

How To Participate in a Webinar

Webinar is short for Web-based seminar. Participants view the presentation through their Web-browser and have the choice to listen to the audio through their computer speakers or the telephone. A key feature of a webinar is its interactive elements -- the ability to give, receive and discuss information. Everyone has the opportunity to type in their questions, or, if they are connected via telephone only, ask questions that way.

Anyone can register to participate in one of our free public webinars by clicking on the registration link provided on the web page. Once the registration is received, a confirmation email with a link to the webinar is sent to the participant.

To check a computer's connectivity to the webinar prior to the event, visit www.gotomeeting.com/wizard. Downloading and running the wizard tells you whether or not your computer will connect and also prepares the computer to connect on the day of the event. To join the webinar at the scheduled time, click on the link provided in any of the reminder emails.

What do I need to attend?

- A computer
- Internet access
- A phone line or computer speakers for listening to the audio portion
- A current version of Java* installed on your computer

* If you do not know whether or not you have Java installed on your computer, you can check by going to www.java.com. On that window is the question, "Do I have Java?". Click on the link; a quick check will run. If you do not have Java installed, or don't have an updated version on your computer, a prompt will open telling you to download the free update. This will insure that your computer is set-up to participate in the webinar.