

ATTENDEE QUICK REFERENCE GUIDE

REGISTER FOR A WEBINAR

1. Click the registration link or button provided on a registration Web site or in an 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 your 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 Outlook appointment.

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.



USING 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 +/- on the left side of each pane.

- Attendee List (viewable only if organizer has enabled) (a)
- 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 organizer has enabled) (b)
- Audio pane – Select audio format. Click **Audio Setup** to select Mic & Speakers devices (c)
- Questions pane– If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here (d)
- Type your question and click **Send** to submit it to the organizer (e)
- Webinar details – Provided for quick reference (f)

LEAVE A WEBINAR

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

