

To: Jennifer Andia[jennifer@openoffice.com]
From: [REDACTED]
Sent: Wed 8/24/2016 4:08:06 PM
Subject: Re: webex meeting confirmation

Ok. Thx!

Sent from my iPhone

On Aug 24, 2016, at 11:46 AM, Jennifer Andia <jennifer@openoffice.com> wrote:

[REDACTED]

By the way, the meeting link is a bit hidden....it's the blue "join the meeting" link below.
If Jeffrey has any trouble connecting to the meeting, please let me know. Thanks!

Island project USVI

Thursday, August 25, 2016

10:00 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Meeting number (access code): [REDACTED]

Meeting password: Oad123

[Add to Calendar](#)

When it's time, join the meeting.

Join by phone

[REDACTED] Call-in toll number (US/Canada)

Global call-in numbers

From: Jennifer Andia
Sent: Wednesday, August 24, 2016 11:27 AM
To: [REDACTED]
Cc: Christian Glauser Benz (christian@oppenoffice.com) <[REDACTED]>
Subject: webex meeting confirmation

The webex meeting is confirmed for tomorrow (8/25) at 10am EDT. Chad and Christian look forward to meeting with Jeffrey.

Below please find the webex meeting link. Jeffrey will need to click on the link prior to the meeting to quickly download the program, and then he will input his name, email address and the password, which is Oad123. He will then be connected to the webex meeting.

In order to connect to the audio for the meeting, Jeffrey will need to run a Speaker/Microphone Audio Test by clicking on the Audio drop down menu in the webex meeting screen, and then select the Speaker/Microphone Audio Test option. A dialog box will then appear, and he will have to click on the TEST button for the speaker in the dialog box. After clicking on the TEST button, he should hear a chime. Once the chime is heard, please click on the OK button to close the Speaker/Microphone Audio Test dialog box.

The Webex program will be used to visualize Chad's screen to view material and speak with one another online. In order to speak through the internet via Webex, you'll need internal speakers and a microphone in your computer. If you're unable to connect to the audio via the internet, please use the following dial in number with the access code (see below): 1-650-429-3300 and access code: 634 906 397.

Island project USVI

Thursday, August 25, 2016

10:00 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Meeting number (access code): [REDACTED]

Meeting password: Oad123

[REDACTED]

Add to Calendar

When it's time, join the meeting.

Join by phone

[REDACTED] Call-in toll number (US/Canada)

Global call-in numbers

JENNIFER ANDIA
EXECUTIVE ASSISTANT
OPPENHEIM
ARCHITECTURE

[REDACTED] 624

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