

A Guide for WEBinar Participants

Joining a WEBinar hosted by the NRA is very simple and there are multiple ways in which to receive media within the session. The NRA utilises the WebEx conferencing system in order to facilitate its online training sessions.

The following is a brief guide to assist participants who may be unfamiliar with the process of joining webinar sessions.

Step 1 – Email Notification

An email will be sent to the email address that you have registered in order to take part in the session. The ‘host’ will be Christen Gilbert of the NRA; however, a member of the Employment Law Team will be facilitating the session.

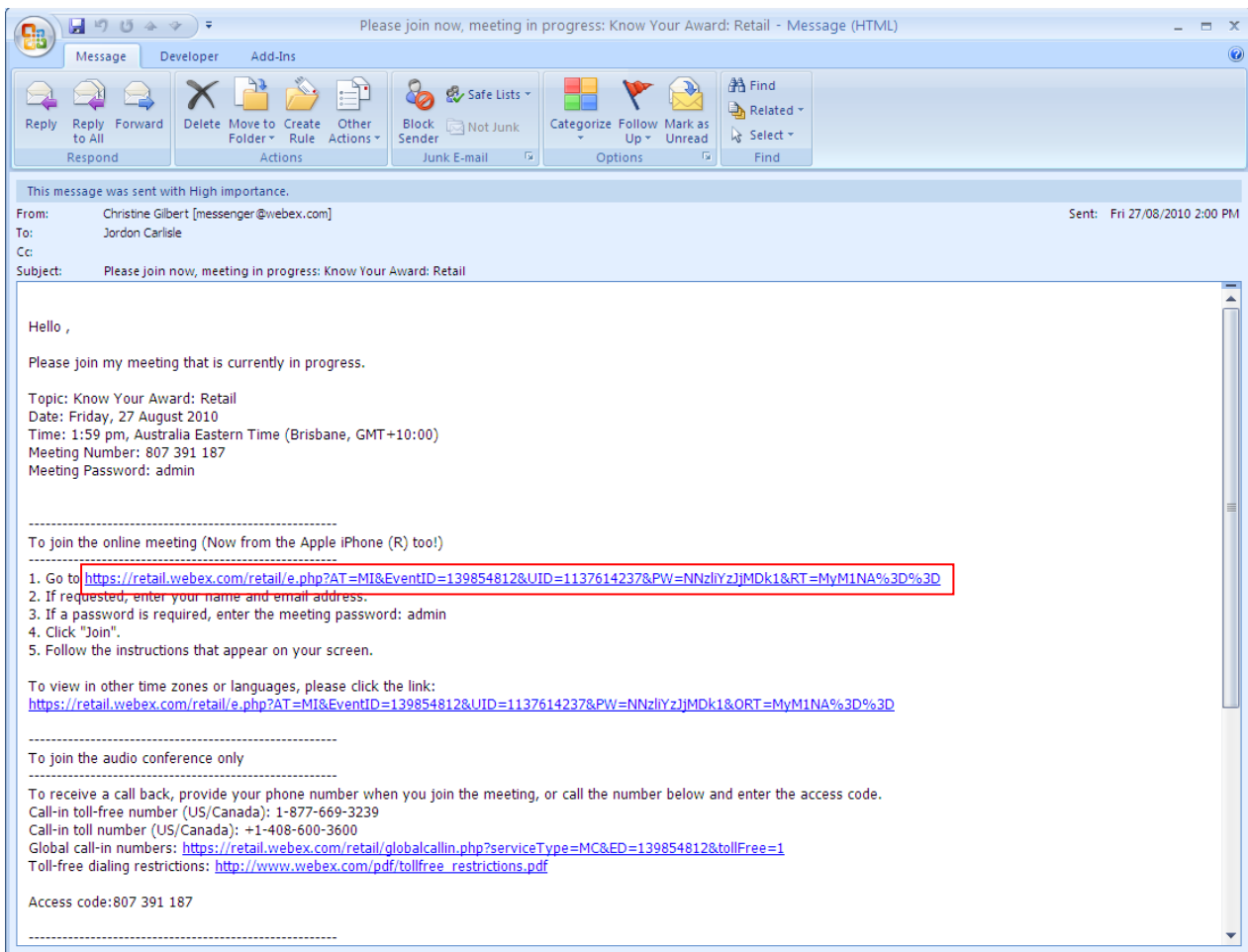


Fig 1: Email notification

Step 2 – Joining the Meeting

In order to join the meeting click the hyperlink in the red box in figure 1 above.

On opening this link your computer's browser will open and take you to the below WebEx meeting portal. In this form input the details as requested. Select 'Join' to proceed to the meeting.

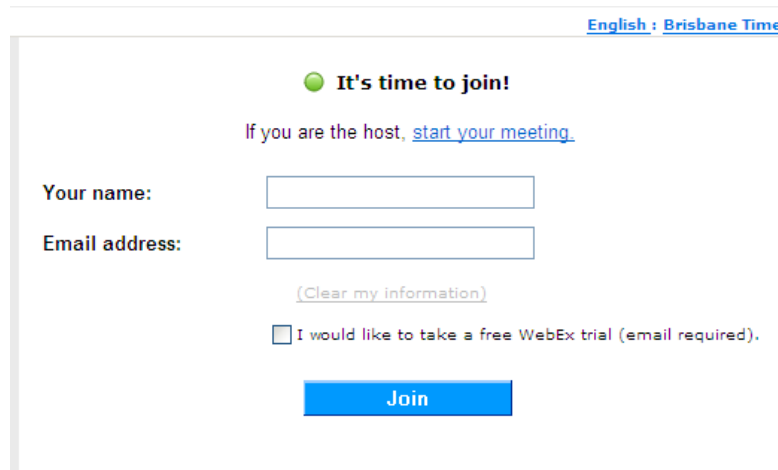


Fig 2: WebEx portal

Note: You do not need to select the check box in order to proceed to the meeting.

Step 3 – ActiveX Control?

Most systems will have ActiveX Control installed and it is software that is used to distribute applications that work over the Internet through web browsers.

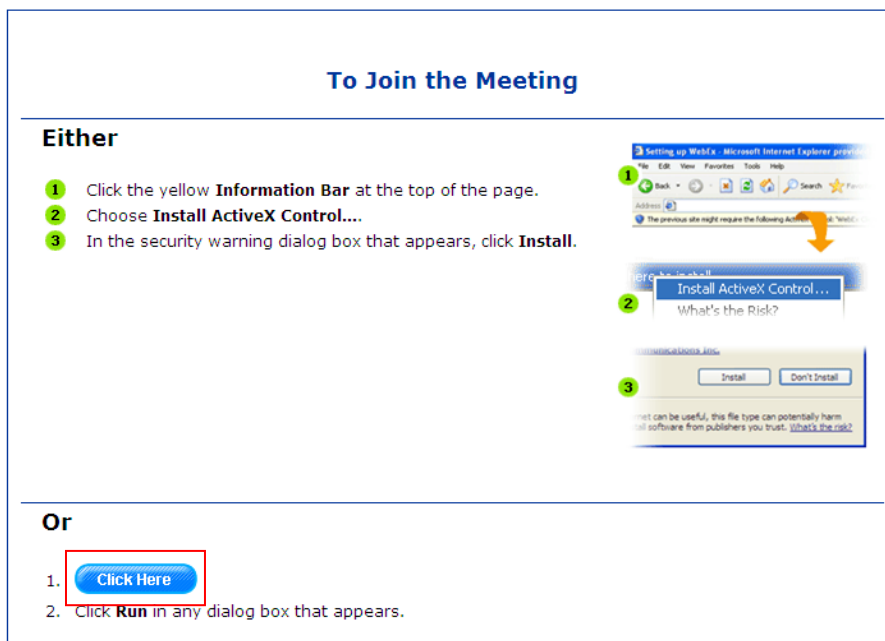


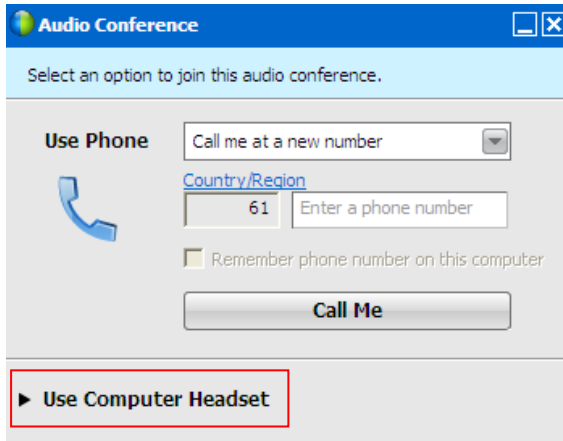
Fig 3: ActiveX Control

You may not be automatically directed to the meeting if you have 'pop-ups' blocked, high security settings or you do not have ActiveX installed. If this is the case select the button 'Click Here' in the red box above.

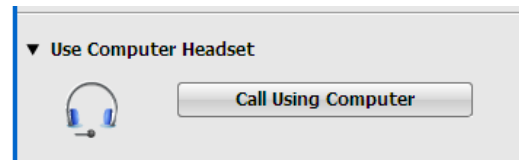
Step 4 – Choosing Audio

In order to hear the presenter you have two options. These options will be automatically shown to you on joining the meeting.

Method 1



The simplest method is to select 'Computer Headset' as indicated in the red box below.



The minimum requirements to hear the presentation are that you have a set of speakers or headphones attached to the computer. A microphone is not required to ask questions as there is a chat facility available.

Fig 4: Audio Conference

Method 2

The other method of joining a conference is by phoning in; this call is toll free. When prompted with audio conference options you may select 'I will call in' from the drop down box in figure 5.

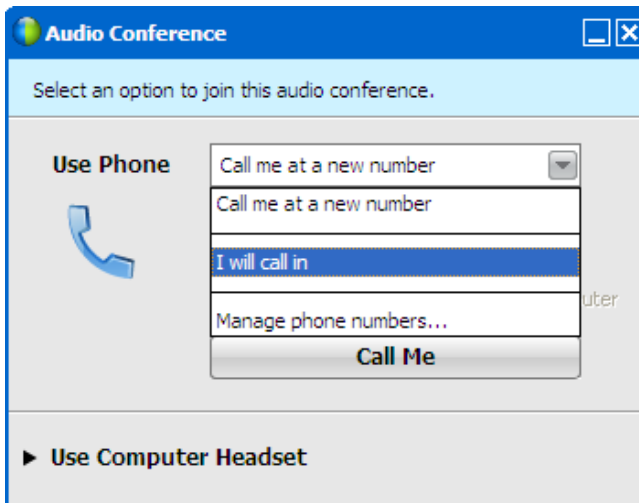


Fig 5: Calling in

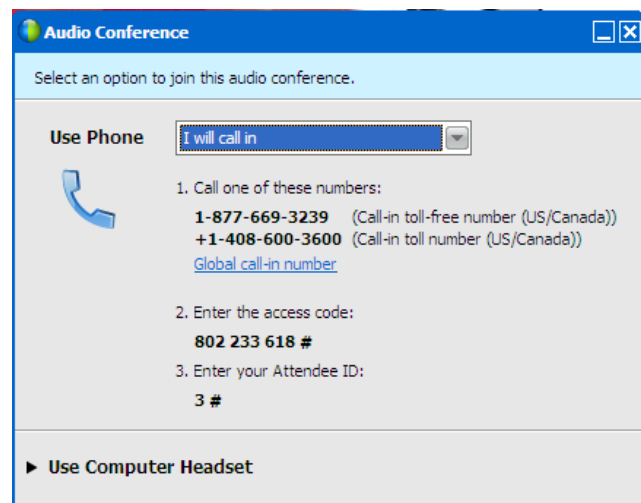


Fig 6: Access Code and ID

The Australian toll free number is **1800 356 242**; you will then be prompted by the teleconference service for your access code and attendee ID numbers; examples of which are displayed in figure 6. As a participant you will have a unique attendee ID number.

Finish:

You should now be able to see the presentation material and hear the presenter. In order to control how you view the session see the below points on the remote (fig 7).

Points on the Remote:

The remote allows you to be able to control the way you view and interact with the material and the presenter. The most frequently used functions as a participant.

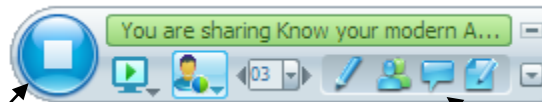


Fig 7: The remote

When in full screen mode this button allows you to stop the full screen mode and return to the meeting view.

You can then review other material or see the full range of functions.

(The full screen mode is accessible in the bottom left corner of your screen.)

The chat bubble is used when you would like to ask a question.

Presenters will usually ask that questions are held to the end or pause from time to time to allow people to ask a question.

We would ask that you keep your questions directed to the group rather than asking questions privately as other people may have the same question.

If you have any difficulty accessing the presentation there is support available through the WebEx meeting software and website or you may contact the Employment Law Team on **1800 738 245**.