

## ATTENDING A WEBINAR

After you have been registered for a webinar you will receive an email with all the instructions for logging into the meeting, as well as instructions for calling into the conference call. **Make sure to save this**

### JOIN A WEBINAR

1. At the time of the Webinar, open the Webinar confirmation email
2. Click the Join Webinar link provided in the confirmation email. The download may take a few minutes so please sign in early.
3. If prompted, click **Yes, Grant** or **Trust** to accept the download.
4. Join the audio portion of the Webinar. Audio information is provided in the Audio pane of your Control Panel, and in the Webinar confirmation email

### AUDIO OPTIONS

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 option to *Use Mic & Speakers* is available you can join the Webinar via VoIP.

### USING THE CONTROL PANEL

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab.

Grab Tab – Click arrow to open/close Control Panel.

Click square to toggle Viewer Window between full screen/window mode.

Click hand icon to raise/lower hand.

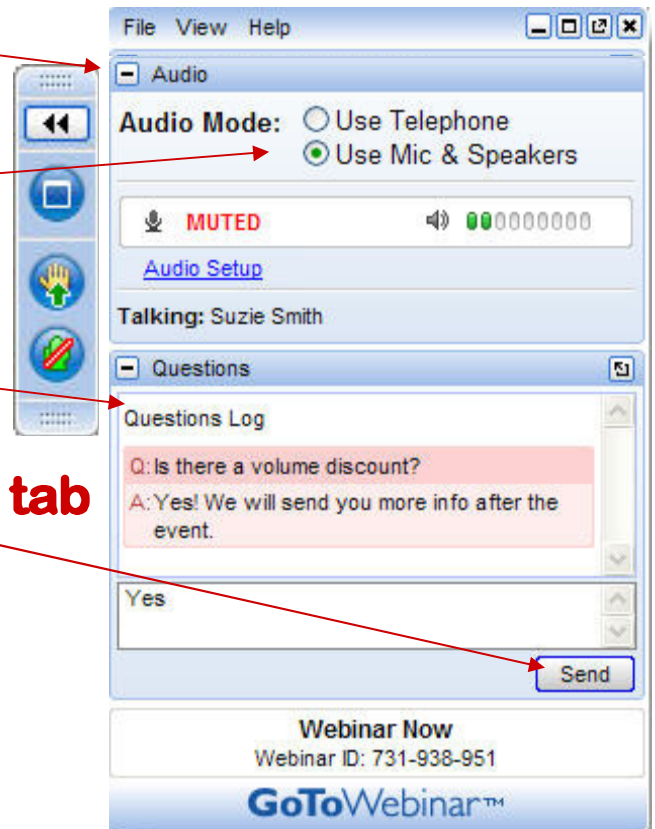
Click mic icon to mute/unmute your audio (if an organizer has Un muted you to ask a question)



## Control Panel

The Control Panel contains panes that can be expanded or Collapsed by clicking the +/- on the left side of each pane.

- Audio pane – Select audio format. Click **Audio Setup** to select Mic & Speakers devices
- Questions pane– If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here
- Type your question and click **Send** to submit it to the organizer



Grab tab

### LEAVE A WEBINAR

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