



ATTENDING WEBINARS IS EASY AND FUN

Every webinar software works in different ways. The following information will guide you through the overall steps that you need to go through when you attend one of our webinars.

How does it work?

REGISTERING FOR A WEBINAR

Please register **48 hours** before the start of the webinar. When you register for a webinar you will be asked to provide some information with your contact details. Following the registration you will receive a confirmation email and later on logon details for the webinar.

JOINING A WEBINAR

When you receive the email with the logon details, please follow the instructions carefully. It is recommended to log in to the meeting 5-10 minutes before the meeting starts. Please note that the time of the webinar is held at a certain time in a specific time zone. The time and time zone is specified along with the information on the specific webinar. You can always look the local time here:

<http://www.timeanddate.com/worldclock/>

During the presentation you can adjust the volume on your computer speakers to ensure you can hear well. If you plan to attend the webinar by phone you will not be able to see the screen - you will only be able to listen to the presentation.

Your firewall may pose some restrictions, so please check with your IT department before joining the webinar if possible.

If you encounter problems or have questions, please feel free to contact mike@dhigroup.com