

How to Book & Run a dRofus Webinar

BOOKING

1. Click on the link to the Webinar you wish to book. This Webex screen will come up:

2. Register your details by clicking 'Register'.
3. Complete the form below and click 'Submit'.
4. Your registration is done and you will receive a confirmation email.



Registration Confirmed

Thank you for registering.

You are now registered for the event: **General Overview**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 11:30 am Sydney Time on September 20, 2017.
Please join the event on time.

Done

5. Note that in your email, you will receive an ICS calendar event. Double click on it to add the Webinar to your calendar.

PARTICIPATING

1. Make sure you establish yourself with 5 minutes to spare before the event starts. This is to allow you to get the Webex running in good time.

Remarks:

If you have never joined a WebEx session before, please prepare your web browser prior to the session by following the instructions below.

In order to participate in a WebEx session, you need to install a WebEx extension.

- The WebEx extension can be installed any time before the meeting starts. Once you download it for a specific browser, it will not need to be downloaded again for future sessions as long as you are using the same computer and browser. We recommend you install it at your earliest convenience.
- To install Webex extension in Chrome, please visit:
<https://help.webex.com/docs/DOC-8177>
- To install Webex extension in Mozilla Firefox, please visit:
<https://help.webex.com/docs/DOC-21057>
- If you do not have the "administrative rights" to install software, you can use a Temporary File solution [TFS]; that option will be displayed 15 minutes before the meeting starts. You will need to use this option each time you join a session.

To join a WebEx session using an iPad or an iPhone, download the free WebEx app from the Apple Store. You can join a WebEx session using Android devices by downloading the free Android app from the Google Store.

2. After installing the Webex extension/app, go to the confirmation email or your calendar invitation and click on the meeting.
3. Join the webinar by filling in your details and follow the prompts to establish audio. Please mute yourself when not speaking to minimize background noise.
4. Then, enjoy the Webinar!