

Attendee Webinars: How to join and participation tools.

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How to Join a Webinar

1. Enter the Auditorium, Agenda or My Agenda.
2. Click **Join Webinar**.

Note: Join webinars no less than 15 minutes before start time.

Note: Add webinars to My Agenda to easily access it later.

The screenshot displays the Meet platform interface. At the top, a navigation bar includes 'LOBBY', 'EXPO HALL', 'AUDITORIUM' (highlighted with a red box), 'LOUNGE', 'POSTER GALLERY', 'GAME ROOM', 'RECEPTION', 'EBAG', 'STORE', 'HELP DESK', 'CHAT', 'MY BOOTH', and 'JOHN'. Below this, a banner reads 'WE SERVE TODAY FOR A BETTER TOMORROW.™'. The main content area is titled 'All Sessions' and lists various tracks: 'Advocacy (4)', 'Communications (2)', 'Community Action Essentials (1)', 'Management (12)', 'Strategies (7)', and 'Timely Topics (7)'. A red annotation points to this list with the text 'Click to display webinars below relating to the term (track, topic, type)'. The agenda for August 25, 2020, shows several sessions:

- 10:30 AM - 11:00 AM EST**: 'Opening Welcome'. A red annotation points to the 'Add to My Agenda' button with the text 'Join and watch recordings in the My Agenda room, too.'.
- 11:00 AM - 11:45 AM EST**: 'Partners Update'. A red annotation points to the 'Join Webinar' button with the text 'Click to join the webinar.'.
- 12:00 PM - 12:45 PM EST**: 'Federal Partners Update'. A red annotation points to the 'Webinar will open 15 minutes before' notification with the text 'Click to watch recording.'.
- 01:00 PM - 01:45 PM EST**: 'CRES Act'. A red annotation points to the 'Add to My Agenda' button with the text 'Turns into the Join button 15 minutes before start time.'.

At the bottom right, a 'Discussion Chat' button is highlighted with a red box and a red annotation pointing to it with the text 'Click to join the discussion group.'.



Webinar participation tools: Activate mic, camera, dial in, fix connection issue (respectively)

1. Click the Mic icon to turn the mic on, then speak.
2. Click the Camera icon to turn your web cam on, then speak.
3. Having sound issues; choppy, no sound – click the Audio icon to grab the dial in info.
4. Having connection/video/sound issues: click the Help/? Icon, then click do the following:
 - A. Click Refresh Connection to reestablish your connection to the webinar server.
 - B. Try a different browser – Make sure browser is up to date: Chrome, Firefox, Safari.
 - C. Check your internet connection and speed – Focus on **download speed**.Go here: <https://www.att.com/support/speedtest/>

Attendee webinar view from webinar platform

The screenshot shows the eShow webinar interface. At the top, there is a navigation bar with icons for Audio, Help, Off, and More. A callout box above the Audio icon contains the text: "1 (312) 248-9348", "Dial-in ID: 742718#", "Passcode: 4515", "Trouble Hearing? DIAL IN!", and "Click Audio to grab phone #". A red box highlights the Audio icon with the text "Click to activate mic." Another red box highlights the Help icon with the text "Click to activate camera." The main content area is titled "Sample Attendee View" and "Hosted by eShow". It features a "Presentation Area" with a slide titled "How to join a Session Discussion Group" and a "UNIFIED COMMUNICATION" panel. A "Troubleshooting" pop-up window is overlaid on the right, titled "Having trouble viewing the webinar?". It contains the following text: "Here are some tips to help you resolve the issue...", "1 Try refreshing your connection", "Click the button below, and we'll try to establish a better connection to the webinar server:", "Refresh Connection", "No sound? Choppy sound? Screen freezing? Video freezing? YOUR GO-TO!!!", "For sound issues, click Audio to dial in.", "2 Try a different web browser", "Sometimes using a different browser is a simple, effective solution.", "Still having trouble? Try the System Requirements & System Check", "Check your speed and connection!".