

# How to Connect to a Webinar at NARBHA

## I. Seeing the webinar

- a. When you are invited or registered to attend a webinar, you receive an email with a web address for the webinar.
- b. From your PC or laptop, click on the web address of the webinar. (Or type the web address into your internet browser.)
  - i. You can watch the webinar from your own desktop.
  - ii. Or you can reserve a conference room if the webinar will have more than one or two participants here at NARBHA.
    1. To request a conference room, go to <http://www.rbha.net/scheduling.html> and click on "request form" and fill out the form.
      - If you want to listen to the webinar through the room video system, check the box next to "Do you need an audio meeting?"
      - Let Telemed know if you need help or have questions about requesting the meeting room.
    2. The Coconino, Mohave, and Library Rooms all have laptops.
    3. For conference rooms without laptops, you can reserve a laptop and projector from Danielle; Danielle will set these up for you.
- c. Follow the webinar prompts to finish logging in.
- d. You should log into the webinar at least 15 minutes before it begins, in case you run into any issues.
- e. If you have any problems connecting to the webinar, request assistance from IT.
- f. If you have any problems getting the laptop screen to show on the TV or projector screen, request assistance from Telemed.
  - i. Hit the "TELEMED" speed dial button on the conference room telephone to call the Telemed cell phone.

## **II. Hearing the webinar**

- a. Some webinars include sound and you simply listen through your desktop or laptop speakers.
- b. Interactive webinars (where you can talk) normally require that you call a telephone number to hear the webinar.
  - i. The webinar information will include a phone number and password.
  - ii. Call this number and follow the prompts.
  - iii. If you are using a conference room, you should request an audio meeting (see instructions above).
    1. Telemed will give you a number for the NARBHA bridge.
    2. Call into your webinar using the conference room phone (dial the number and password you were given for the webinar).
    3. Hit the "Transfer/Conf" button on the phone.
    4. Dial the number Telemed gave you.
    5. Hit the "Release Me" button on the phone.
    6. The webinar audio will now be coming through the video speakers. Remember to mute and unmute as you would in any videoconference.
- c. If you have any problems calling into or hearing the webinar, request assistance from Telemed.