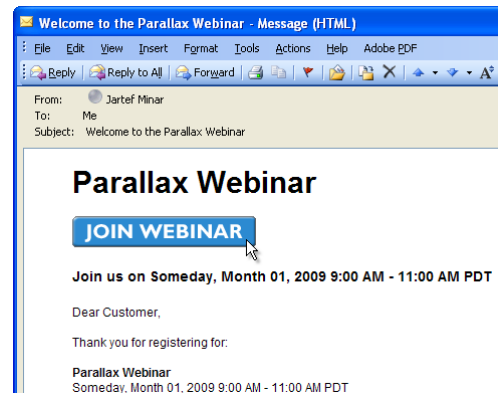# Attending Parallax Webinars
(A How-To Guide)

Joining a Parallax Webinar is simple and usually takes fewer steps than what is shown here.

This document includes extra steps only to cover exception cases.
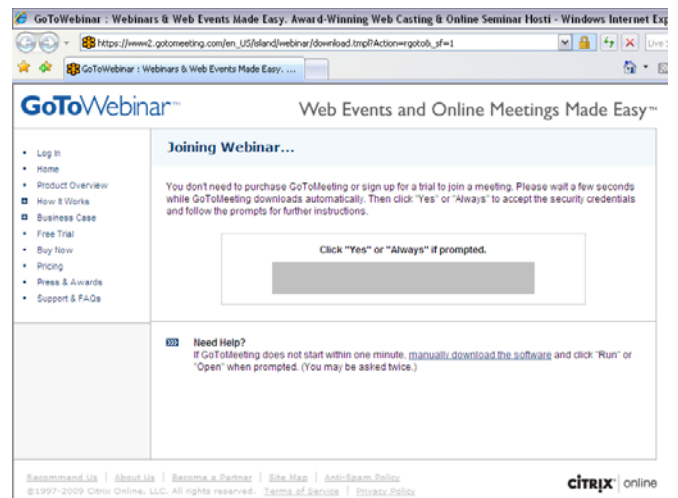
1. Once you've registered for a Parallax Webinar you should receive an email with meeting time information and links to join the meeting.

   About 10-15 minutes before the meeting is scheduled to start, find the email and click on "Join Webinar."

2. Your web browser should appear and show a page similar to this one and a small webinar component will automatically download in a few seconds. If browser security settings prevent automatic downloads, indicate that it's okay to download and install this webinar software.
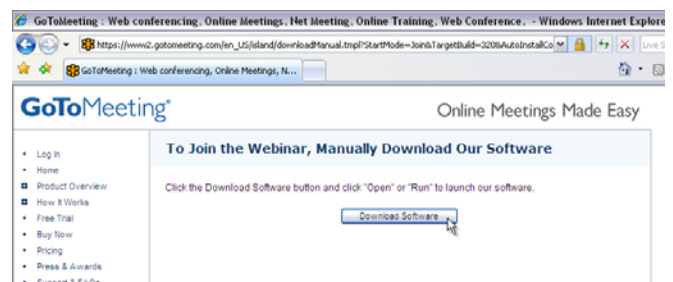
   (Many attendees can skip from here to step 6)

3. **(Possible step):** If any security certificate warning appears, click "Yes" to continue.
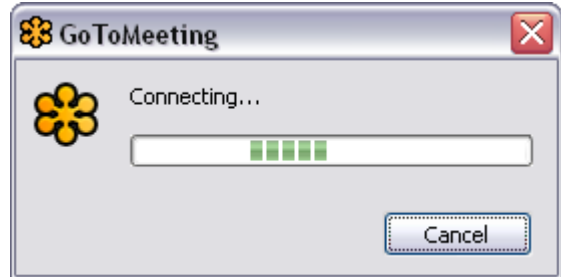
4. **(Possible step):** If the automatic download fails, this page may appear. Click the "Download Software" button to continue.

5. **(Possible step):** If file download security warnings appear, click "Run" on each of them to continue.
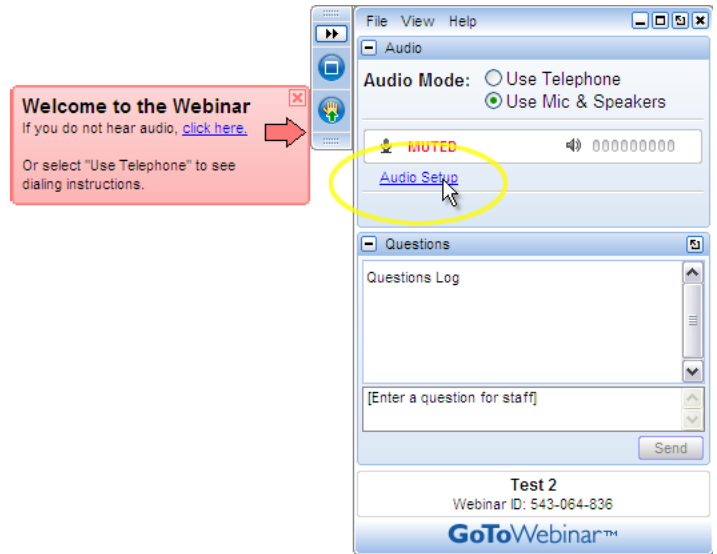
6. When the webinar software downloads and installs, it will start connecting to the Parallax Webinar automatically.

7. Once connected, the webinar control panel will appear (shown here) as well as a presentation viewer (not shown).

   By default, you'll be in listen-only mode and will be able to hear the presenter over your speakers.
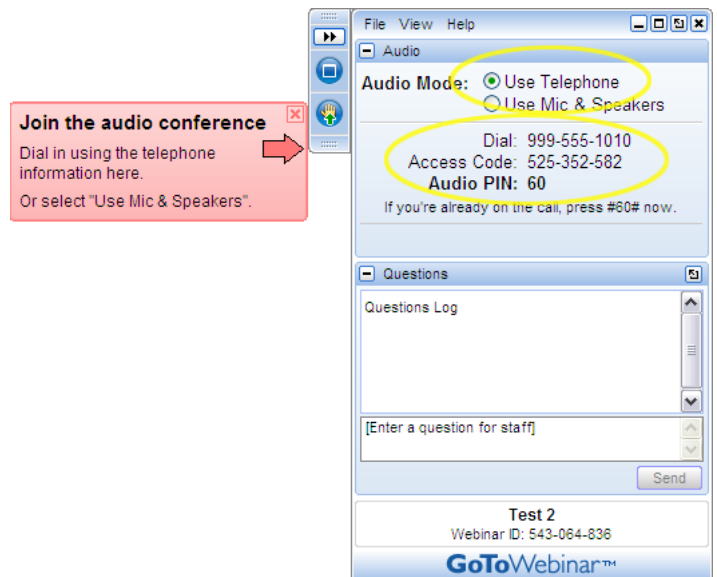
   o To speak to the group in VoIP mode, you need a microphone (we recommend a headset), and may need to click on the "Audio Setup" link to configure for your hardware.

   o When possible it is highly recommended you use a land-line telephone to listen to, and optionally speak to, the group and presenter. (shown in next step)

8. **(Possible step):** To switch the audio conference to telephone mode (recommended), click the "Use Telephone" radio button in the "Audio" pane of the webinar control panel.

   Then dial the phone number indicated and when the automated system prompts you, enter the Access Code and Audio PIN.

   Using your phone, you'll be able to speak to everyone as long as you are not "muted." Both you and the presenter can mute your line.

To the left of the webinar control panel is a small tool window.

9. **(Possible step):** To collapse the control panel down to just the size of the tool window, click the collapse button.

   Click the same button to expand the control panel again.

10. During the presentation, you may be muted and unable to ask a question, or may simply wish to politely wait for the presenter's attention. To request to speak, click the raise hand button.
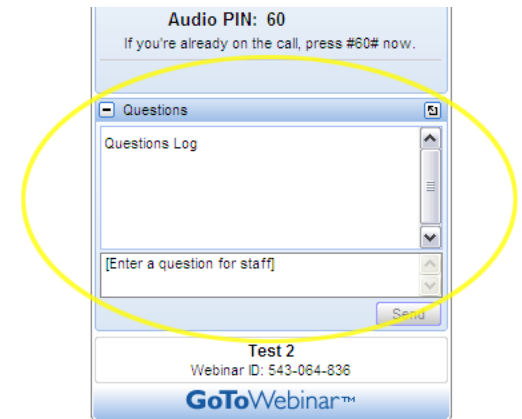
   The presenter will unmute your line and will prompt you when it's okay to talk.

11. To ask questions by typing, expand the control panel so the Questions pane is visible and enter your question in the bottom memo field and press the "Send" button.
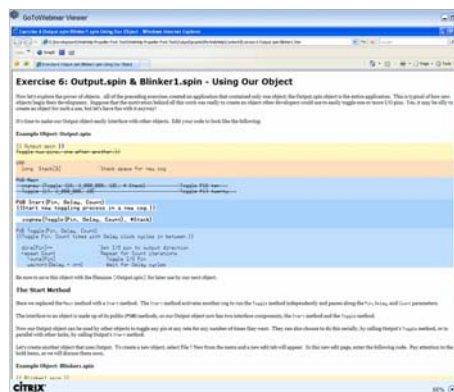
   The presenter (or other staff) may answer your question by typing a response (the question/answer will appear in the Questions Log pane) or may answer it vocally to the entire group.

   Other attendee's questions may appear answered in your Questions Log for your benefit.

12. The webinar viewer displays the presenter's screen for you to see. You may move and resize it as needed for proper viewing.

   The presenter will use this display to demonstrate Parallax software, point out important documentation, and draw critical diagrams to explain the concept.

Enjoy the webinar and don't be shy!