

Are you interested in attending a webinar to learn something new?
Use this resource guide to learn the process of how to attend a virtual offering.

Would you like to increase your skill set or simply learn something new? Virtual learning by attending webinars is a convenient way to do this. It's easy too! You can connect from almost anywhere and from any device as long as there is internet access.

What you need to attend:

You will need a device, such as a tablet, smartphone or computer with internet access. Webinars tend to be held as live events. Your internet speed can play a part in how clear your connection is. It is recommended your internet speed be at least 1 Mbps.

How to join a webinar:

Step #1

Use the webinar registration link to register for the event. Once registered, you will receive an email that contains the link to join the live webinar and the phone number to attend by audio only.

Step #2

5-10 minutes before the webinar starts, click on the link you received in your registration confirmation email. If joining by audio only, call the number provided in the email. First time accessing? Allow 15-20 to download updates or webinar apps.

Step #3

Once you click on the link in the email, a window will open on your device. Enter the required information and select "join". Usually first and last name and email address are required. If joining by audio only, you will begin to hear the host and/or presenter. Don't forget to place your phone on mute to decrease sound interruptions.

What to do during a webinar:

Focus

Make sure to focus on listening to the speaker and to viewing the presentation.

Engage

Use the "chat" or "question" features to ask the speaker questions. Presenters enjoy an engaged audience.

Note

Take notes! There will be a lot of great information. Make sure to write down the information you want for later.

Commonly asked questions:

What if I cannot attend? A link to view the recorded webinar is usually emailed to registered participants so you can view it at your convenience.

What if I have technical difficulties? If your connection is lost or your device freezes, use the same link to join the webinar again. Still having issues? Make sure your device and internet browser are updated.

Will everyone see me? By default, the organizer usually does not allow the capability of sharing webcams and your webcam will not automatically "turn on". If webcam sharing is an option, you have the choice to share or not share your webcam.



WEBINAR ETIQUETTE TIP:

Don't forget to place yourself on mute as soon as you join the webinar.

