

## REGISTER FOR A WEBINAR

1. Click the registration link or button provided on the registration website or in the invitation email.
2. Complete the registration form.
3. You will receive an email confirming your registration for the webinar, along with the option to add the webinar information to your Outlook® Calendar.

**Note:** Some webinars may require organizer approval prior to the delivery of a confirmation email.

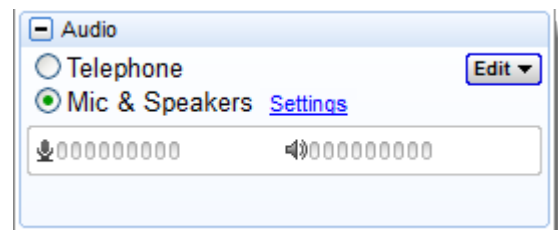
## JOIN A WEBINAR

1. At the time of the webinar, open the webinar confirmation email or Outlook appointment.
2. Click the Join Webinar link provided in the confirmation email or Outlook appointment.
3. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
4. If requested, enter the webinar password provided by the webinar organizer.
5. Join the audio portion of the webinar. Audio information is provided in the Audio pane of your Control Panel, in the webinar confirmation email and in the email invitation.

## AUDIO OPTIONS

Audio choices are determined by the webinar organizer. Your choice of audio mode is provided in the Audio pane of your Control Panel. By default, you will be joined into the webinar muted.

If the **Mic & Speakers** option is available, you can join the webinar via VoIP.



**Note:** If you choose to join via VoIP, you will need speakers to listen to the webinar and a microphone to speak (if the organizer gives you speaking rights).

## VoIP Best Practices

If you join the webinar using VoIP, please note that audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:

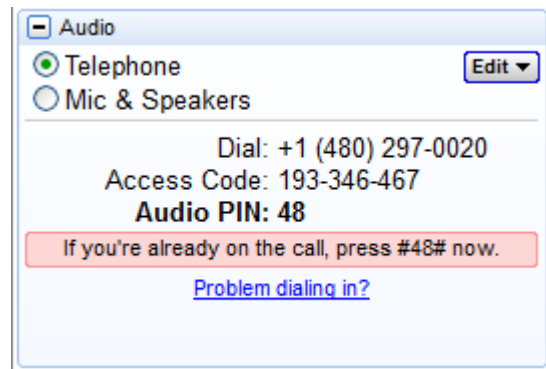
- For optimum sound quality, a headset is recommended, preferably a USB headset.
- If a headset is not available, speakers are required to listen to the webinar and a USB microphone to speak (if the organizer gives you speaking rights).
- If using a microphone, it should be at least 1.5 feet away from any speakers built in or connected to your computer.
- Using a webcam microphone is not recommended.
- If you are unmuted by the organizer, you may need to turn the volume down on your speakers to avoid echo.

### Switch audio formats during a webinar

If the organizer has given attendees a choice in how to join the audio portion of the webinar, you can switch between using VoIP (Mic & Speakers) or Telephone during the webinar session.

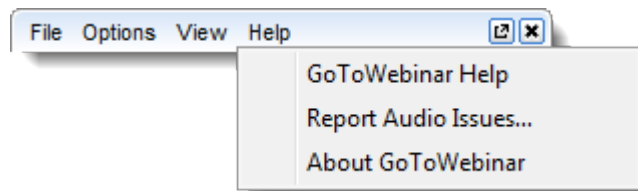
In the Audio pane, select either **Telephone** or **Mic & Speakers**. If joining via telephone, be sure to enter the Audio PIN noted in your Control Panel.

**Note:** If you choose to join via VoIP, you will need speakers to listen to the webinar and a microphone to speak (if the organizer gives you speaking rights).





### ACCESS WEBINAR HELP

Click **Help** at the top of the Control Panel to access online help.

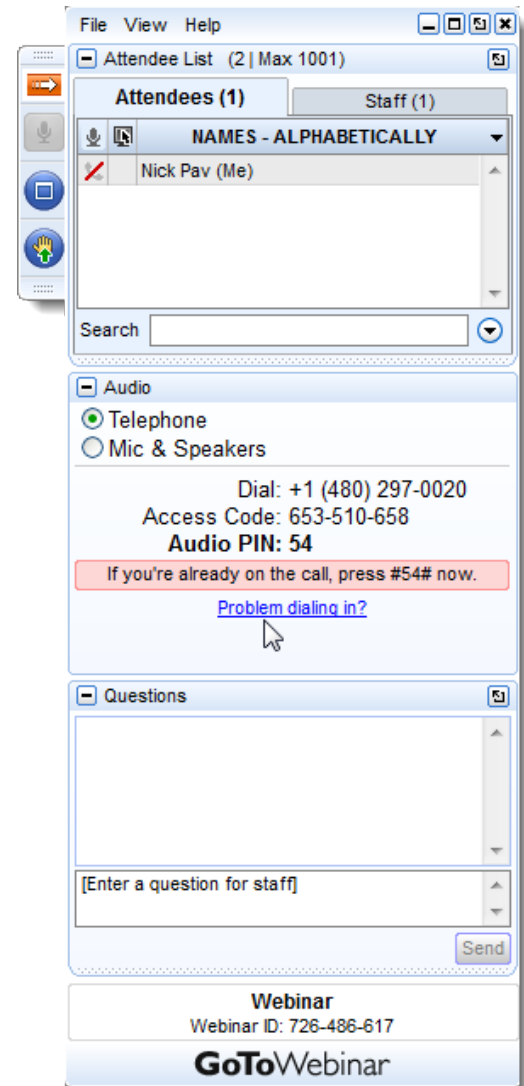


## USE THE CONTROL PANEL

Once you have joined the webinar, you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the Plus icon  or Minus icon  on the left side of each pane.

**Note:** Viewing the Attendee List, raising your hand and asking questions are only available if the organizer has enabled these features.

- **Attendee List** - Displays all the participants in-session (if enabled by the organizer)
- **Grab Tab** –Allows you to open/close the Control Panel, mute/unmute your audio (if the organizer has enabled this feature) and raise your hand
- **Audio pane** – Displays audio format. Click **Settings** to select Mic & Speakers devices
- **Questions pane**– Allows attendees to submit questions and review answers (if enabled by the organizer). Broadcast messages from the organizer will also appear here
- **Webinar details** – Provides a quick reference, and the Webinar ID can be given to someone to join through [www.joinwebinar.com](http://www.joinwebinar.com)



## LEAVE A WEBINAR

Click **File** and select **Exit – Leave Webinar** to exit a session.

