

Nevada Real Estate Division

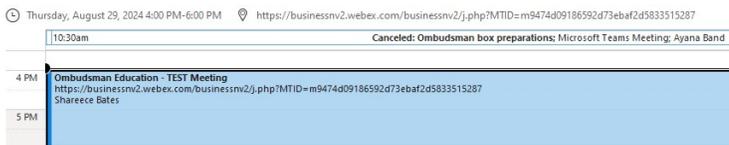
Office of the Ombudsman for Owners in Common-Interest Communities and
Condominium Hotels

Joining an Ombudsman Video Class (Webex Meeting) in 5 Easy Steps:

Please see additional notes & tips on the last page

Step 1

You will receive an email invitation from the host containing the details of the Webex meeting, including the date, time, and a link to join



Join meeting

More ways to join:

Join from the meeting link

<https://businessv2.webex.com/businessv2/j.php?MTID=m9474d09186592d73ebaf2d5833515287>

Join by meeting number

Meeting number (access code): 2484 578 1625
Meeting password: 8cM6m3qxF38

Tap to join from a mobile device (attendees only)

1-844-621-3956, 24845781625## United States Toll Free

Join by phone

1-844-621-3956 United States Toll Free

Global call-in numbers | Toll-free calling restrictions

Be sure to check your spam/junk email folder if you are not seeing the email).

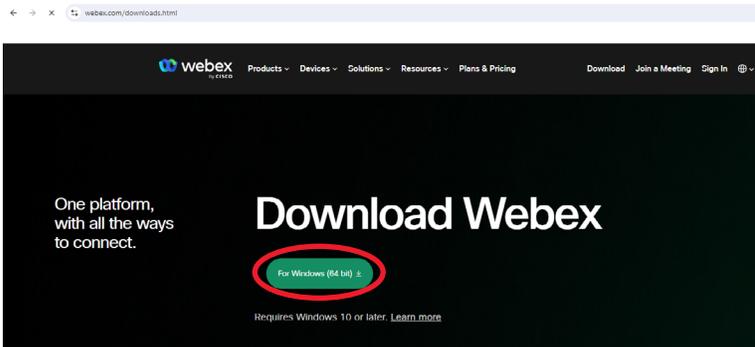
- If you do not register online, you will not receive an email with the hyperlink.
- Click the hyperlink to join.

Step 2

Install Webex (If Needed):

-If you haven't used Webex before, you may need to download and install the Webex application on your computer or mobile device.

- You can also join directly through a web browser without installing the app



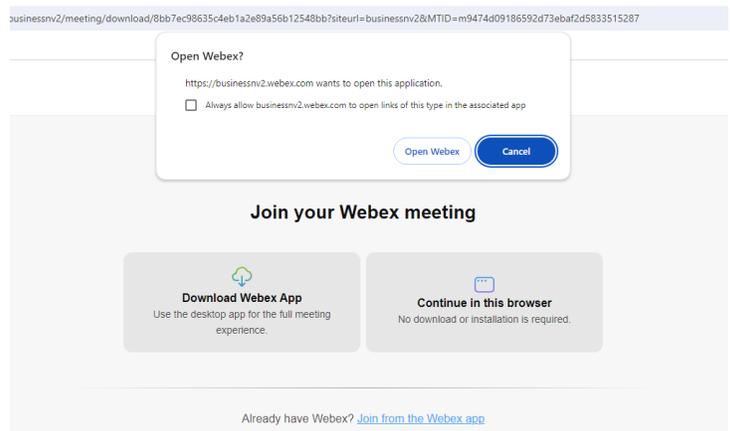
Download mobile app

Available on app store,
google play and Microsoft app store



Scan QR code to
download mobile app

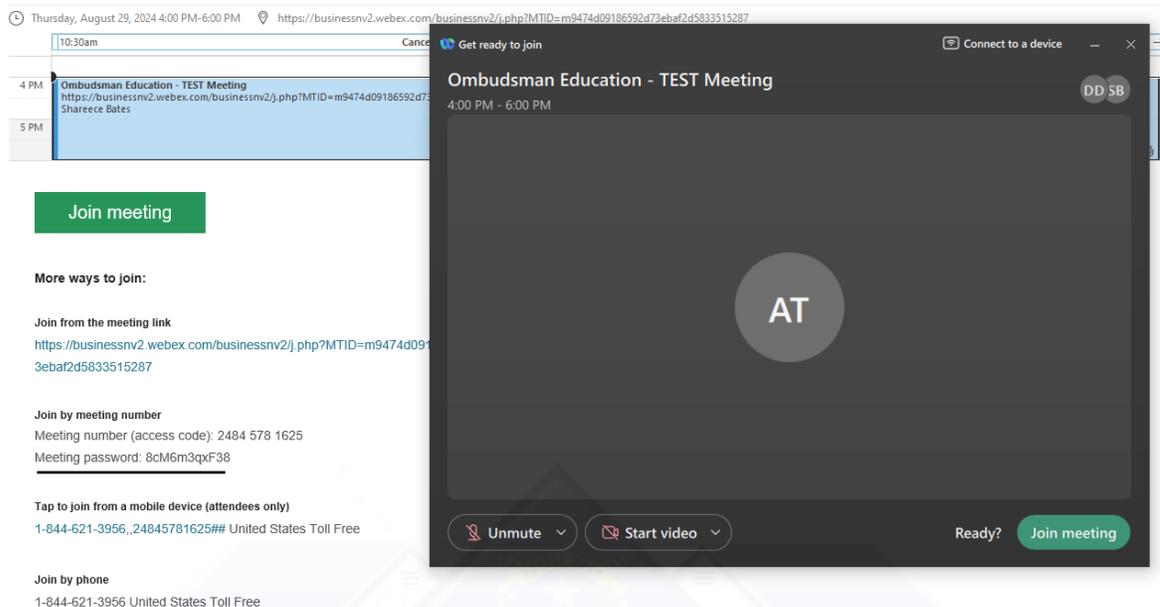
If you do not have a Webex account, you have the option to enter your name to join the meeting as a guest after clicking on "Join on the web instead." If you do have a Webex account, select sign in to join with access to more features.



Step 3

Join the Meeting:

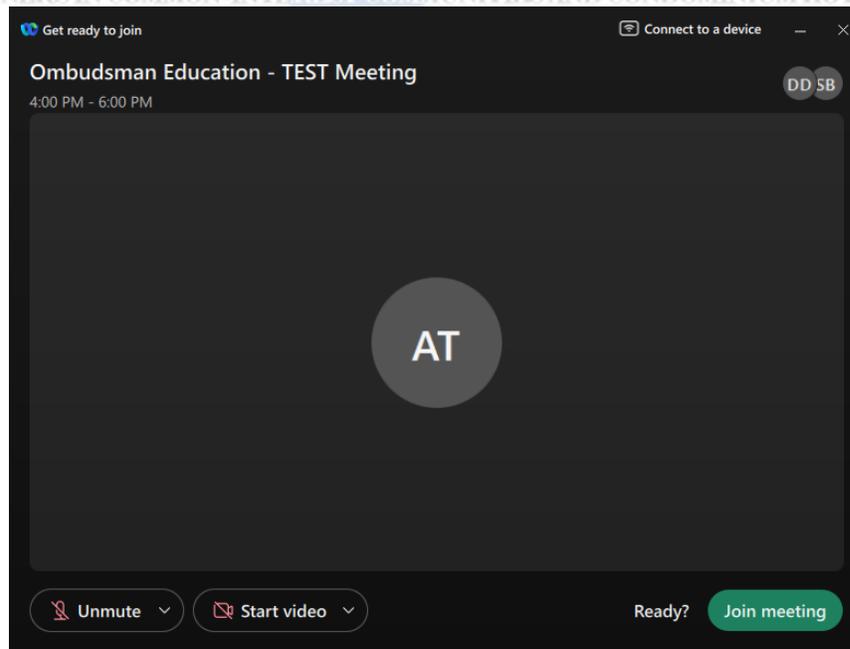
- At the scheduled time, click the “**Join Meeting**” link provided in your email invitation.
- If prompted, enter the meeting number (access code) and password, which are also included in the invitation.



Step 4

Select Your Audio and Video Settings:

- Before joining, you can choose whether to connect using your computer's audio or dial in by phone. You can also decide if you want to enable or disable your video.



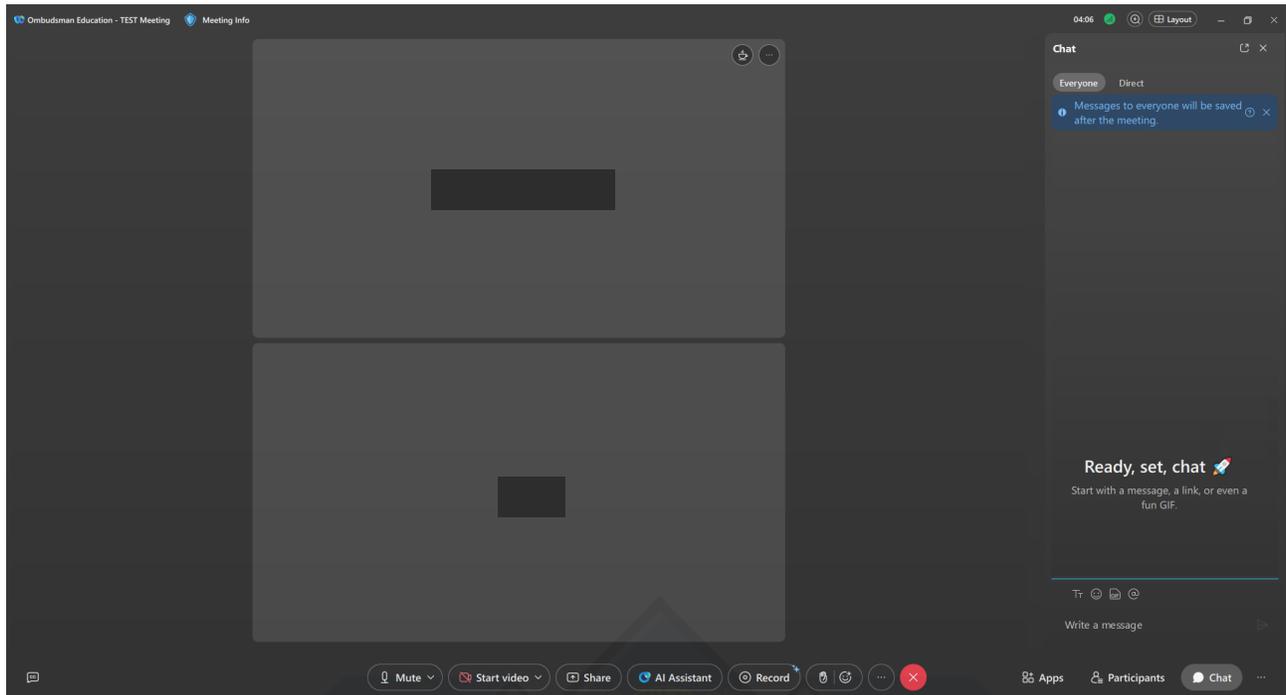
Click to mute or unmute yourself Click to turn your camera on or off

Once you've adjusted your settings, click the “Join Meeting” button to enter the virtual room

Step 5

Participate in the Meeting:

- Once inside the meeting, you can use the on-screen controls to mute/unmute your microphone, start/stop your video, raise your hand, share your screen, and chat with other participants.



Click to share your screen

Click to raise your hand or to react with an emoji

Click to leave the meeting

Additional Tips:

- Test Your Setup: It is a good idea to test your audio and video settings before the meeting starts to avoid technical issues.
- Arrive Early: Join a few minutes early to make sure everything is working correctly.
- Attendees arriving **more than 15 minutes** after the scheduled start time will not receive a certificate of attendance.
- Google Chrome is the best web browser to use if joining through the web as a guest without an account.

If you're new to Webex or want a video guide, check out our [YouTube tutorial].

The Nevada Real Estate Division Education Team looks forward to seeing you in our classes!