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)

To connect to audio

- Upon joining, if you are prompted to choose your audio connection please click 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