

WEBINAR LOGIN INSTRUCTIONS

THERE ARE 2 STEPS TO JOINING A WEBINAR:

1. To *see* the Webinar login on your desk top or laptop computer a couple of minutes before the Webinar is scheduled to start. Go to www.anywhereconference.com on the Internet. You will see the screen shown below.

Type the information you were provided for the:

- (1) Web Login
- (2) Participant PIN Code

Then:

- (3) Type your first and last name in the third box.
- (4) Click Go.

2. To *hear* the Webinar, use your land line telephone or cell phone and call the number provided. You will use the same Participant PIN Code as you used to login on the Internet.

A Webinar is in “real time,” meaning you are seeing materials and hearing your Moderator over the telephone at the same time they are being presented. You can also talk to your Moderator.

The screenshot shows a Windows Internet Explorer browser window displaying the Anywhere Conferencing website. The address bar shows the URL <https://www.anywhereconference.com/>. The page content includes the Arkadin logo (GLOBAL CONFERRING) and a login form with the following fields and options:

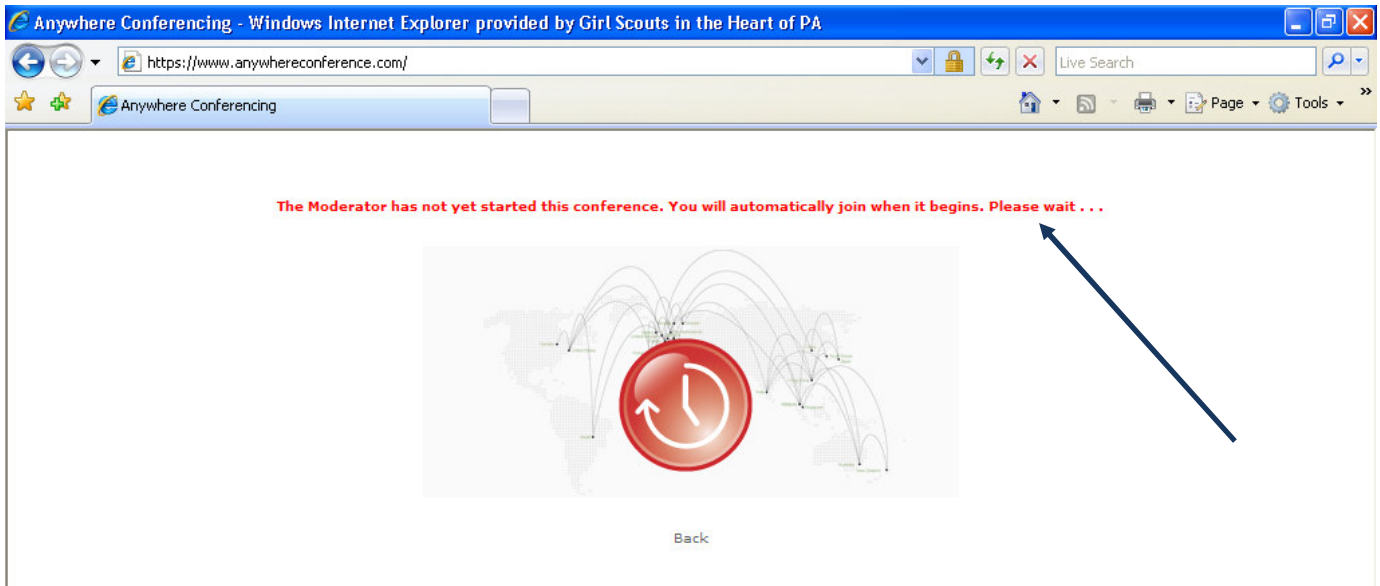
- Web Login (input field)
- PIN Code (input field)
- Name (input field)
- Remember me on this computer
- Manage My Account
- Go (button)

Red callout boxes with numbers 1 through 4 are placed around the form to indicate the login steps:

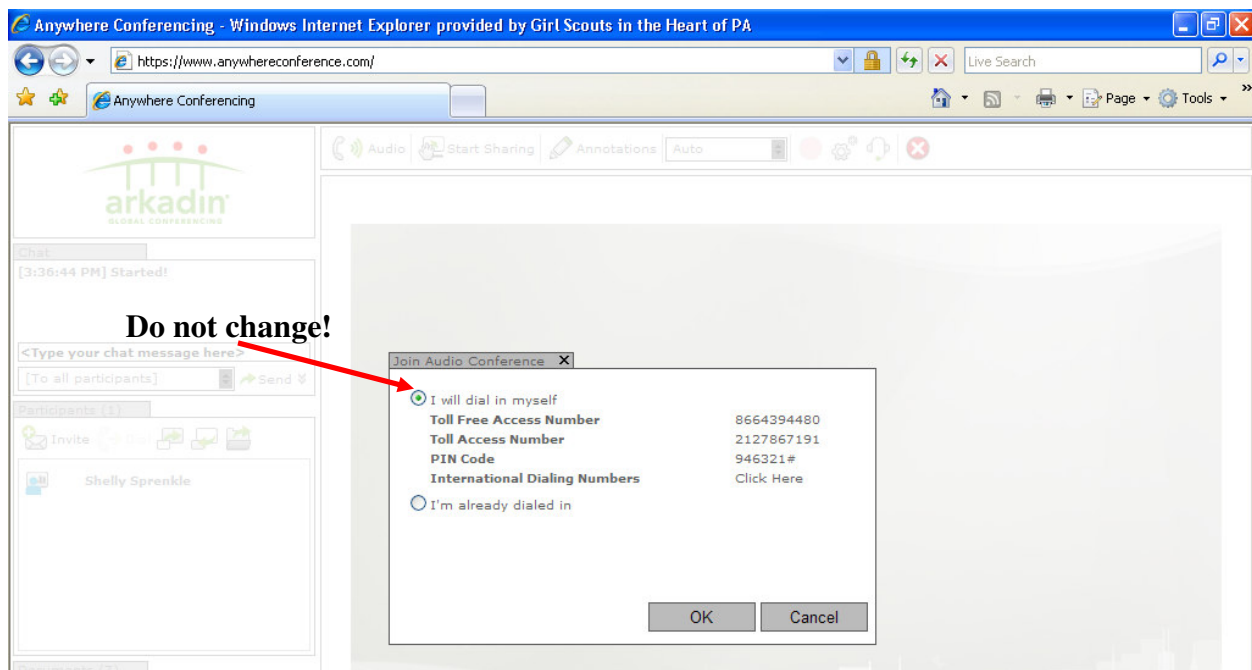
- Box 1 points to the Web Login field.
- Box 2 points to the PIN Code field.
- Box 3 points to the Name field.
- Box 4 points to the Go button.

Below the login form, there is a copyright notice: Copyright ©2006 Arkadin. Further down, there is a language selection section: Choose your preferred language with the flags below: followed by a row of various national flags. At the bottom, there is a promotional message: NEW ADD-ON AVAILABLE AS OF 03-27-2010! To share your applications and desktop, click here to install the new REQUIRED Add-on.

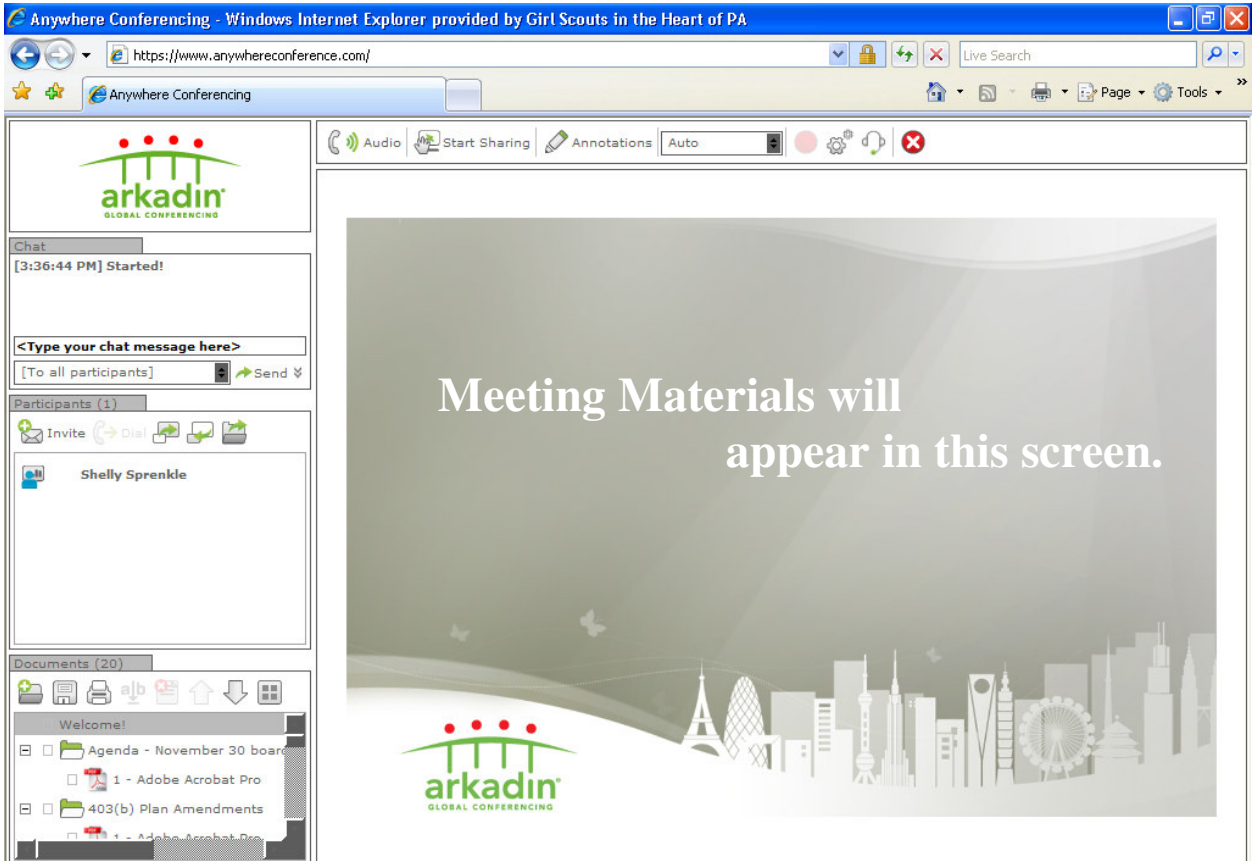
3. If you have arrived “early,” you will see the screen shown below. Please wait and you will automatically join the session when it begins.




4. When you see the screen below, click OK to accept the default “I will dial in myself.”



5. The Webinar presentation screen is shown below. You will see meeting materials in the portion on the right which are shared by the Moderator. Your name will appear in the Participants section the same as you typed it to enter the Webinar site. Please do not click on any other buttons; they are for the Moderator who is controlling the presentation.



6. When the meeting is over, click the  to exit (see below).

6. Click OK to leave the Webinar.

