

Flinders University Webinars

Step by step guide—How to join a scheduled meeting

Thank you for registering to join a Flinders University Webinar

To Join a webinar

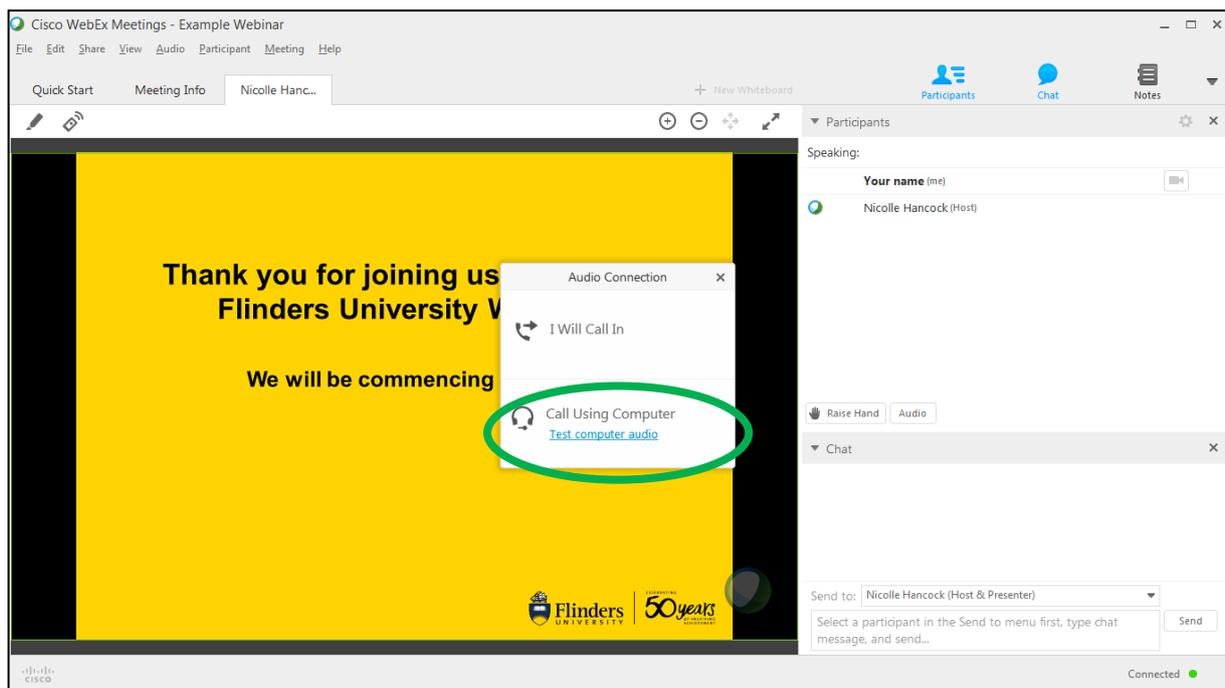
- To begin, please click on the link in the email you were sent to join the webinar.
Not sent a link? Please contact us on 08 8201 5322 or email success@flinders.edu.au
- Approximately 5 minutes before the webinar is scheduled to begin, type in the name you wish for presenters/participants to see in the allocated box, and your email address. (see below image)



The screenshot shows the Cisco WebEx registration interface. On the left, under the heading "Example Webinar", the details are: "When: Thu, Sep 15 2016 10:12 am (1 hour) Australia Central Standard Time (Adelaide, GMT+09:30)" and "Host: Nicolle Hancock". A "More Info" link is below. On the right, a green banner says "It's time to join!". Below this are two input fields: "Your Name:" with the placeholder "Your name" and "Email Address:" with the placeholder "student.ambassador@flinders.edu.au". A green "Join" button is at the bottom right.

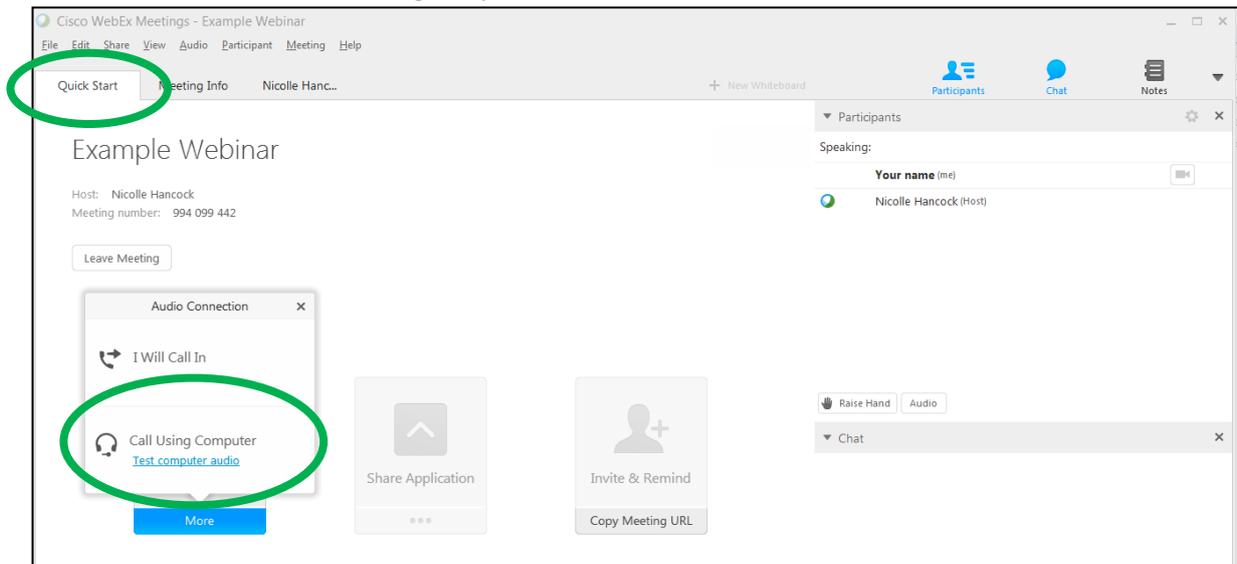
To connect to audio

- Upon joining, if you are prompted to choose your audio connection please click *Call Using Computer*



If no audio prompt comes up

- Click the tab *Quick Start*
- Click *Audio Connection*, then *Call Using Computer*



1) To return to the presentation

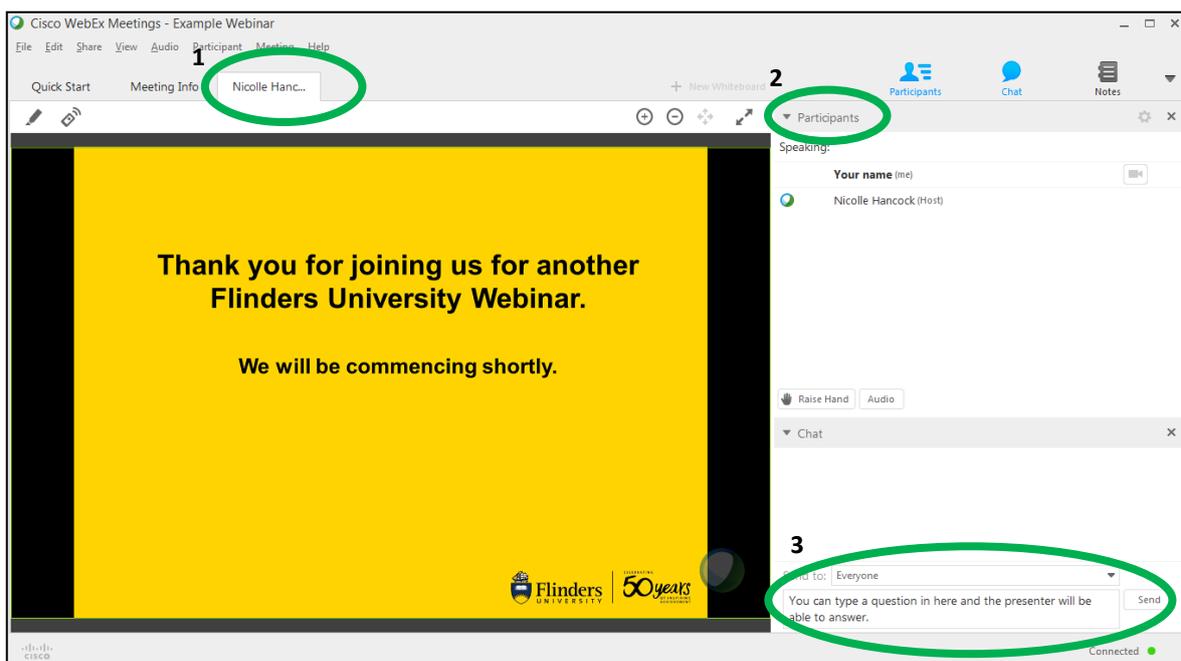
- Click on the third tab which states the hosts name. In the example below it's Nicolle Hanc...

2) To view the live video of the presenter/host (if applicable)

- Click on the *Participants* drop down
- This will also show a list of all other participants in the webinar

3) To ask the presenter/host a question (live)

- Click on the *Chat* drop down
- Ensure the *Send to:* option says *Everyone*.
This will help eliminate the same question being asked multiple times



For live webinar assistance

- Please call 08 8201 5322 or email success@flinders.edu.au