



# NatWest Intermediary Solutions

# Guide to joining

# Webinar presentations

ONLY FOR USE BY MORTGAGE INTERMEDIARIES

The Classification of this Document is - INTERNAL



NatWest

The following instructions are designed to help you log in to join a webinar presentation with NatWest Intermediary Solutions using the Intercall Unified Meeting facility.

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# STEP 1

## Receive and open e-mail

You have been invited to a meeting using InterCall® Unified Meeting® 5

If you are a participant:

To join the meeting, click here:

<https://rbs.lobby.mc.iconf.net/gcc/partaccess.do>

Enter the following **Conference Code:** XXXXXXXXXX

Select Join as Participant

**Audio only meeting:**

Please dial 0203 433 3758

When prompted enter the **Conference Code:** XXXXXXXXXX #

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# STEP 2

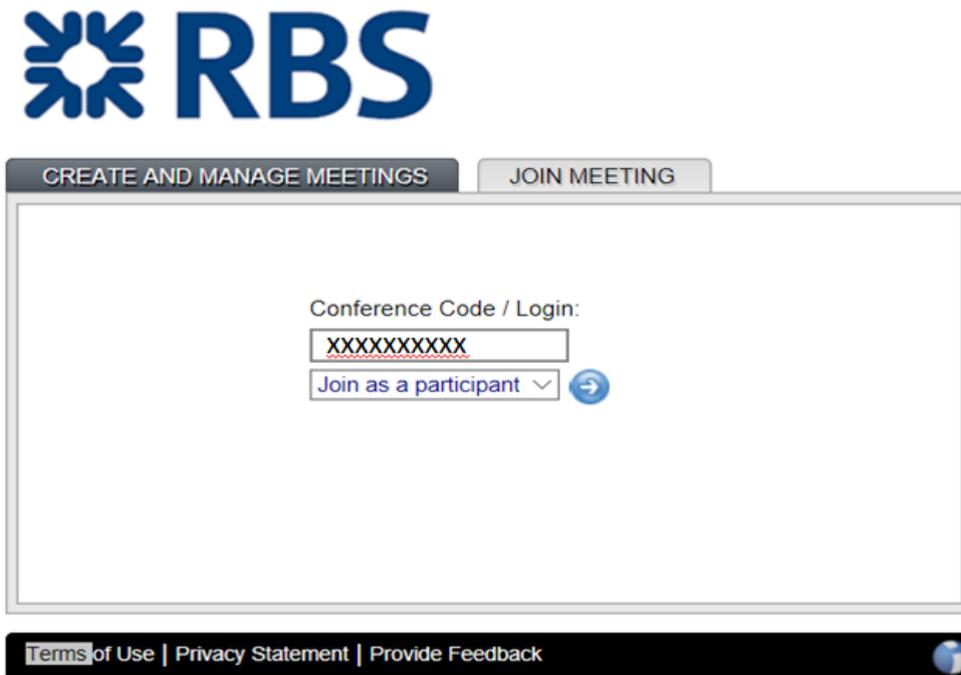
Click on the following link under “To join the meeting” in the invite:

<https://rbs.lobby.mc.iconf.net/gcc/partaccess.do>

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# STEP 3

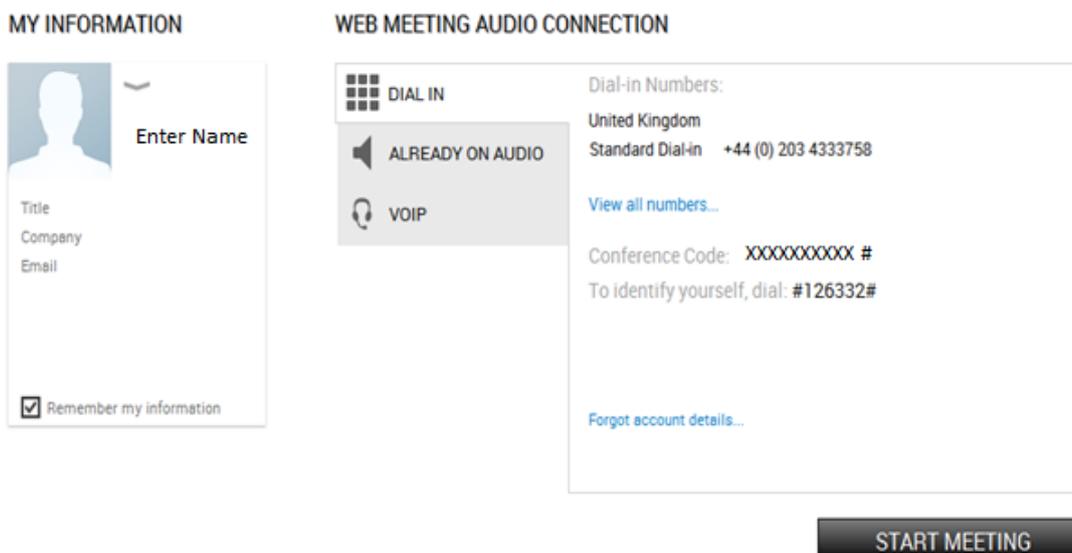
The following web page will be opened:



Enter Meeting Reference from Invite – (Ten digits) and select “JOIN AS PARTICIPANT” and click on Blue arrow.

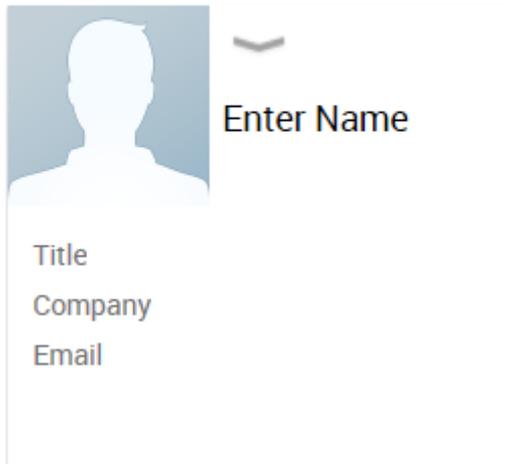
# STEP 4

The following page will then open



## Enter your display name (how you want to be known)

### MY INFORMATION



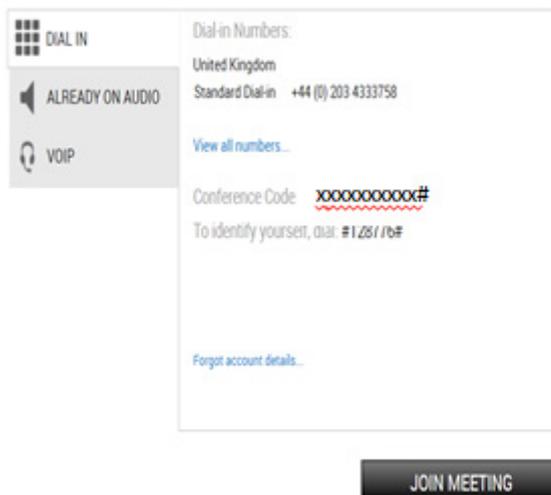
A user profile form with a blue header and a white body. On the left is a blue silhouette of a person's head and shoulders. To the right of the silhouette is a dropdown arrow and the text "Enter Name". Below the silhouette are three input fields labeled "Title", "Company", and "Email".

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## STEP 5

Unless advised differently by your presenter, follow the displayed instructions to join the audio element:

### WEB MEETING AUDIO CONNECTION



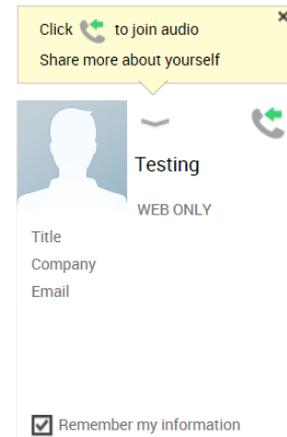
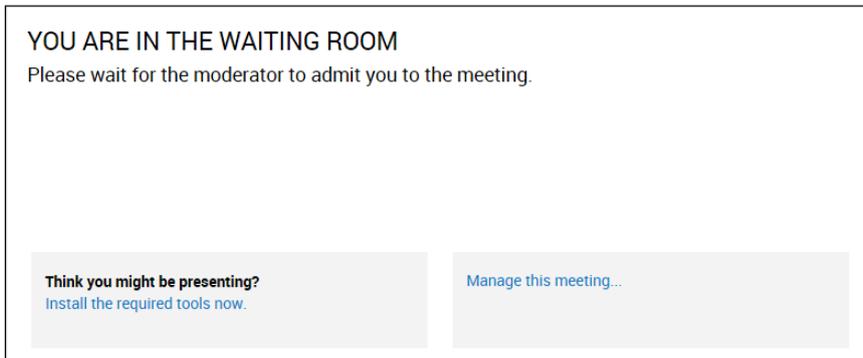
A dialog box titled "WEB MEETING AUDIO CONNECTION". On the left is a vertical list of three options: "DIAL IN" (selected), "ALREADY ON AUDIO", and "VOIP". The main area contains the following text: "Dial-in Numbers: United Kingdom Standard Dial-in +44 (0) 203 4333758", "View all numbers...", "Conference Code xxxxxxxxxx#", "To identify yourself, dial: #1281 /b#", and "Forgot account details...". At the bottom center is a black button with the text "JOIN MEETING".

Please ensure when using the Audio line that you identify yourself by entering the code displayed in the following format: # xxxxxx #

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# STEP 6

Click “JOIN MEETING”, at which point you will enter the waiting room pending authorisation to join the meeting.



Once authorised by the presenter you will then see Presentation Screen

