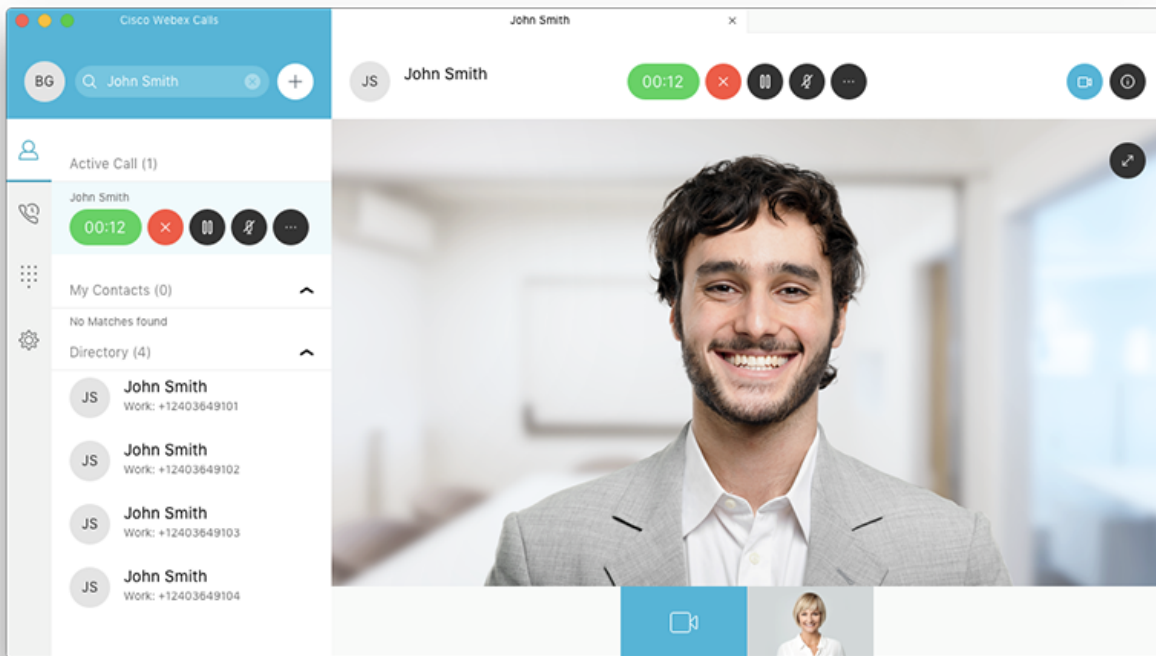


Video Conference Counseling with PAS



How Do I Get Started?

1. **Open and accept the email invitation** for your Cisco WebEx appointment sent to you by your PAS counselor.
2. Prior to your appointment:
 - Visit <https://webex.duke.edu> to request an account
 - **Install WebEx meeting software on your device**

NOTE: Your device will need video capability, a microphone and speakers. Be sure you are in a private room with internet connection.
3. Approximately 15 minutes prior to your appointment, open the calendar invite and **click “Join meeting in my WebEx Personal Room.”**
4. You will be placed into the “online waiting room” of your counselor’s personal room. When your counselor arrives, you will be admitted to the personal room and start your session.

If you have questions, need more information or have difficulty joining a meeting, visit <https://webex.duke.edu>. If you are unable to make it to your meeting, you can contact PAS by calling **919-416-1727**.