

## Quick Start Guide: Webinars

### Getting started

To access the webinar, click the URL link emailed to you. Enter as a Guest by selecting this option and typing your name into the text box. Your request will be sent to the host. Once accepted, you will be able to join the online meeting room.

The page may take a few minutes to load depending on your internet connection. Sessions may be recorded for later reference by participants.

### Checking requirements

To participate in the webinar you will need to have internet access and Flash Player 10.2 or higher installed on your computer.

### Checking your connectivity

View the connectivity bar on the top right-hand side of the screen. If you see a green light, your connectivity is fully functioning. If you see a red light, the connection will need to be adjusted.

To adjust your connection, please notify the webinar host just prior to the webinar commencing by sending a private message via the Chat facility. It's a good idea to access the webinar a few minutes early, so you can check your connectivity.

### Accessing weblinks

If weblinks are provided in the Chat facility, you will need to copy and paste the link into a new window in order to open the link.

### Typing a question or comment

Use the Chat pod to enter your question or comment. All participants can view this pod, and have the ability to add their own comments and questions. Within *Chat*, you can post a message to the whole group or send a private message to the host or presenter.

### Communicating with presenters



During the webinar, click the drop-down menu on the *Raise Hand* icon on the top of the screen for a range of options on how to communicate with the presenter(s).

### Help

If you encounter any problems during the session, the host will be available to troubleshoot. You can send a private message using the Chat facility or call MTAAs reception P: +612 9900 0650.

For further information or prior assistance, please contact [reception@mtaa.org.au](mailto:reception@mtaa.org.au).