

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)

| webex | | Join by Number Help Sign In |
|--------------------------------------|---|--|
| Examp When: Host: More Info | le Webinar Thu, Sep 15 2016 10:12 am (1 hour) Australia Central Standard Time (Adelaide, GMT+09:30) Nicolle Hancock | It's time to join! Your Name: Your name Email Address: student.ambassador@flinders.edu.au Join |

To connect to audio

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

| Cisco WebEx Meetings - Example Webinar | | | × |
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| | | Nicolle Hancock (Host) | |
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| A Divel | | Send to: Nicolle Hancock (Host & Presenter) | |
| | | Select a participant in the Send to menu first, type cha message, and send | Send |
| alah cisco | | | Connected |

If no audio prompt comes up

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

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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