## How to participate in the Webinars:

The webinars use on online tool called GlobalMeet, which does not require special software on your computer.

A day or two before the webinar: Check your computer's compatibility by clicking on this link:

<u>http://securemeeting.globalmeet.com/GMTest/index.html</u> (Note that you will not need to use "screen share" so you can skip step 3 in the test.)

**To join the webinar:** A few minutes before the scheduled time for the webinar go to: <u>https://ucsusa.globalmeet.com/DavidWright</u>

Login as "Guest" by giving your name and email address. You should next see this window:

	CALL MY PHONE
	USA/Canada(+1)
	Phone Number 🛛 🗢 Ext: 🗢
	CONNECT ME
	Dial In Call My Computer

## To listen through your computer, click on "Call My Computer", which will enable you to get audio over the internet.

Participants in the U.S. and Canada can instead connect over the phone, if they prefer, by clicking "Connect Me" and entering the phone number where you want GlobalMeet to call you.

Once you join the webinar, the main window shows the slides for the presentation. The window in the upper left shows the speaker if he/she is using a web cam. Below that is a list of participants in the webinar, and in the lower left is a chat window.

If you have technical problems during the webinar, click on the "?" in the upper right corner and then click on "Live Chat", which will connect you with support.