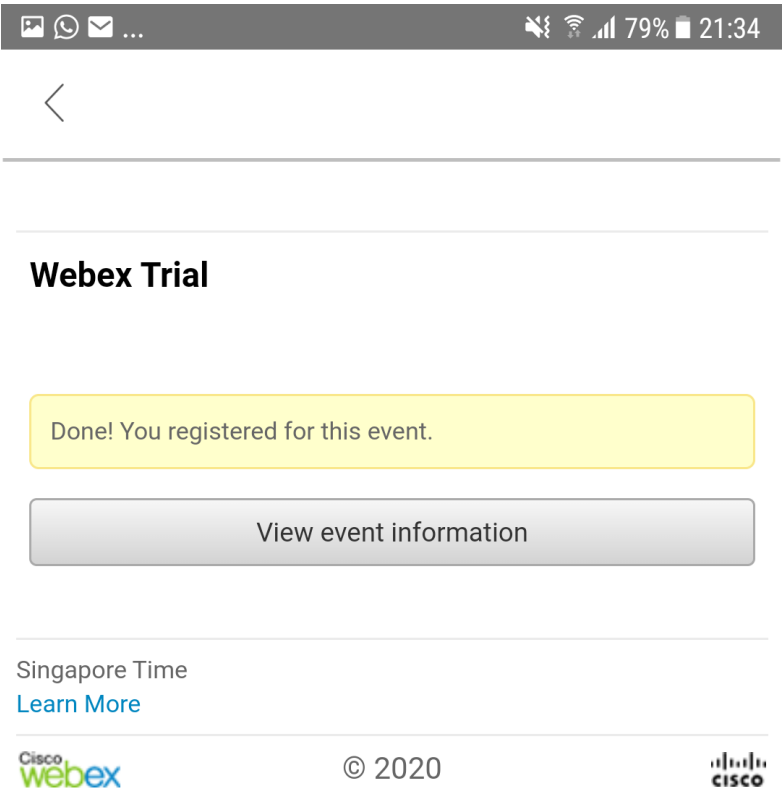
Producer Code:

\*

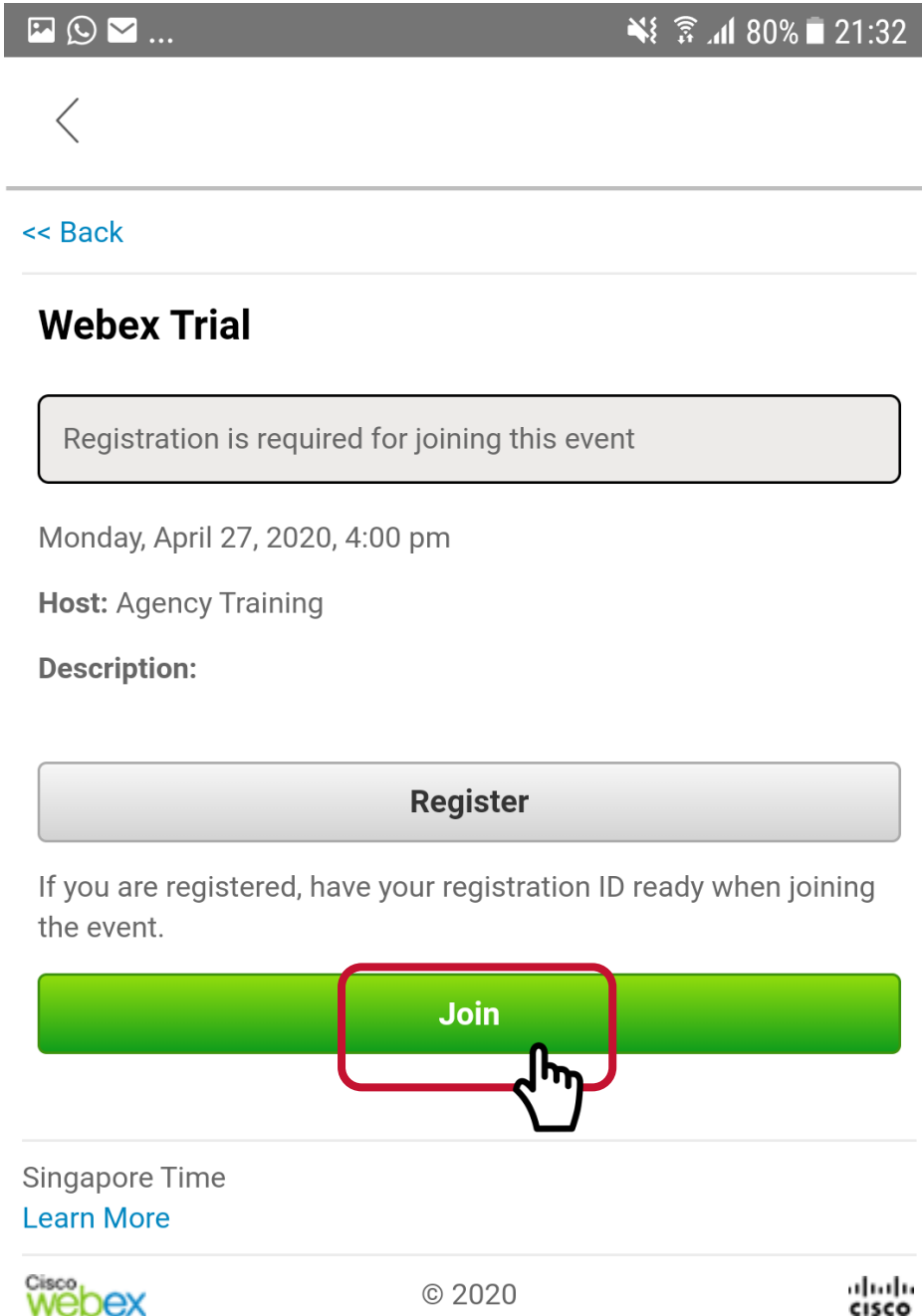
Sub Code (type 000 if you do not have):

Submit

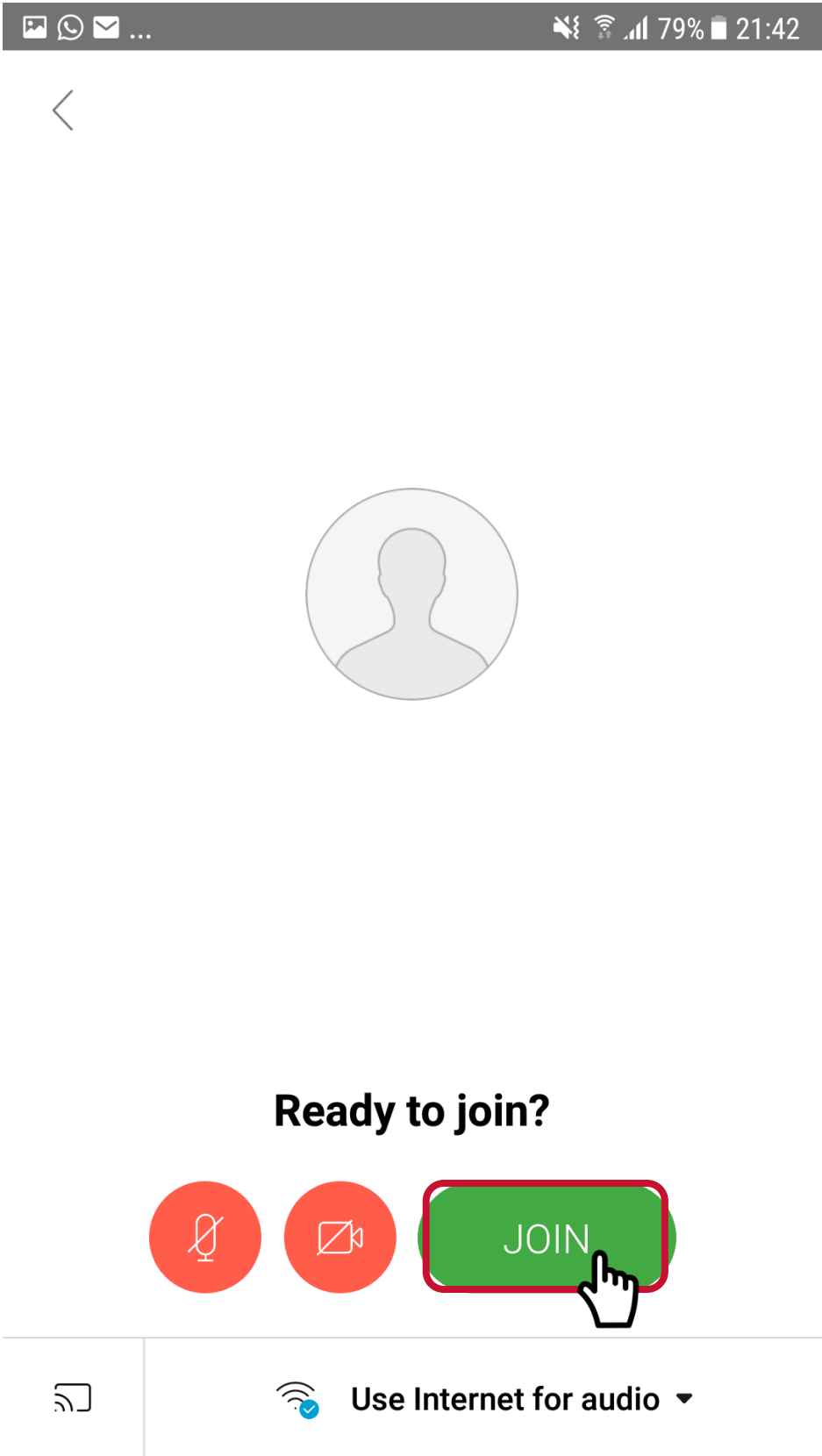
7) If you have followed all the steps, you would have registered for the event



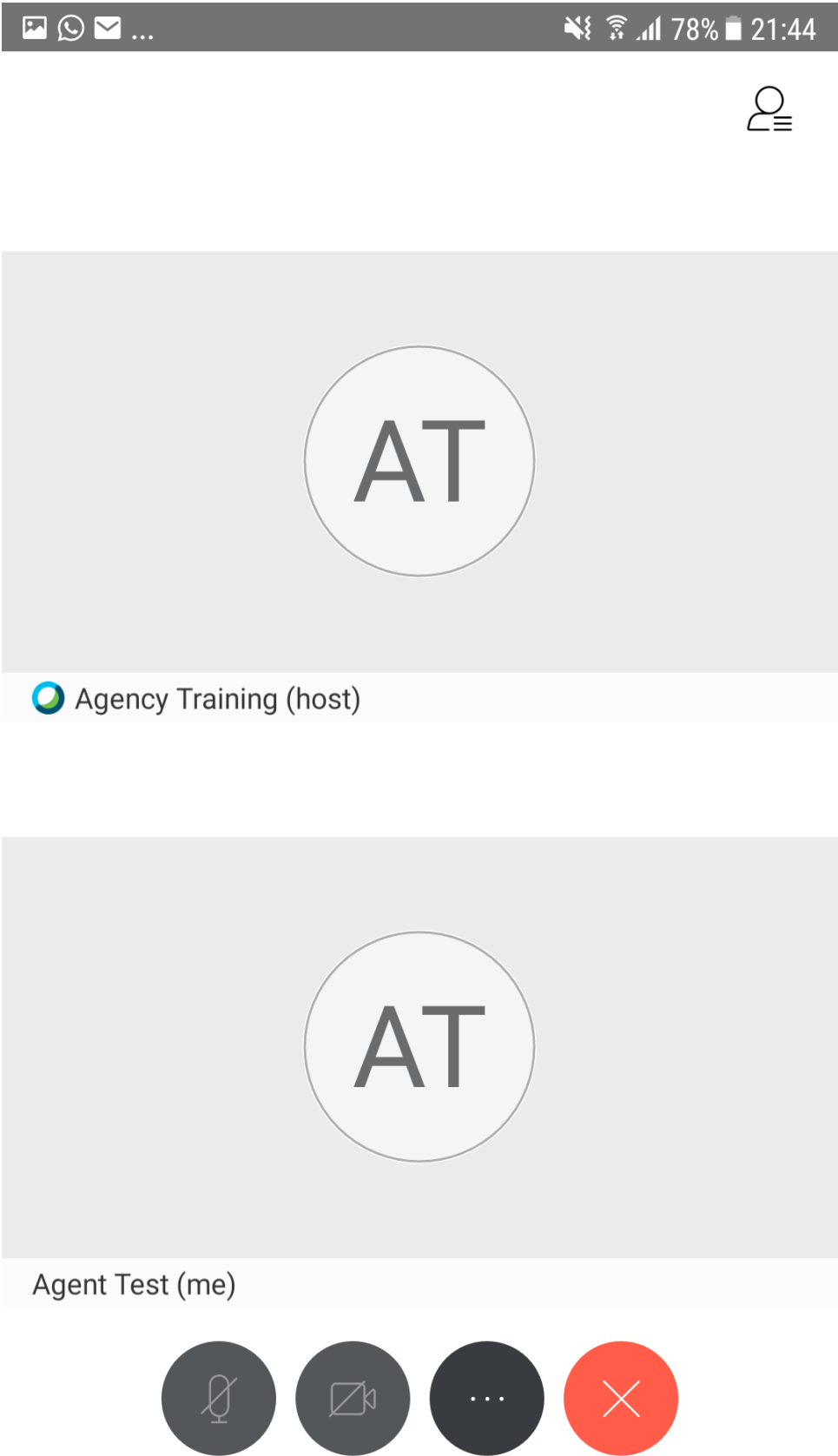
- 7) On the training date, click on the invite link, then click “Join” to join the meeting.



8) Click on the Join button



9) Now you are set to attend the training





10) Rotate your phone to landscape (horizontal) position for better viewing



AIG

Auto Insurance



Speaking: AIG Agency Trainer

V29012020

Lookout for QR at the end of the session for the training link

### IMPT Note:

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