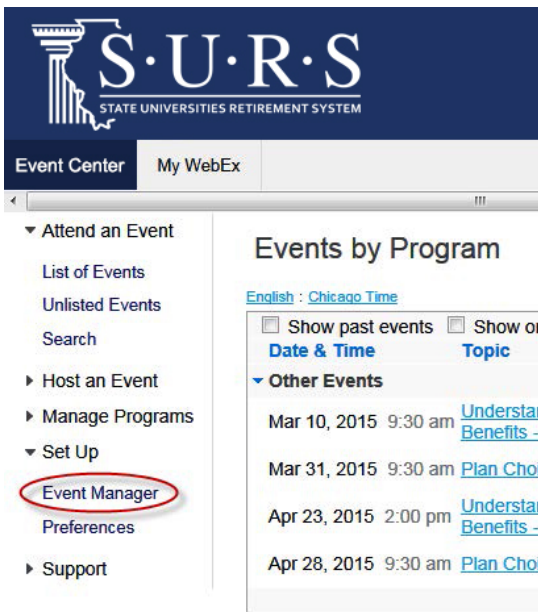


Setup WebEx Event Manager

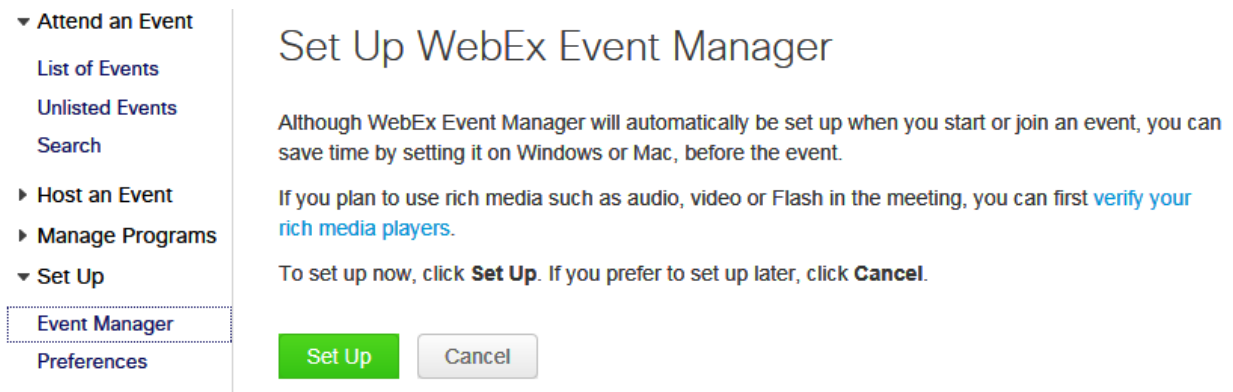
WebEx Event Manager is required to attend WebEx Event Center events. Although WebEx Event Manager will automatically be set up when you start or join an event, you can save time by setting it up before the event. Setting up WebEx Event Manager in advance may also be preferred if an administrator is required to perform downloads to your computer.

To download WebEx Event Manager, please complete the following steps:

1. Visit the SURS Event Center homepage at <https://surs-events.webex.com>
2. Select Event Manager from the menu on the left side of the SURS Event Center homepage.



3. Click "Set Up" to begin installation and follow prompts to complete process.



For further assistance or troubleshooting, please contact WebEx technical support at 866-229-3239.