



## Exposing the True Costs of War and Militarism Since 1985

### **ANYMEETING Participant Quick Reference Guide**

- If possible use a wired internet connection. Using a wireless connection may cause problems with the visual and audio portions of the webinar.
- Close any unused programs while attending the webinar.
- Headsets (headphones w/mic) work better than microphones. If you must use a microphone, try to separate the microphone from the speaker as much as possible to avoid echoing.
- Getting the most from audio: Use the call in phone number, it works better than using your computer speakers along with the url sent in the confirmation email used to view the screen

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Conference Call Number

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Access Code

- Only one person will be able to speak @ a time, unless otherwise noted by the presenter
- If using external speakers, reduce the volume
- Avoid using the webcam feature, it slows down the transmission speed for all
- Click the [anymeeting troubleshooter](#) if you experience problems accessing the webinar or having issues with your microphone connection
- If you still experience problems, contact the national office, 314-725-6005 or open a trouble ticket @ [Anymeeting](#)

[Suggested System Requirements](#)

[What is the confirmation email telling me?](#)

[You've Joined the Webinar, Now What?](#)

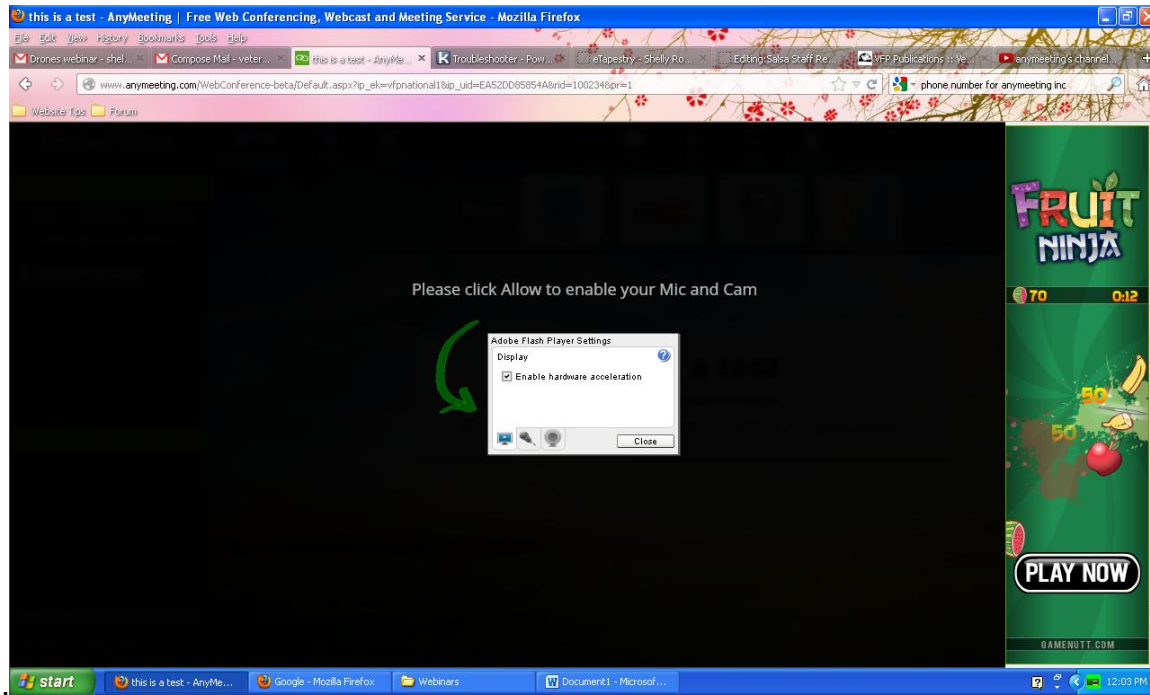
[What to expect while attending the webinar](#)

## What is the Confirmation Email Telling Me?

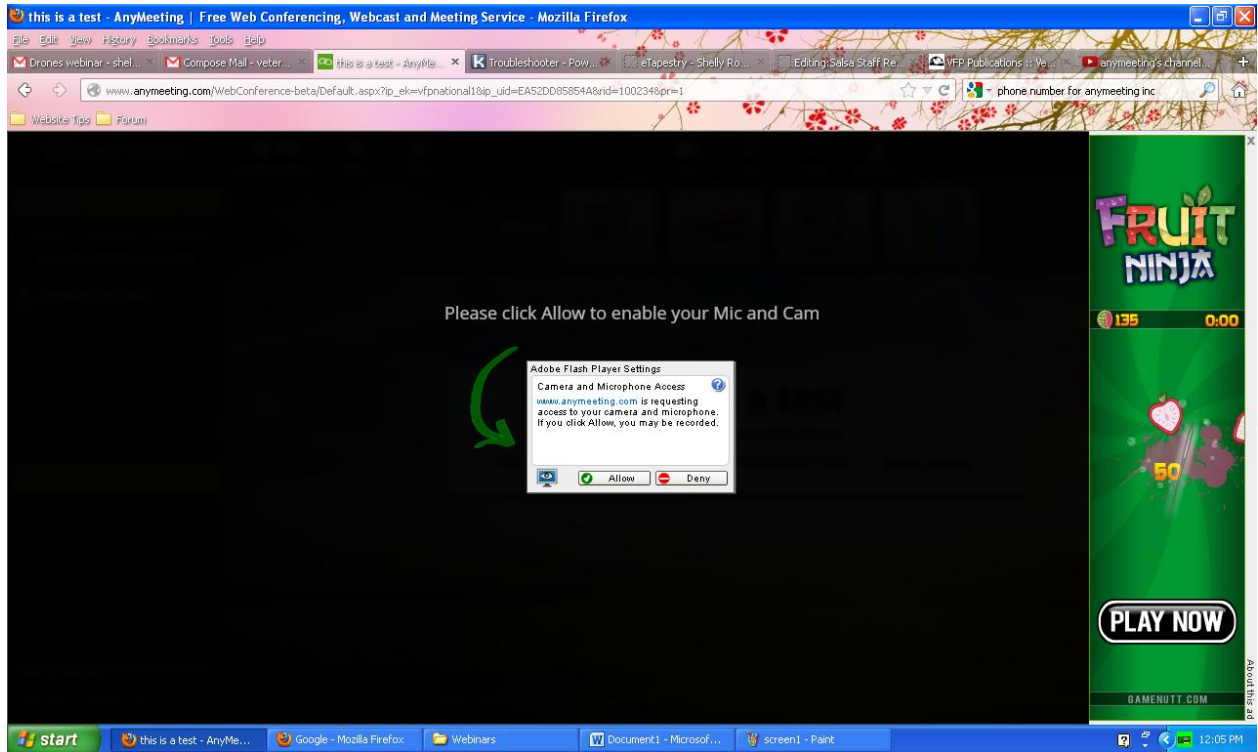
- The Name of the Webinar
- The Date and Time of the webinar
- The conference call number, access code for the webinar and the code to enable audio.
- The url for viewing the webinar, If you receive this message, “**We're sorry, this meeting is not currently active.**” This just means that the meeting hasn't started
- A link to test your connection prior to the webinar; the system test will also be performed when you join the webinar

# You've Joined the Webinar, Now What!

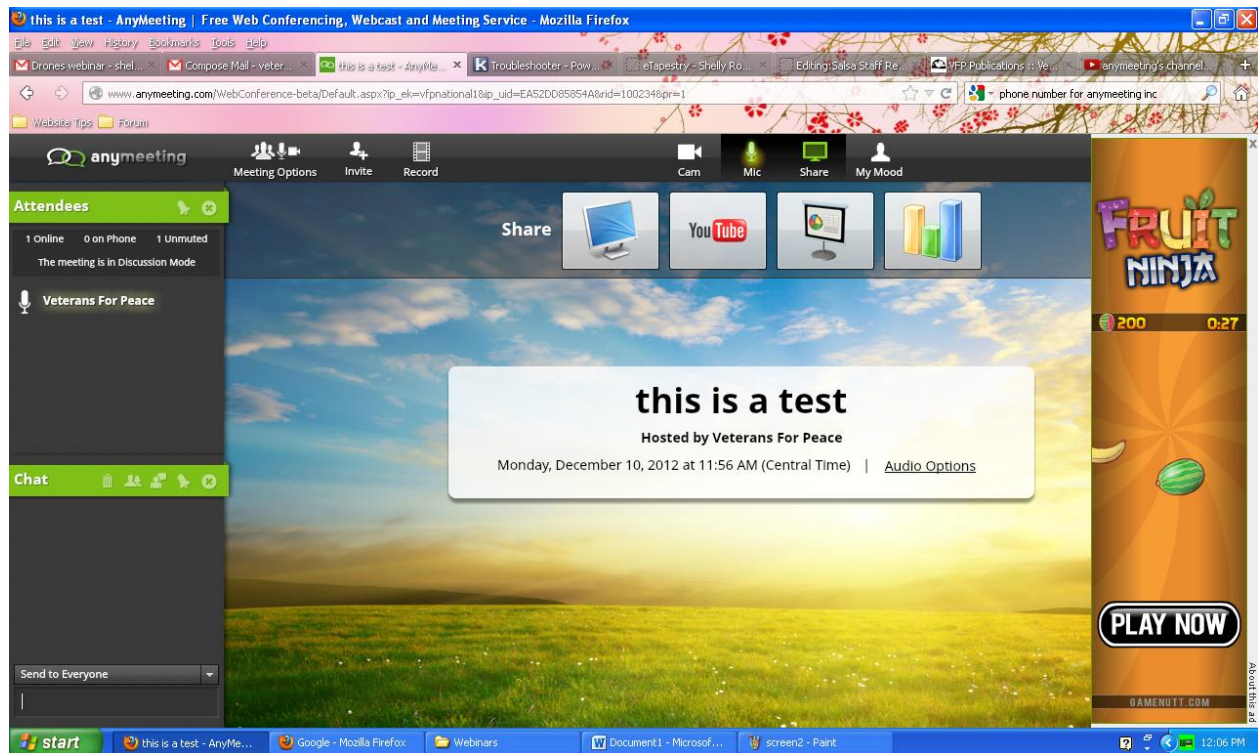
The box "enable hardware acceleration" should be checked. Unfortunately, the mic and webcam are both included in this option. **You need to check this box.**



Click **allow** on this screen:



## Screen displayed in the webinar



## My Mood

- Allow users to raise hand for questions
- Vote Yes
- Vote No

## Mic

Allow users to change audio options from microphone to telephone or telephone to microphone

## Cam

You can turn your webcam off on this screen

## **What to expect while in the Webinar**

- During the webinar, all attendees will be muted. Once called upon by the presenter, you will be unmuted and called upon to speak. All attendees will hear you speak.
- You can send a chat message to the presenter or to everyone attending the webinar

Enjoy your webinar!