



SAMPLE EMAIL FROM WEBEX

From: <messenger@webex.com>
Date: Mon, Apr 11, 2011 at 11:37 AM
Subject: Invitation to training session: Fundamentals
To: xxxxxxxxxxxx@Yahoo.com

Hello,

Inceptra Instructor invites you to participate as an attendee in the following online training session:

Topic: Fundamentals
Host: **Inceptra Instructor**
Date: Monday, April 11, 2011
Time: 11:45 am, Eastern Daylight Time (New York, GMT-04:00)
Session number: 888 222 555
Session password: 23543

To join the training session

1. Go to <https://inceptra.webex.com/inceptra/k2/j.php?ED=145958772&UID=9&HMAC=377dd91c0ace61d13d4e558e6ce63bce41e3662b&RT=M%3D%3De41e3662b>
2. Enter your name and email address.
3. Enter the session password: 23543
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
<https://inceptra.webex.com/inceptra/k2/j.php?ED=145958772&UID=9&ORT=MiM%3D&HMAC=377dd91c0ace61d13d4e558e6ce63bce41e3662b>

To join the session by phone only

To receive a call back, provide your phone number when you join the training session, or **call the number below and enter the access code.**

Call-in toll-free number (US/Canada): [1-877-592-8596](tel:1-877-592-8596)
Global call-in numbers: <https://inceptra.webex.com/inceptra/globalcallin.php?serviceType=TC&ED=1472&tollFree=1>
Show toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restri.pdf
Access code: 555 444 222

For assistance

You can contact **Inceptra Instructor** at:
Inceptra.Instructor@inceptra.com
[1-800-xxx-xxxx](tel:1-800-xxx-xxxx)

To add this session to your calendar program (for example Microsoft Outlook), click this link:
<https://inceptra.webex.com/inceptra/k2/j.php?AT=down&ED=145958772&EF=MA&UID=967870087&SHA2=AbEA4C%2FuV3Ci3yyNRoWYUTk5sInVxUM%3D&RT=MiMxMQ%3D%3D>
<http://www.webex.com>