

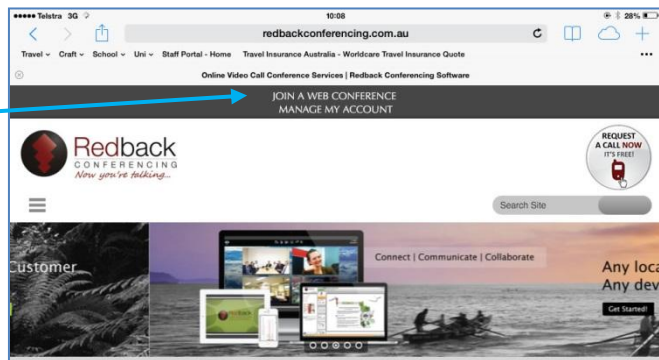
# Steps to join Guiding Webinars using a Smart Phone or Tablet

**Step 1.** Well before the time of the webinar download the free **omNovia** app from your app store. This is a web conferencing tool.

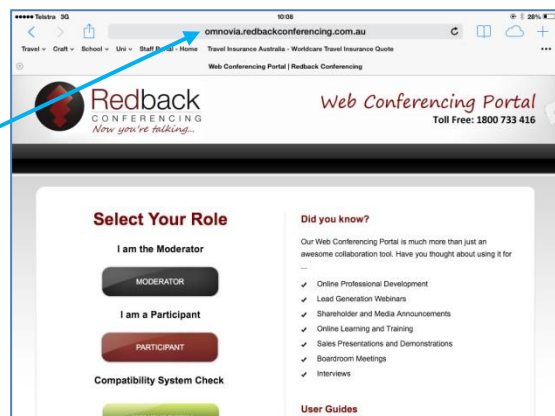
Turn off your device then power back up. This will link **omNovia** to your web browser.

Open your normal web browser - *Safari, Google Chrome, Firefox* etc. Go to [www.redbackconferencing.com.au](http://www.redbackconferencing.com.au)

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

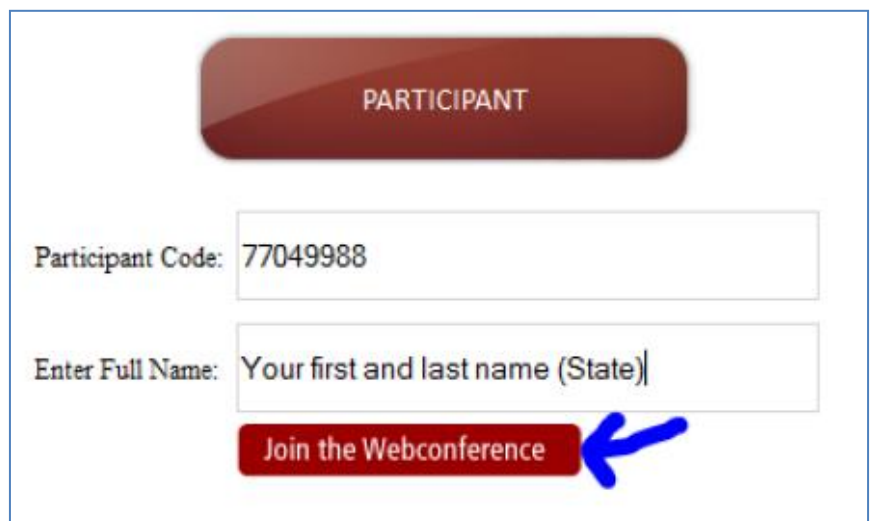


**Step 3.** This page will open. You will notice the address has changed to [omnovia.redbackconferencing.com.au](http://omnovia.redbackconferencing.com.au)



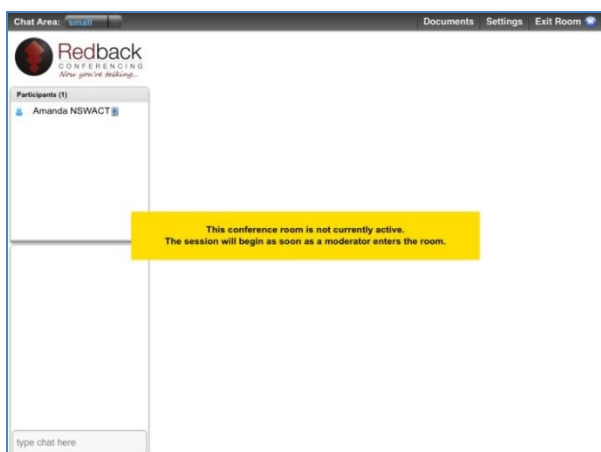
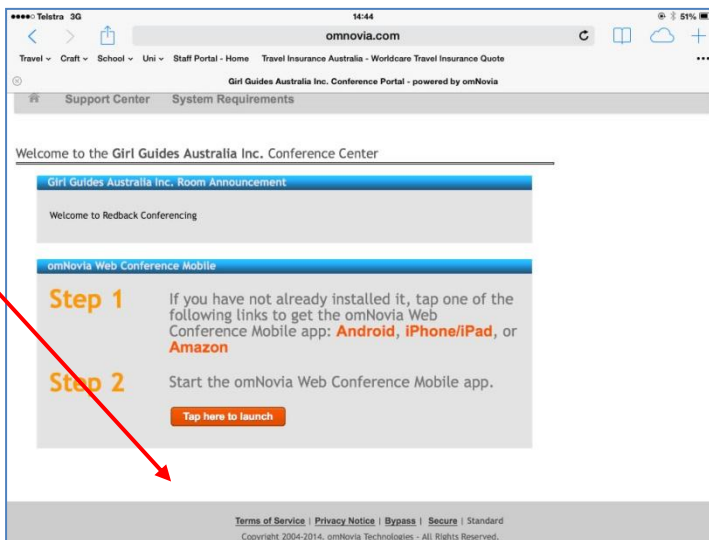
Click on **I am a Participant.**

**Step 4.** Enter the Participant code and your name.  
Your surname is your State, eg  
**Amanda NSW/ACT**



Step 5. You will go to the following screen. (On some devices this only appears the first time you use **omNovia**.)

Tap to launch **omNovia**.



**Note: Your microphone and webcam will not work but your speakers will.**

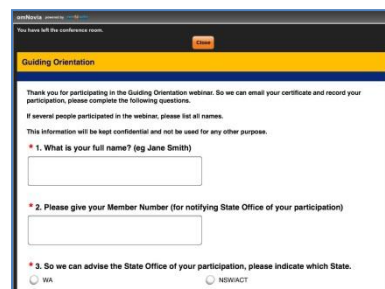
This is because Java<sup>®</sup> and Flash player<sup>®</sup> do not work on many Smart phones and Tablets.

You can use the Chat Area to ask questions. Use this button to enlarge the Chat Area. *Large* is a good option as it stretches the Chat Area under the presentation and doesn't make the presentation area smaller.



You will be able to participate in the surveys and hear and see any music or video clips.

You will be able to complete in the Survey monkey at the end. This is very important as your certificate for attending the webinar is generated by your participation in this survey.



If you experience any technical issues please contact Redback Conferencing helpline on **(02) 9037 0330** or **1800 733 416**