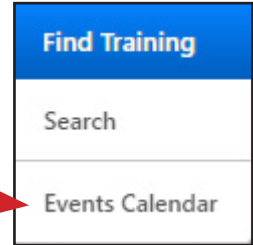
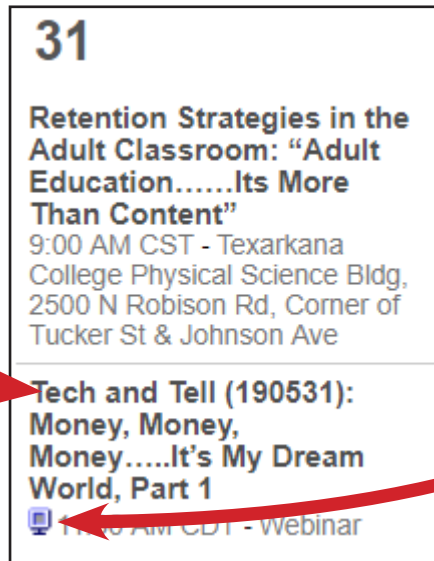


Requesting & Launching a Live Webinar

1. Hover on the **Find Training** tab and click on **Events Calendar**.

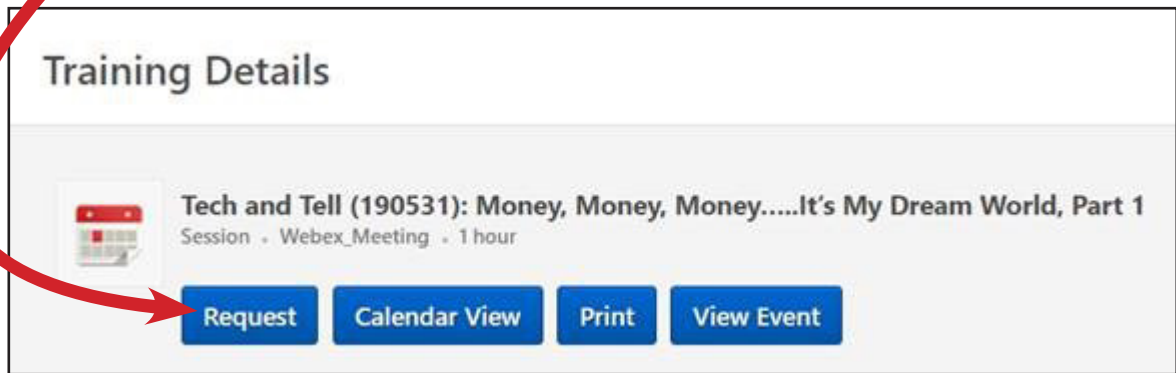


2. Using the events calendar, search for a live webinar. Click on the **bolded title** to view the Training Details.

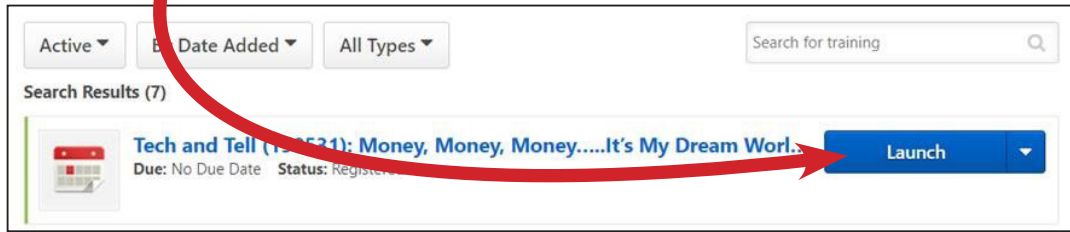


NOTE: The computer icon represents a live webinar.

3. Click on the **Request** button to register for the live webinar.

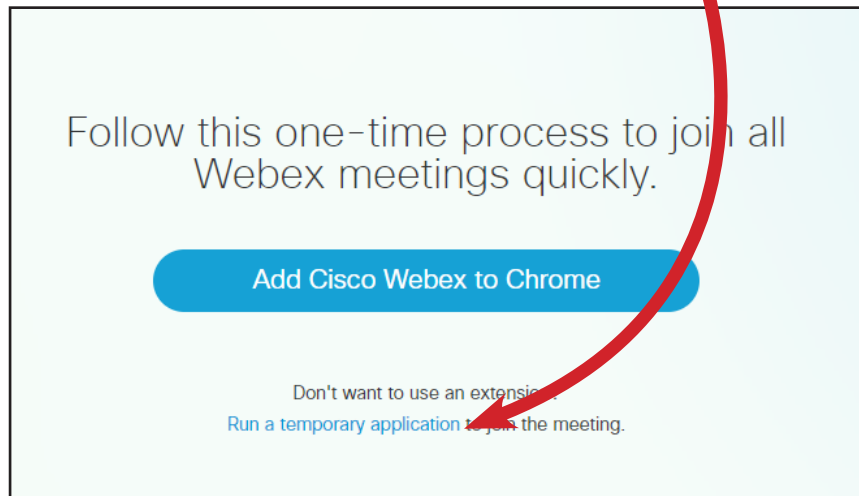


4. On the day of the webinar, return to the active section of your transcript. Click **Launch** to join the webinar.

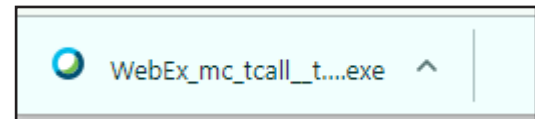


NOTE: We recommend launching the webinar at least 15 minutes in advance, especially if this is your first time joining a webinar.

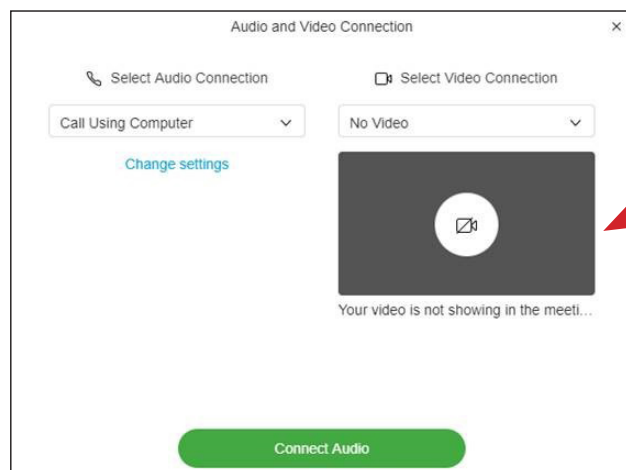
5. A screen will appear and you will want to click on “Run a temporary application.”



Then open the download and follow the prompts.



6. You will be directed to WebEx, our video conferencing page. This window should automatically pop-up.

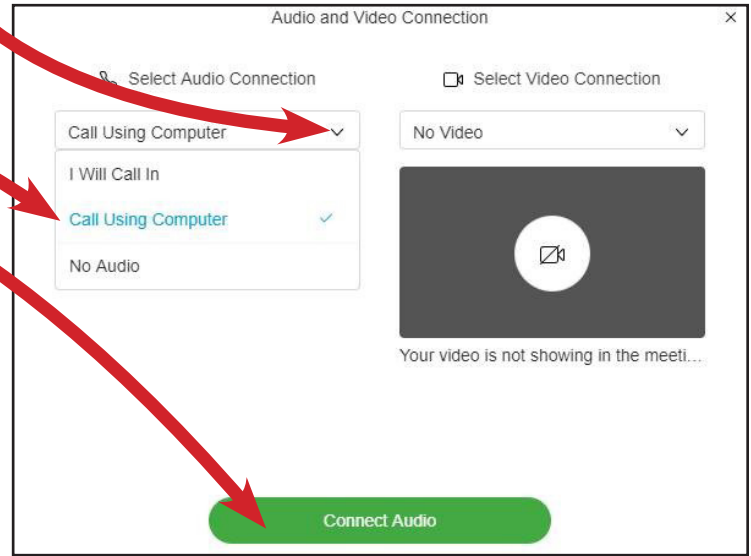


7. Click on the down arrow next to **Call Using Computer** to see available options for audio.

If you have a headset, you can simply **Call Using Computer**

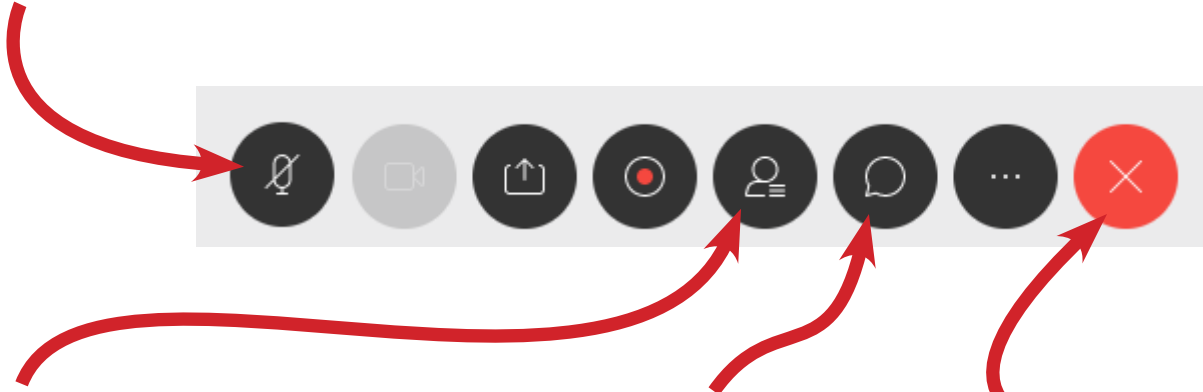
and click on **Connect Audio**.

! If you do not have a headset, you can click on the *I Will Call In* dropdown. Additional instructions on how to connect will be provided.



If you hover on the screen, the icons will appear.

You want to stay muted unless you are talking. Red equals muted.



To see who else is attending the webinar, click on the participant icon. When open, the button will be blue.

To ask questions or comment, please click on the message icon to open the chat pod. When open, the button will be blue.

When the webinar has concluded, please click the red button to leave the meeting.