

A photograph of two men in business suits sitting in a modern office environment. The man on the left is younger, with short brown hair, wearing a dark blue suit and a purple tie, smiling and holding a spiral-bound notebook. The man on the right is older, balding, wearing a dark brown suit, gesturing with his right hand as if speaking. The background features large windows with a grid pattern and blue structural beams. A yellow light streak is visible across the scene.

Webex – A how to guide

For financial advisers only

Standard Life

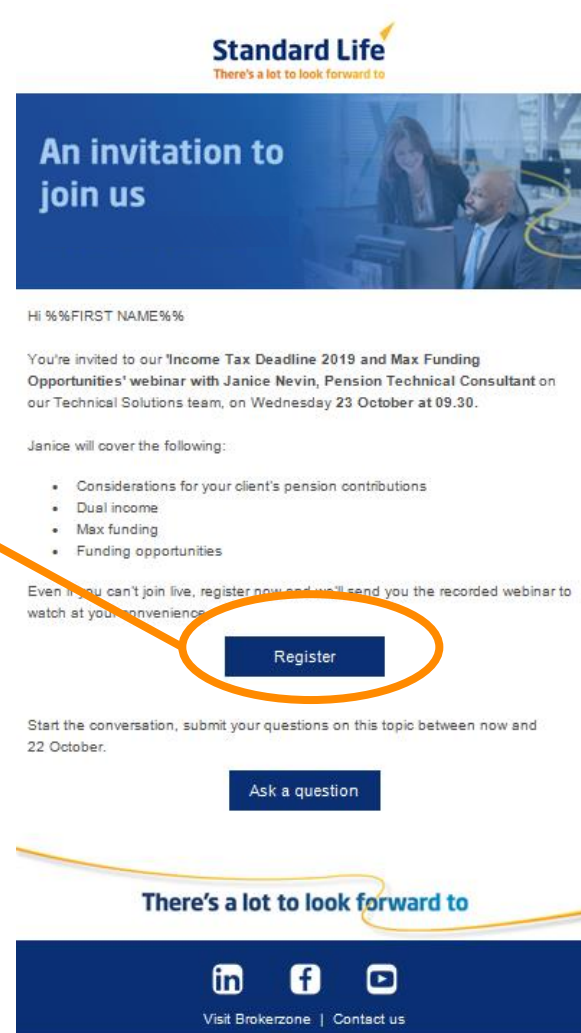
There's a lot to look forward to

- Registering and logging in
- Asking questions

Registering

To register, click register on your invite

Register



The screenshot shows an email invitation from Standard Life. At the top is the Standard Life logo with the tagline "There's a lot to look forward to". Below the logo is a blue header with the text "An invitation to join us" and a background image of two people working at a computer. The main body of the email starts with a personalized greeting: "Hi %%FIRST NAME%%". It then states: "You're invited to our 'Income Tax Deadline 2019 and Max Funding Opportunities' webinar with Janice Nevin, Pension Technical Consultant on our Technical Solutions team, on Wednesday 23 October at 09.30." This is followed by a list of topics: "Janice will cover the following:" and a bulleted list: "Considerations for your client's pension contributions", "Dual income", "Max funding", and "Funding opportunities". Below this, it says: "Even if you can't join live, register now and we'll send you the recorded webinar to watch at your convenience." A blue "Register" button is highlighted with an orange circle. Underneath, it says: "Start the conversation, submit your questions on this topic between now and 22 October." and a blue "Ask a question" button. At the bottom, there is a blue footer with the tagline "There's a lot to look forward to", social media icons for LinkedIn, Facebook, and YouTube, and the text "Visit Brokerzone | Contact us".

Standard Life
There's a lot to look forward to

An invitation to join us

Hi %%FIRST NAME%%

You're invited to our 'Income Tax Deadline 2019 and Max Funding Opportunities' webinar with Janice Nevin, Pension Technical Consultant on our Technical Solutions team, on Wednesday 23 October at 09.30.

Janice will cover the following:

- Considerations for your client's pension contributions
- Dual income
- Max funding
- Funding opportunities

Even if you can't join live, register now and we'll send you the recorded webinar to watch at your convenience.

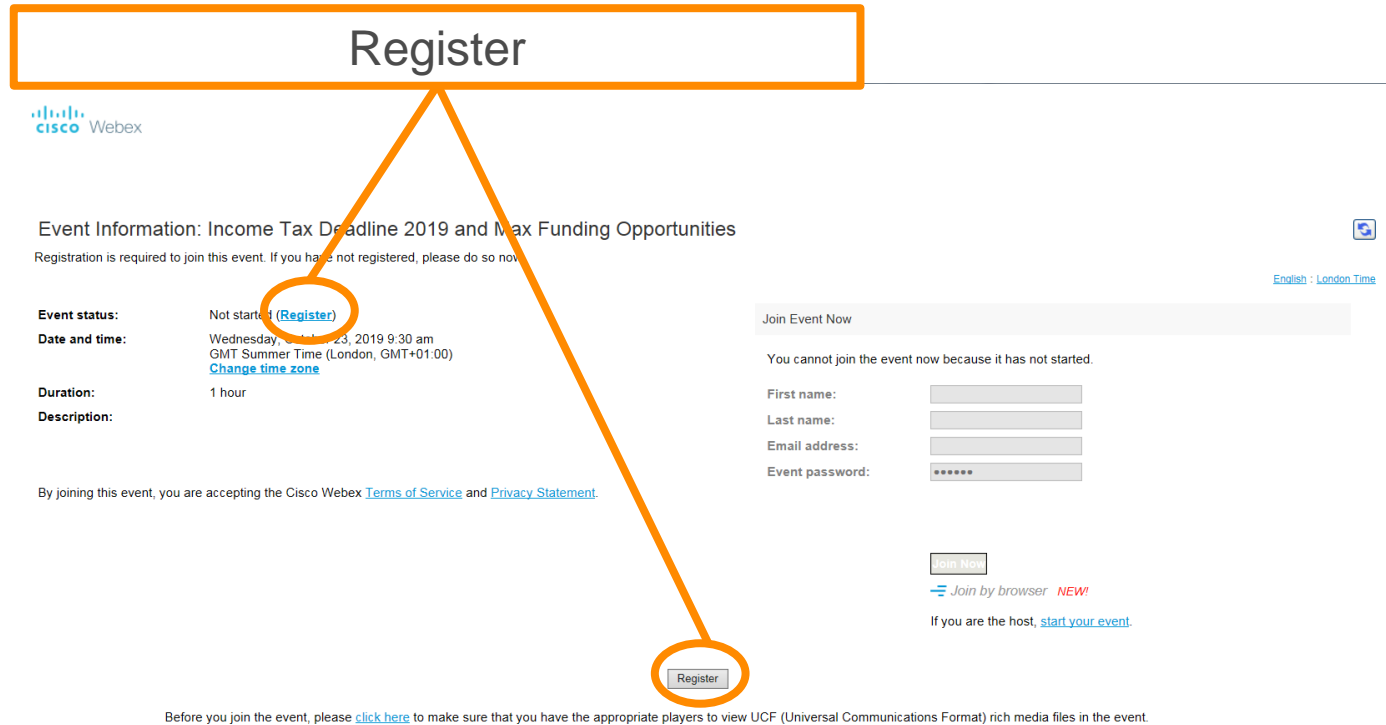
Start the conversation, submit your questions on this topic between now and 22 October.

There's a lot to look forward to


Visit Brokerzone | Contact us


Registering

You will then be brought through to the page below.
Click either register button.



Register

 Cisco Webex

Event Information: Income Tax Deadline 2019 and Max Funding Opportunities 

Registration is required to join this event. If you have not registered, please do so now. [English](#) : [London Time](#)

Event status: Not started ([Register](#))

Date and time: Wednesday, September 23, 2019 9:30 am
GMT Summer Time (London, GMT+01:00)
[Change time zone](#)

Duration: 1 hour

Description:

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

Join Event Now


You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

 [Join by browser](#) **NEW!**

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

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Registering

Input your details on this page and click submit.



Register for Income Tax Deadline 2019 and Max Funding Opportunities



[English](#) : [London Time](#)

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* **First name:**
* **Email address:**
* **Confirm email address:**
* **Company:**

* **Last name:**

Submit

Submit Cancel

After clicking submit you will be brought through to the page you see on the right and you will receive an email confirmation to the email address you registered with.



Registration Confirmed

Thank you for registering.

You are now registered for the event: **Income Tax Deadline 2019 and Max Funding Opportunities**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 9:30 am London Time on October 23, 2019.

Please join the event on time.

Done

Invite a Friend

To invite a friend to this event, enter your friend's email address.

Send

Set Up Webex Events

To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [Verify Rich Media Players](#).

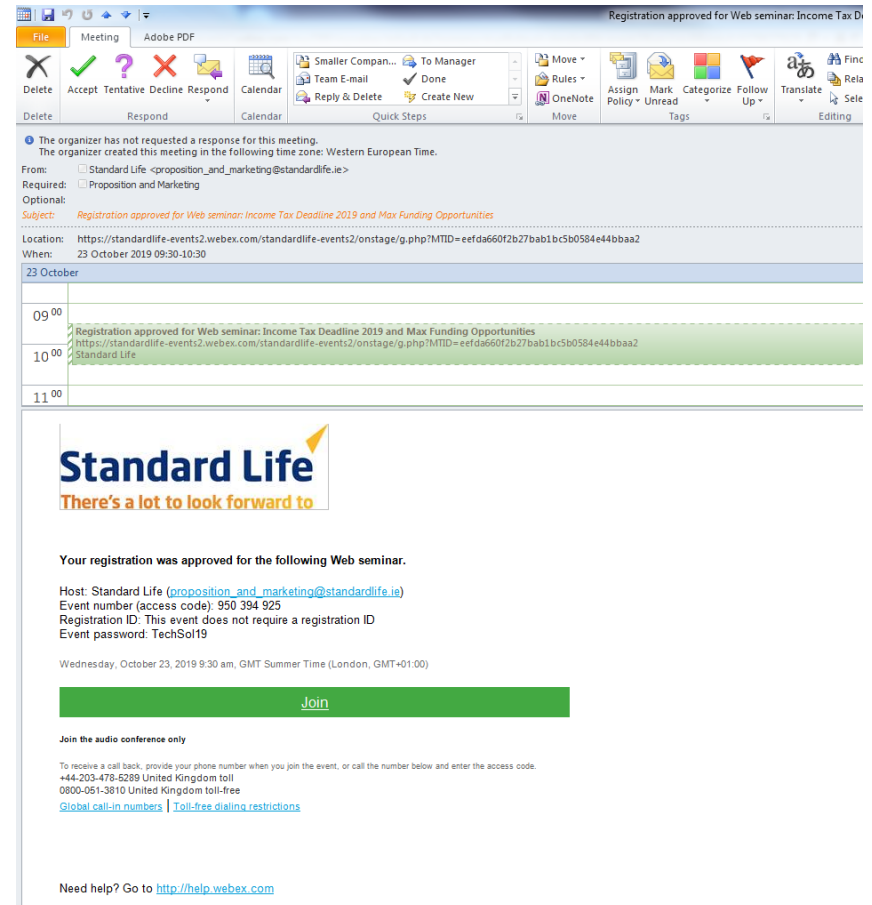
To view system requirements, go to [www.webex.com](#).

Registering

An example of the registration confirmation email can be seen on the right.

This email contains information regarding the following:

- Host
- Event number (access code): 9 digit number
- Event password
- A link to join the webinar: note - you will not be able to join the webinar until 15 minutes prior to the start time
- Date and start time



The screenshot shows an Outlook calendar interface. The meeting title is "Registration approved for Web seminar: Income Tax D". The meeting details are as follows:

- From:** Standard Life <proposition_and_marketing@standardlife.ie>
- Required:** Proposition and Marketing
- Optional:**
- Subject:** Registration approved for Web seminar: Income Tax Deadline 2019 and Max Funding Opportunities
- Location:** <https://standardlife-events2.webex.com/standardlife-events2/onstage/g.php?MTID=efda660f2b27bab1bc5b0584e44bbaa2>
- When:** 23 October 2019 09:30-10:30

The calendar shows a time slot from 09:00 to 10:00. A meeting entry is visible at 10:00 with the subject "Registration approved for Web seminar: Income Tax Deadline 2019 and Max Funding Opportunities" and the location link.

The email content below the calendar shows the Standard Life logo and the tagline "There's a lot to look forward to".

Your registration was approved for the following Web seminar.

Host: Standard Life (proposition_and_marketing@standardlife.ie)
Event number (access code): 950 394 925
Registration ID. This event does not require a registration ID
Event password: TechSol19

Wednesday, October 23, 2019 9:30 am, GMT Summer Time (London, GMT+01:00)

[Join](#)

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
+44-203-475-6289 United Kingdom toll
0800-051-3810 United Kingdom toll-free
[Global call-in numbers](#) | [Toll-free dialing restrictions](#)

Need help? Go to <http://help.webex.com>

Logging in

On the day of the webinar, you will receive a reminder 15 minutes beforehand.

This email contains the same information as your registration confirmation.

- Host
- Event number (access code): 9 digit number
- Event password
- A link to join the webinar
- Date and start time

Click here



This is a reminder that you are registered for the Web seminar.

The seminar will start on time. Please join at least 10 minutes before the starting time so that you don't miss valuable information.

Global Property Opportunities

Friday, October 11, 2019 9:30 am, GMT Summer Time (London, GMT+01:00)

Host: Standard Life (proposition_and_marketing@standardlife.ie)

Event number (access code): 954 452 388

Event password: GREF123

Registration ID: This event does not require an enrollment ID

Join

To join the audio conference only

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

United Kingdom toll-free: 0800-051-3810

United Kingdom toll: +44-203-478-5289

Global call-in numbers: [https://standardlife-](https://standardlife-events2.webex.com/standardlife-events2/globalcallin.php?MTID=e2cc5426fc1da483e9b5817a867af51da)

[events2.webex.com/standardlife-events2/standardlife-](https://standardlife-events2.webex.com/standardlife-events2/globalcallin.php?MTID=e2cc5426fc1da483e9b5817a867af51da)

[events2/globalcallin.php?MTID=e2cc5426fc1da483e9b5817a867af51da](https://standardlife-events2.webex.com/standardlife-events2/globalcallin.php?MTID=e2cc5426fc1da483e9b5817a867af51da)

Toll-free dialing restrictions:

https://www.webex.com/pdf/tollfree_restrictions.pdf

Access code: 954 452 388

Need help? Go to <http://help.webex.com>

Logging in

After clicking the link you will be brought through to this page. Fill in the blank fields with the information you registered with:

- First name
- Last name
- Email address

The password is auto filled so no need to enter it.

Then click “Join Now”, alternatively if you wish you can “Join by browser”. Note certain features do not work when using internet explorer so if this is your default browser do not join “by browser”

Event Information: Test

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

Event status: Started ([Register](#))

Date and time: Wednesday, October 16, 2019 5:15 pm
GMT Summer Time (London, GMT+01:00)
[Change time zone](#)

Duration: 15 minutes

Description:

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:

[Join Now](#)
[Join by browser](#) **NEW**

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

[Register](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Try the new Webex web app!

- ✓ Nothing to install
- ✓ Simple and intuitive
- ✓ Ideal for participants who do not need to present

[Learn more](#)

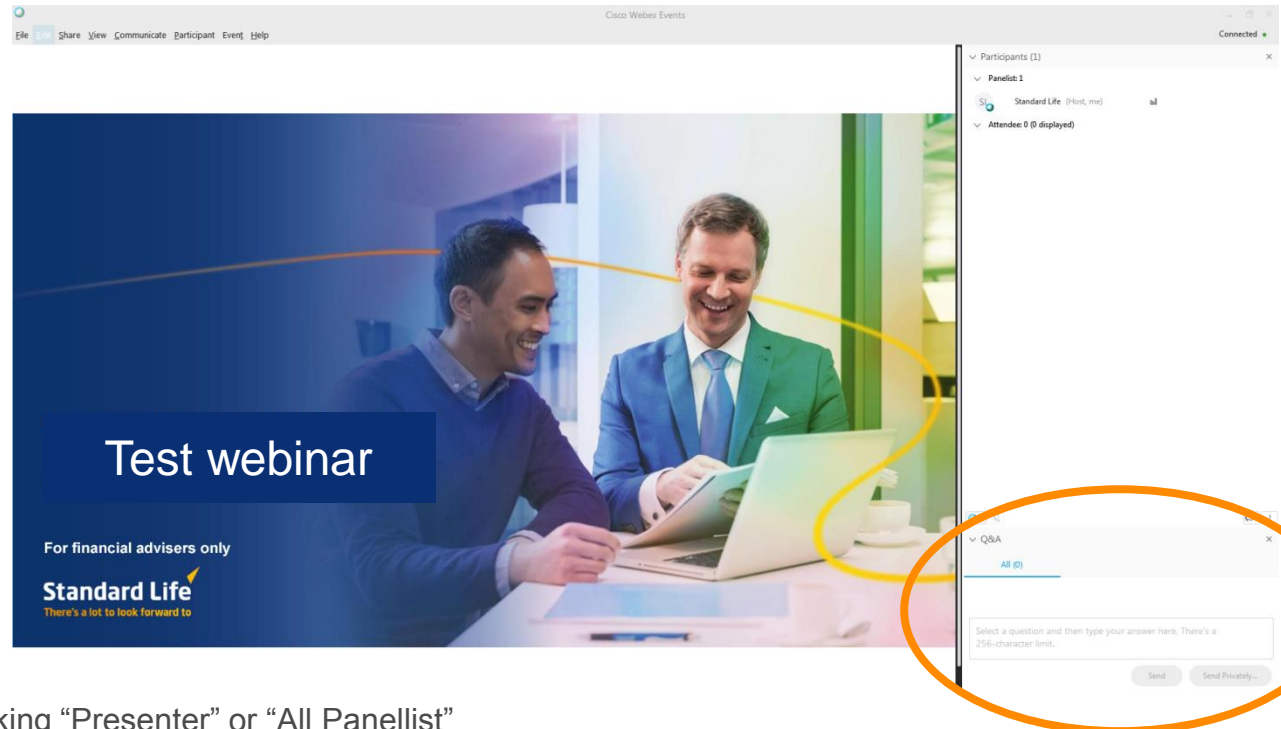
For the best experience (including video support), join using Firefox or Chrome.

You are now logged in



A screenshot of a Cisco Webex Events interface. The main content area displays a slide with the text "Test webinar" in white on a dark blue background. Below this, it says "For financial advisers only" and the Standard Life logo with the tagline "There's a lot to look forward to". The slide image shows two men in business attire looking at a laptop. On the right side, there is a chat panel titled "Participants (1)" and "Q&A". The "Participants" section shows "Standard Life (Host, me)" and "Attendee: 0 @ (displayed)". The "Q&A" section is currently empty, with a text input field and "Send" and "Send Privately..." buttons at the bottom.

Asking a question

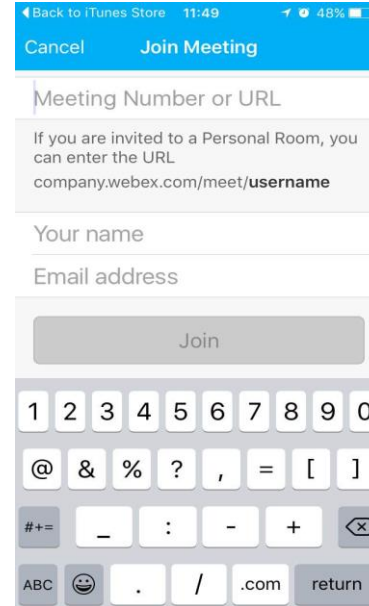


You can ask questions here by asking “Presenter” or “All Panellist”
If using chat, **switch to private if you wish to contact the presenter, host or a panellist.**

Note: we usually address questions at the end of each webinar, if there is a large volume of questions and we don't get to your question/s during the webinar, we will record your question and send you a response after the webinar.

Q & A tool

Logging in through your mobile device



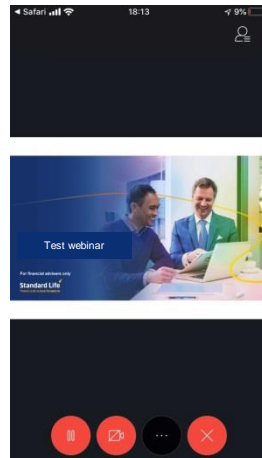
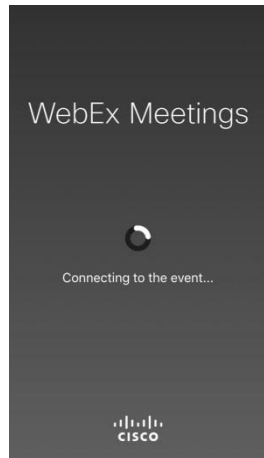
If you wish to access through your mobile device follow these steps.

1. Download the "Cisco WebEx Meetings app from your mobile device's app store.
2. Once downloaded, open up your confirmation email or your reminder email on your phone and click the join button and you should be sent straight through to the webinar. This is the best approach to join by phone.

Note: if you manually enter the details (meeting number will be in your confirmation email) you will be required to register again. However if you use this approach you will need to register again using a different email address to the one you have already registered with. We do not recommend logging in manually on your phone to avoid this.

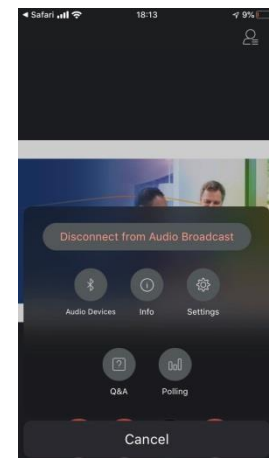
Asking a question on your mobile device

You will then be brought through to the below screens



Clicking the three dots will bring up your menu. Here you can ask a question by clicking the Q&A button.

If the presenter has a poll you can answer the question through this menu also.



One last thing

Sometimes your internal system may block Webex. To quickly bypass this and get on to the webinar you can run a temporary application.

In the long run, we recommend that you contact your system administrator to gain access to the Webex application and avoid this blocker popping up every time, or join by browser if using Chrome or Firefox.

If you miss a webinar for any reason, do not worry, we record all our webinars and if you've registered you will receive a copy. Webinars will also be uploaded to Brokerzone.

Should you run into any difficulties, registering or logging in please contact proposition_and_marketing@standardlife.ie and one of the team will do our best to get you logged on or if failing, send you a recording of the webinar as soon as the webinar as finished.