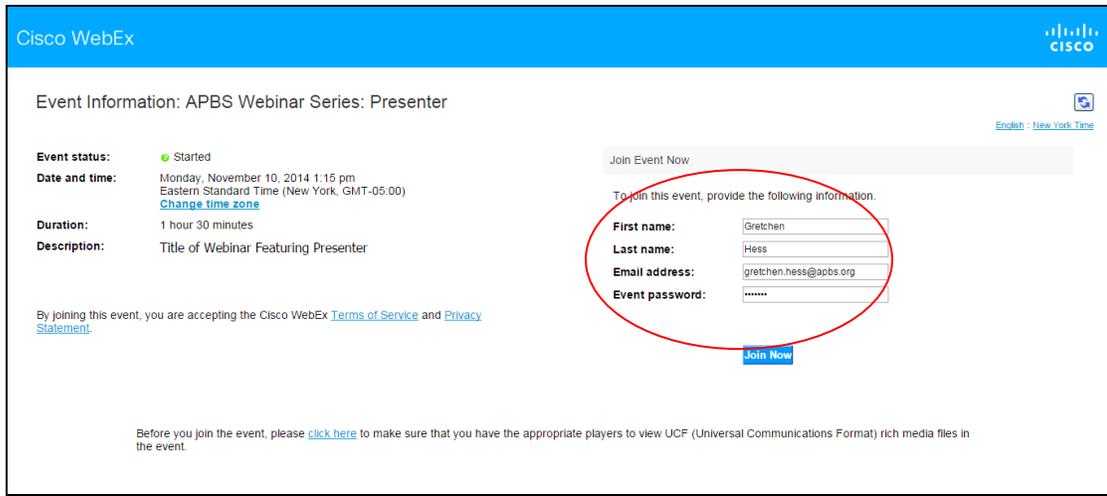


How to Logon to APBS Webinars

You will receive an invitation the day before or the morning of the webinar which will include a link to join along with the required password. Use this link to log in to the Webinar. **Please allow yourself 10-15 minutes to log in prior to the start of the webinar to solve any potential difficulties.** Access with an Apple or PC desktop or laptop computer is assumed. Webex Event Center does not currently support access through a smart phone or tablet.

To log in to the online Webinar, click on the link provided to you in your invitation. Once you click the link you will see the screen below. Fill in your first and last name, the e-mail address used to register for the webinar, and the password you received in your invitation. Passwords are case sensitive. Click **Join Now**.



Cisco WebEx

Event Information: APBS Webinar Series: Presenter

Event status: ● Started

Date and time: Monday, November 10, 2014 1:15 pm
Eastern Standard Time (New York, GMT-05:00)
[Change time zone](#)

Duration: 1 hour 30 minutes

Description: Title of Webinar Featuring Presenter

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Join Event Now

To join this event, provide the following information.

First name: Gretchen

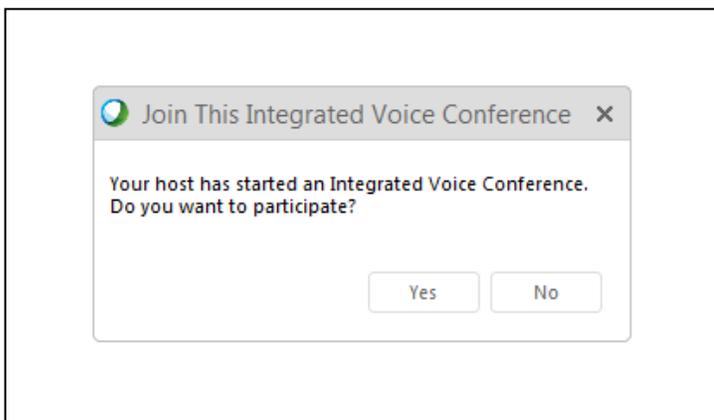
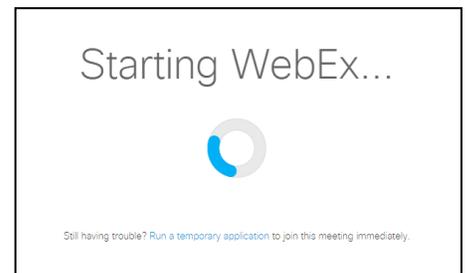
Last name: Hess

Email address: gretchen.hess@apbs.org

Event password:

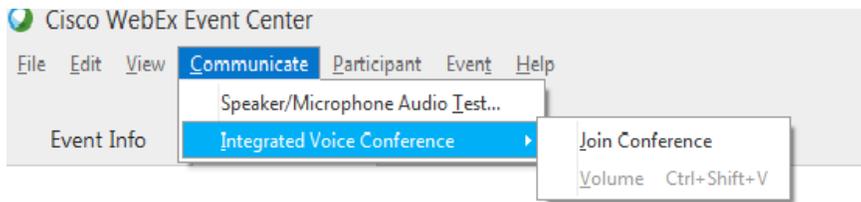
[Join Now](#)

You will then see this screen while a new window for the Webinar is opened. Please note that it may take several minutes to load the Webinar. If you seem to be stuck on this screen, you may need to maximize the session from your task bar. Check on the task bar for an icon that looks like a blue and green globe and click on it to maximize the window.

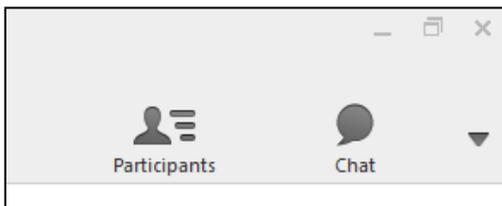


Once the online Webinar has been initiated, the main Webinar screen will appear and the following window will be shown:

Choose yes to start the audio for the webinar. If you do not see this window and you have no sound, select “Communicate” then “Integrated Voice Conference” and “Join Conference” from the top menu bar.

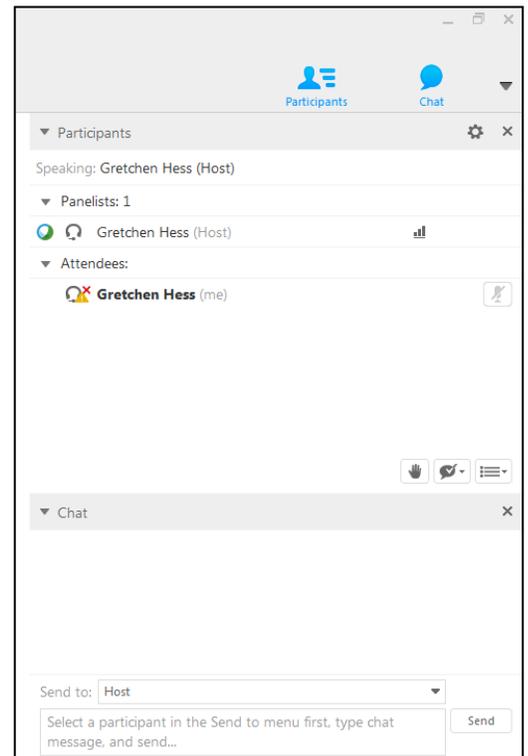


The Panel buttons pictured below allow you to participate in the Webinar. They will usually (but not always) be found in the top right corner of the screen. You should make note of their location when the screen appears.

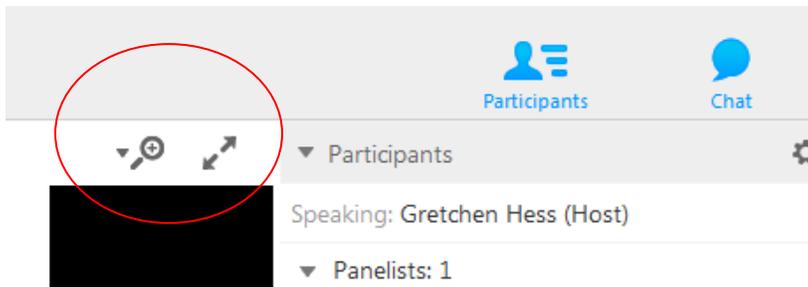


Each button is associated with a Panel (Participants, Chat) and clicking on that button will open and close that panel.

The Participants panel displays the names of the Webinar Host and Panelists. In addition, if the presenter’s webcam is activated, the presenter’s image will appear in that Panel.



Be sure the Chat panel is also visible on the screen so you can communicate with the Panelist and Session Host. The Panelist will be moderating questions for the Presenter using the Chat panel. The Session Host can answer any technical questions.

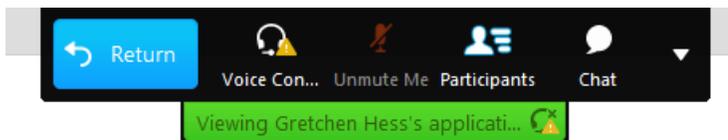


When viewing the webinar, you may zoom in on the presentation or view it in full screen by using these buttons:

In full screen mode, you will see a green bar:



and if you hover over this green bar a menu will drop down



From this menu you can:

- View the screen described above by clicking on the Return button
- Activate the Integrated Voice Conference by clicking on “Voice Co...” if you do not have audio
- View the Participants by clicking on Participants
- Open the Chat box by clicking on Chat

Below are some common problems:

The startup screen appears, but the webinar never loads. Check on the task bar for an icon that looks like a blue and green globe and click on it to maximize the window

No audio. If you have verified your speakers are one, be sure you are connected to the Integrated Voice Conference. Select “Communicate” then “Integrated Voice Conference” and “Join Conference” from the top menu bar. If you are in full screen model select this option from the Green Bar at the top of the screen.

I can't connect to the webinar. Use must be using a Mac or a Personal Computer/Laptop to connect. Some browsers can also interfere with the webinar, so try using a different browser to view the webinar.

Need additional help?

- If you have technical questions about system requirements, visit the [Webex web site](#).
- If you have technical difficulties during the webinar, call 1-866-229-3239. Refer to the Event Number shown in your invitation.
- If you have questions during the webinar use the Chat box and direct your questions to the Session Host.
- If you have additional questions, email webinarhost@apbs.org for assistance.