

# Attendee Webinars: How to join and participation tools.

## Contents:

- How to Join a Webinar.
- Webinar participation tools: Activate mic, camera, dial in, fix connection issue (respectively).
- Attendee webinar view from webinar platform.

## How to Join a Webinar

1. Enter the Auditorium, Agenda or My Agenda.
2. Click **Join Webinar**.

**Note:** Join webinars no less than 15 minutes before start time.

**Note:** Add webinars to My Agenda to easily access it later.

The screenshot displays the ESHOW Meet interface. At the top, a navigation bar includes 'LOBBY', 'EXPO HALL', 'AUDITORIUM' (highlighted with a red box), 'LOUNGE', 'POSTER GALLERY', 'GAME ROOM', 'RECEPTION', 'EBAG', 'STORE', 'HELP DESK', 'CHAT', 'MY BOOTH', and 'JOHN'. Below this, a banner reads 'WE SERVE TODAY FOR A BETTER TOMORROW.™'. The main content area is titled 'All Sessions' and lists various tracks: 'Advocacy (4)', 'Communications (2)', 'Community Action Essentials (1)', 'Management (12)', 'Strategies (7)', and 'Timely Topics (7)'. A red annotation points to this list with the text 'Click to display webinars below relating to the term (track, topic, type)'. The agenda for August 25, 2020, is shown with sessions from 10:30 AM to 01:00 PM. Each session includes a title, a status (e.g., 'Webinar Ended', 'Webinar will open 15 minutes before'), and an 'Add to My Agenda' button. A red annotation points to the 'Add to My Agenda' button for the 10:30 AM session with the text 'Join and watch recordings in the My Agenda room, too.'. Another red annotation points to the 'Join Webinar' button for the 11:00 AM session with the text 'Click to join the webinar.'. A third red annotation points to the 'Add to My Agenda' button for the 12:00 PM session with the text 'Click to watch recording.'. A fourth red annotation points to the 'Join Webinar' button for the 01:00 PM session with the text 'Turns into the Join button 15 minutes before start time.'. On the right side, there is an 'Opening Welcome' section with a text block and a 'Discussion Chat' button. A red annotation points to the 'Discussion Chat' button with the text 'Click to join the discussion group.'. The sidebar on the left features the 'Intelligent Medical Objects' logo and the 'SRC' logo.



## Webinar participation tools: Activate mic, camera, dial in, fix connection issue (respectively)

1. Click the Mic icon to turn the mic on, then speak.
2. Click the Camera icon to turn your web cam on, then speak.
3. Having sound issues; choppy, no sound – click the Audio icon to grab the dial in info.
4. Having connection/video/sound issues: click the Help/? Icon, then click do the following:
  - A. Click Refresh Connection to reestablish your connection to the webinar server.
  - B. Try a different browser – Make sure browser is up to date: Chrome, Firefox, Safari.
  - C. Check your internet connection and speed – Focus on **download speed**.Go here: <https://www.att.com/support/speedtest/>

## Attendee webinar view from webinar platform

The screenshot shows the eShow webinar interface. At the top, there is a navigation bar with icons for Audio, Help, Off, and More. A callout box above the Audio icon contains the text: "1 (312) 248-9348", "Dial-in ID: 742718#", "Passcode: 4515", "Trouble Hearing? DIAL IN!", and "Click Audio to grab phone #". A red box highlights the Audio icon with the text "Click to activate mic.". Another red box highlights the Help icon with the text "Click to activate camera.". The main content area is titled "Sample Attendee View" and "Hosted by eShow". It features a "Presentation Area" with a slide titled "How to join a Session Discussion Group" and a "UNIFIED COMMUNICATION" panel. A "Troubleshooting" pop-up window is overlaid on the right, titled "Having trouble viewing the webinar?". It contains the following text: "Here are some tips to help you resolve the issue...", "1 Try refreshing your connection", "Click the button below, and we'll try to establish a better connection to the webinar server:", "Refresh Connection", "No sound? Choppy sound? Screen freezing? Video freezing?", "YOUR GO-TO!!!", "For sound issues, click Audio to dial in.", "2 Try a different web browser", "Sometimes using a different browser is a simple, effective solution.", "Still having trouble? Try the System Requirements & System Check", "Check your speed and connection!".