

How To Get The Best Out Of Webinars

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Definition

What is a webinar?

Short for Web-based seminar.

A webinar is used to conduct live meetings or presentations over the internet.

A key feature of a webinar is its interactive elements, e.g. the ability to give, receive and discuss information, in contrast to webcasts, in which data transmission is only one way.

Once you have logged in you can watch the presentation on your screen while listening to the presenter on your own phone. All telephone numbers are toll-free.

To participate in a meeting, you must have set up [Meeting Manager](#). This freeware tool provides the interactive online environment during the meeting.

Total running time of a webinar will be approximately 45 – 60 minutes. All webinars are free-of-charge.

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Setting up

Meeting Manager

To participate in fully interactive webinar, you must set up the free *Meeting Manager* Software of [WebEx](#) on your computer.

Once you schedule, start, or join a webinar for the first time, our meeting service website starts the setup process. However, to save time or just to be safe, you can set up *Meeting Manager* at any time before scheduling, starting, or joining a meeting (recommended).

! You must have administrator privileges on your computer.

You can download the *Meeting Manager* from <https://segus.webex.com>. On the left navigation bar, click

- ↳ Assistance
- ↳ Support

On the support page, scroll down to the "Downloads" sections and select your version.

System requirements

for *Meeting Manager* installation:

- Microsoft Windows ME (Millennium Edition), XP, NT, or 2000
- Intel or AMD Processor 400 MHz
- 128MB RAM (256MB recommended)
- Microsoft Internet Explorer 6 or later, Mozilla 1.6 or later, Firefox 1.x, or Netscape 7.x or later
- JavaScript and cookies enabled in the browser
- 56K or faster internet connection

UCF Compatibility

Checking your system for UCF Compatibility

To view Universal Communications Format (UCF) media files during the meeting, please check if the following components are installed on your computer:

- Flash Player, for playing a Flash movie or interactive Flash files
- Windows Media Player for playing audio or video files

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Joining a Meeting

You can join a meeting in a number of ways.

Joining a meeting from an email invitation

The simplest and quickest is by clicking the webinar URL, which we paste into the email message.

If the webinar requires registration, a Register button appears on the page. If you have not yet registered for the meeting, you must do so before you can join it. After successful registration you will receive a confirmation email message. This email contains all necessary information and you can join the meeting once it starts, e.g.:

```
Hello XX,  
  
SOFTWARE ENGINEERING invites you to attend this online meeting.  
  
Topic: Sample Meeting  
Date: Friday, March 28, 2008  
Time: 9:30 am, Europe Standard Time (GMT +01:00, Berlin )  
Meeting Number: xxx xxx xxx  
Meeting Password: xxx  
  
Please click the link below to see more information, or to join the meeting.  
  
-----  
To join the online meeting  
-----  
1. Go to https://segus.webex.com  
2. Enter your name and email address.  
3. Enter the meeting password: xxx  
4. Click "Join".  
  
-----  
To join the teleconference only  
-----  
Call-in toll-free number (US/Canada): 866-469-3239  
Call-in toll number (US/Canada): 1-650-429-3300  
Global call-in numbers:  
https://segus.webex.com/segus/globalcallin.php?serviceType=MC&ED=104687842&tollFree=1  
Toll-free dialing restrictions:  
http://www.webex.com/pdf/tollfree\_restrictions.pdf  
  
-----  
For assistance  
-----  
1. Go to https://segus.webex.com/segus/mc  
2. Click "Assistance".  
3. Click "Support".  
  
You can contact me at:  
n.kaslowski@seg.de
```

Click the link „Go to...” in your email invitation. On the [Meeting Center](#) page that appears, click “Join Now”.

Meeting Information: Sample Meeting

Status: started
Date: Friday, March 28, 2008
Starting time: 9:30 am, Europe Standard Time (GMT +01:00, Berlin)
Duration: 10 minutes
Meeting number:
Meeting password: (not available)
Teleconference: Call-in toll-free number (US/Canada): 866-469-3239
Call-in toll number (US/Canada): 1-650-429-3300
[Show all global call-in numbers](#)
[Show toll-free dialing restrictions](#)
Host:
Host's email address:

[Join Now](#) [Agenda](#) [Add to My Calendar](#) [Go Back](#)

Verify Rich Media Players

The host requires that you check your system for compatibility with the Universal Communications Format (UCF) before you join the meeting. UCF allows you to view multimedia during the meeting. To check your system now, click the following link:

Flash Player 6.0 or later [Check Now.](#)

Windows Media Player 9.0 or later [Check Now.](#)

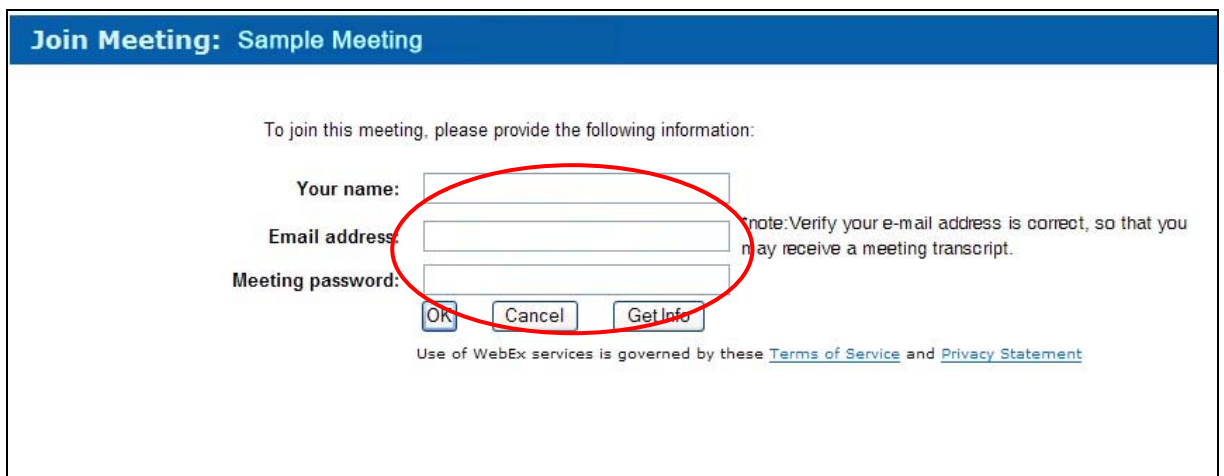
QuickTime 6.0 or later [Check Now.](#)

Joining a meeting from our Meeting Center

If you do not have an email invitation for a webinar, you can join it from our Meeting Center <https://segus.webex.com>.

Click <https://neonesoft.webex.com> for the Meeting Center of our distributor in North America.

To join a listed webinar click "Attend a Meeting" on the navigation bar and then "Browse Meetings". The Browse Meetings page appears. Locate the meeting that you want to attend. Please type your user name, email address and password in the boxes:



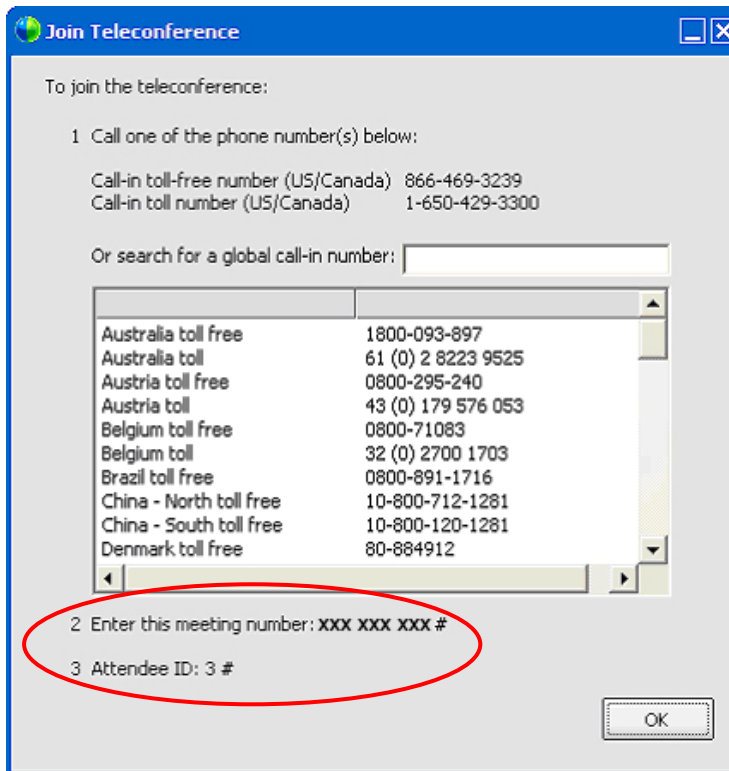
The screenshot shows a web form titled "Join Meeting: Sample Meeting". The form contains the following elements:

- A header bar with the text "Join Meeting: Sample Meeting".
- A prompt: "To join this meeting, please provide the following information:".
- Three input fields: "Your name:", "Email address:", and "Meeting password:". The "Your name:" field is circled in red.
- A note: "Note: Verify your e-mail address is correct, so that you may receive a meeting transcript." located to the right of the "Email address:" field.
- Three buttons: "OK", "Cancel", and "Get Info" located below the input fields.
- A footer note: "Use of WebEx services is governed by these [Terms of Service](#) and [Privacy Statement](#)".

If the meeting requires registration, a Register button appears on the page.

Teleconference

To provide audio during a meeting, you can use integrated call-in teleconference. You can join that teleconference by calling a phone number. The number to call automatically appears in a message box when a participant joins a webinar.



Join Teleconference

To join the teleconference:

- 1 Call one of the phone number(s) below:
Call-in toll-free number (US/Canada) 866-469-3239
Call-in toll number (US/Canada) 1-650-429-3300

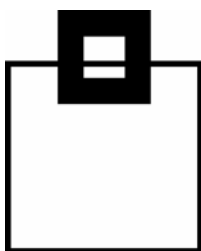
Or search for a global call-in number:

Australia toll free	1800-093-897
Australia toll	61 (0) 2 8223 9525
Austria toll free	0800-295-240
Austria toll	43 (0) 179 576 053
Belgium toll free	0800-71083
Belgium toll	32 (0) 2700 1703
Brazil toll free	0800-891-1716
China - North toll free	10-800-712-1281
China - South toll free	10-800-120-1281
Denmark toll free	80-884912

- 2 Enter this meeting number: **XXX XXX XXX #**
- 3 Attendee ID: 3 #

OK

All call-in numbers are toll-free. Select your region and enter the meeting number and attendee ID and confirm with "#".



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