

How to connect to your first online meeting:

Your host will send you an invitation to join a meeting in your email. Read the whole email as there is important information included. If the meeting has a password, that password will be included in this email. Note: This meeting demonstration will not have a password.

1. Open your email and find the message from your Host sent and click on the link provided in the email in **step 1**.



Step 1. Click on the URL in your email

2. Enter your name and email address & click on the 'Join Now' box

Click JOIN NOW

3. You will see a screen that tells you... **'Meeting In Progress'**.....Just wait until the connection is made to the meeting room for the next instruction.

Meeting In Progress

Do *not* close this window, refresh this Web page, click **Back** or **Forward**, or click a URL in another window. If you do so, the meeting will end.

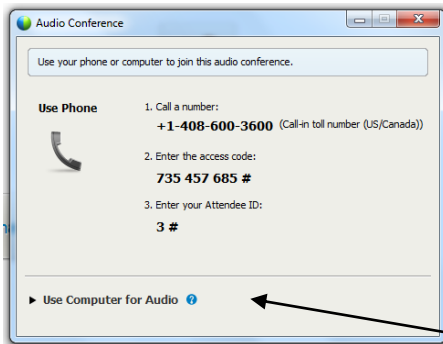
Note: Active X may need to be installed. Click on the information bar at the top of the page to allow this add-on.

To Join the Event

Either

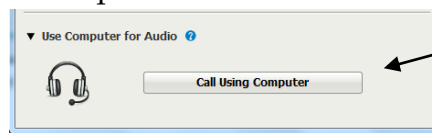
- 1 Click the yellow **Information Bar** at the top of the page.
- 2 Choose **Install ActiveX Control...**
- 3 In the security warning dialog box that appears, click **Install**.

4. This is the next screen that will appear...

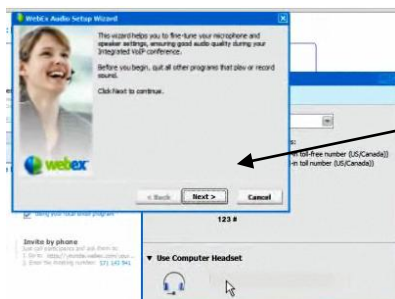


click here to choose the computer as the audio type

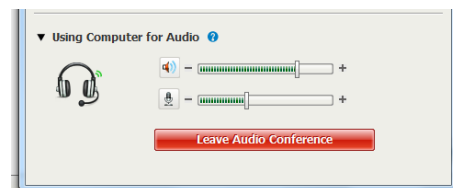
When you click on 'call using your computer' an audio wizard will appear (for first time users, only).



5. This wizard will check that your audio device is working, follow the steps.



Follow all steps in the set up wizard
REMEMBER: find your audio device and select.



4. You should then see this box like this one, that allows you to use the speaker and mic sliders to turn up your audio. There is an X at the top right hand corner of this box, click it to exit the box when done.

5. Now in a few seconds, you will be in the meeting room and will be able to say 'Hello' into your microphone, freely, without having to click a button to speak. On the top right corner you will see a list of participants who are in the room.

Need help? Don't hesitate to contact us....we'll walk you through...

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Phone: 295-1737 or 725-2760