Webex Events - Info for Participants

Joining The Webinar from a Computer

1. **Using a webinar link:** Open the link to the Webex Events meeting – the link for Tuesday Tips each week will be posted on [http://www.montana.edu/estateplanning/tuesdaytips/webinarschedule.html](http://www.montana.edu/estateplanning/tuesdaytips/webinarschedule.html).

2. You will be taken to a screen that looks like this. You will be asked to provide your name and email. This will allow the host to see a list of participants and identify who is asking questions. **Your email address will not be visible to other participants. The password will already be filled in for you – do not change anything in the Event Password box.**
3. The next steps will differ depending on which internet browser you are using (Firefox, Microsoft Edge, or Google Chrome). Go to step 3a if you are using Firefox or Edge, and go to step 3b if you are using Chrome.

3a. If you are using Firefox or Microsoft Edge for your internet browser, click the “Join by browser” link shown at the bottom of the screen. You will be taken directly to the webinar, and see a screen that looks similar to the one below. To submit questions during the webinar, you will need to turn on chat, which can be done by clicking on this speech bubble at the bottom of the screen. Be sure to join the event by 11 am – there will be instructions playing on the screen to help you test your sound and video.
3b. If you are using Google Chrome for your internet browser, click the blue “Join Now” button at the bottom of the screen. You will be taken to a screen that looks similar to the one below.

From here, the easiest way to join the webinar is by clicking the “Run a temporary application link” at the very bottom of the screen (you may need to scroll down to see it).

See more steps on the following page
After clicking on the link that says “Run a temporary application,” the application will begin downloading to your computer. You will see a box appear in the bottom left corner of your screen, similar to what is shown below:

Click anywhere within this box on the bottom left of your computer screen. This will automatically open up a screen that looks similar to the one below.

From here, click on the green “Join Event” button. This will take you to the webinar. Be sure to join the event by 11 am – there will be instructions playing on the screen to help you test your sound and video.