

Steps to join Guiding Webinars for computers and laptops

Step 1. Shortly before the day and time of the webinar, visit the Web Conferencing web address www.redbackconferencing.com.au

Please follow the prompts at the appropriate point to Test Your System. This will minimise technological difficulties. If after following these instructions you still experience any technical issues please contact Redback Conferencing helpline on **(02) 9037 0330** or **1800 733 416**

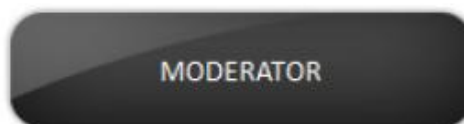
Step 2. Select the “Join a Web Conference” Button (Find this Button at the top of the page.)



Step 3. Participants choose the meeting role “I am a Participant”

Select Your Role

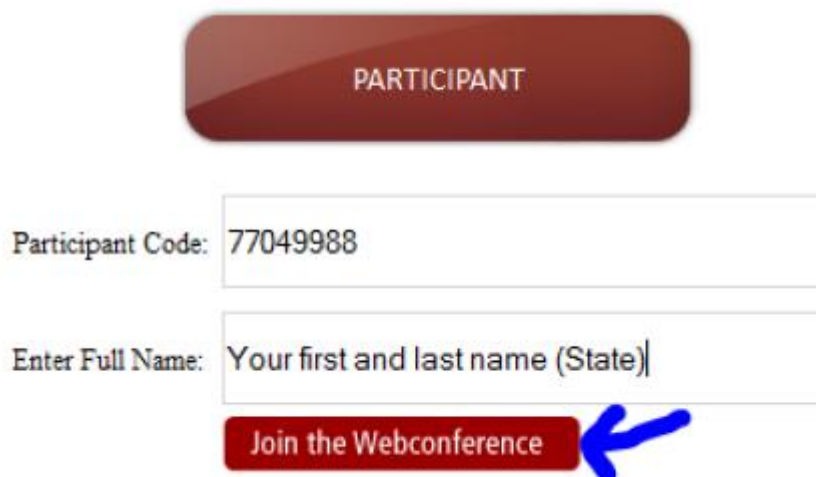
I am the moderator



I am a participant



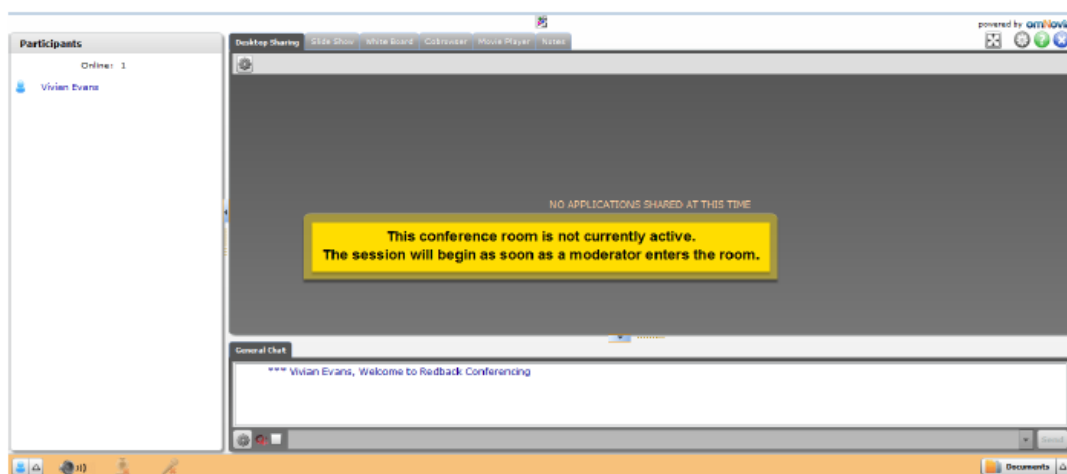
Step 4. Enter the Participant Pass code **77049988** and your First Name, Last Name and State. E.g. Vivian Evans (NSW). Then select “Join the Web Conference.”



A screenshot of a web conference registration form. At the top is a dark red button labeled "PARTICIPANT". Below it are two input fields: "Participant Code:" with the value "77049988" and "Enter Full Name:" with the placeholder text "Your first and last name (State)". Below the name field is a red button labeled "Join the Webconference" with a blue arrow pointing to it from the right.

If you enter again at a later date from the same computer, the website software will remember your name.

If you arrive early you will this message on the screen.



When the conference moderator joins into the classroom you should start to see some action. Until then you are unable to type in the text chat or hear anything.

Short Video Demonstration

You may choose to watch this 5 minute video demonstration that shows the steps above and gives you tips on how to manipulate the screen once you are in the room. Please follow this link

<http://www.screenr.com/Fin7>