

JOINING A WEBINAR

What you will need

1. For Windows 7 – Internet Explorer 8 or later, or Firefox 3.x
For Windows Vista – Internet Explorer 7 or later, or Firefox 2.x or 3.x
For Windows XP + SP2 – Internet Explorer 6 or later, or Firefox 2.x or 3.x
2. Adobe Flash Player 8 or later.

Beforehand

Check that the sound is working on your computer either through the built-in speakers or a headset (play any video from the internet).

If you would like to be able to ask questions or contribute to the debate then also check your microphone – you can do this using Sound Recorder (under Accessories / Entertainment). There will also be the option to ask questions by sending messages to the webinar host.

To join the webinar

Click on the link given on the WCC webpage www.welshcomposites.co.uk/webinars.htm. If you are happy to do so, please provide a small amount of information about yourself so that we have some idea who has attended (you can skip this if you prefer). Then click into the webinar itself. This may take a little time to respond. When you are given options, select “Enter as a Guest” and type in the name you want people to see in the list of attendees. Then click “Enter Room”.

Initially you will see a message “Check our troubleshooting page for further assistance”. Ignore this, it is the default in case nothing comes up. As long as there is a “Waiting for ...” message at the bottom left of your browser screen then it is still trying to connect you. You may get a message saying that the host has restricted entry and giving you the option to ask for entry – if so, then do this. After a while you should enter the meeting and appear in the list of attendees in the Attendees window. The main bulk of the screen will be filled with the presentation.

Full screen display

If you prefer the presentation to occupy the whole screen, e.g. to see slides more clearly, click on the “Full Screen” button at the top of the presentation window.

Communication during the webinar

If you want to send a message to the host, presenter or another attendee, this can be typed into the “Chat” window. First select the recipient(s), either using the icon in the top right of the Chat window and then “Start Chat With”, or subsequently by clicking on the appropriate name along the bottom. Then type your message in the single line box at the bottom (although it can be longer than one line) and click on the speech bubble to send. To view messages exchanged with a particular person in the main Chat box, click on the appropriate name at the bottom.

To speak, click on the microphone symbol in the top bar. As long as the microphone is free, it should change from white to green and everything you say will be heard by other participants. Remember to click it again as soon as you have finished to allow other people to speak - only one person can speak at a time. If the microphone is unavailable because someone else is speaking and you want to speak, use the “raise hand” button in the top bar to indicate this. You can also indicate other thoughts and requests using the drop down menu here.