Webinars

Joining a Webinar

Welcome to our Webinars. This information should help you get the most from your webinar.

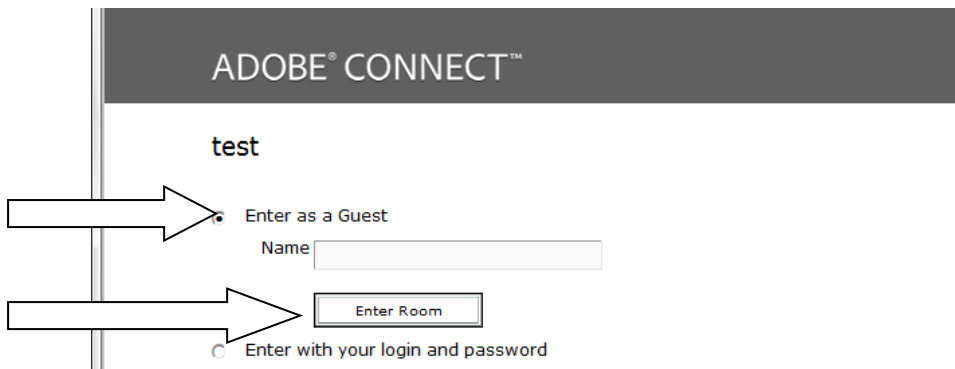Note: to test your equipment prior to the Webinar, go to the following link:

https://collegedevelopmentnetwork.adobeconnect.com/common/help/en/support/meeting_test.htm

(To take part in a webinar you must have a browser, a copy of Flash® Player 13.0 or higher, and an internet connection.)

Joining the webinar

The day before the webinar we will send you a reminder email containing a link to the webinar. This link will become active 30 minutes prior to the webinar start time. This is just like any other weblink – simply click on this link to take you to the webinar joining page.

1. Ensure you select the option *Enter as a Guest*
2. Type in your name and click *Enter Room*

This will send a request to the organisers, who will then authorise you to enter the event. (You should receive a message indicating that your request has been sent.)

We do recommend that you join the webinar prior to the start time and give yourself this time to prepare.

Once you've joined

Once inside the room, please take the time to check your audio settings:

      i   Within the meeting room Click on the **Meeting** drop down menu.

      ii   Then select *Audio Setup Wizard*

You will be welcomed by the organisers and they will let you know how you will be communicating throughout the webinar (raise hands/chat/mic). Each webinar can be different, depending on the type of session.

Problems?

If you have any problems joining:
- check your equipment using the link above
- try using a different browser
- check that you have the correct link for your webinar
- if you still can't enter, then please contact us on 01786 892000