

## Webinar Instructions:

1. You must register for the webinar in order to participate.
2. Once you have registered for the webinar, a confirmation email will be sent to you with the link to join the webinar at the specified date and time.
3. To participate in the webinar on the specified date and time, click on the link in the email and choose one of two audio options:

**Option 1:** Use your telephone to listen and computer to view the presentation. This option will allow for an opportunity to ask questions.

After registration, a telephone number and access code are sent to you in the confirmation email. Once you are participating in the webinar, your computer screen will display the telephone number, access code and a unique audio PIN (see below). This option will provide you with an opportunity to ask questions and/or make comments via telephone.

- During the webinar, if you have a question, find the “Control Panel” on the right side of your screen, and click the “Raise Hand” option on the “Slide Deck.”



- Questions will be answered one at a time.
- Your line will be unmuted and then your name will be called.
- If for some reason you cannot find the “Slide Deck” to “Raise your hand,” please type your question in the question box and hit “Send.”

Or

**Option 2:** Use your computer’s audio for listen only mode:

When the webinar begins, you will be connected to audio using your computer’s speakers. A headset is recommended. **You will only be able to type questions with this option.**