

EVI Lunch and Learn Webinar Tip Sheet

Register for a webinar

1. Click the registration link or button provided on the invitation email.
2. Complete the registration form
3. You will receive an email confirming your registration for the webinar, along with the option to add the webinar information to your Outlook calendar.
4. If you wish to have additional staff view the webinar, forward the original invitation email to them and have them register prior to the session.
5. Two or more staff cannot use the same audio code so it does require each participant register under their own name.

Join a webinar

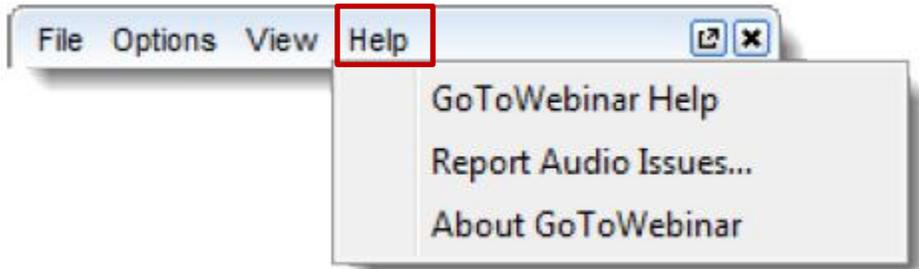
1. At the time of the webinar, open the webinar confirmation email or Outlook calendar appointment.
2. Click the **Join Webinar** link provided in the confirmation email or Outlook calendar appointment
3. If prompted, click **Yes, Grant** or **Trust** to accept the download
4. Join the audio portion of the webinar by dialing into the number provided on the **Audio** pane of your **Control Panel**.

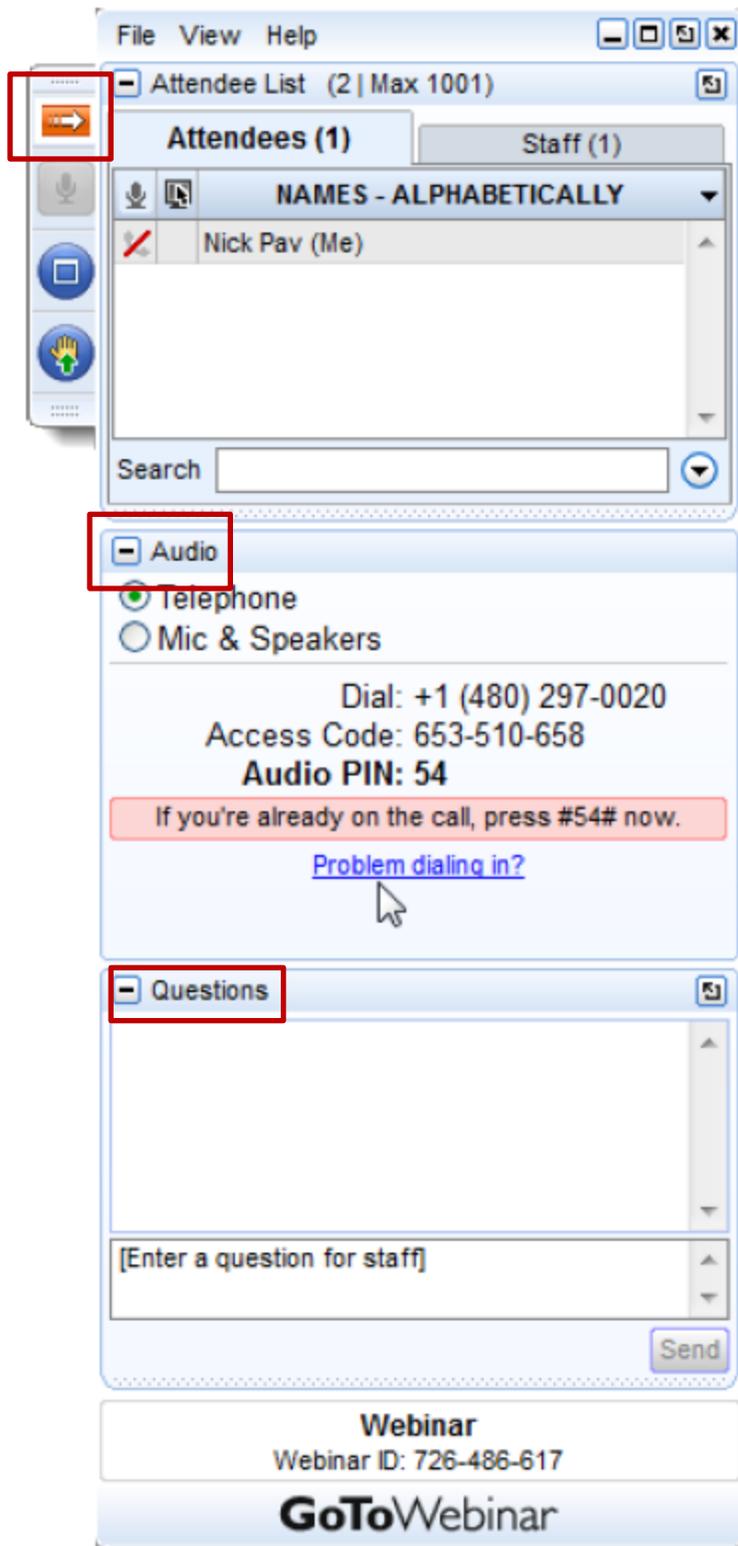
Audio options

Due to the number of participants, there will not be an option for two-way communication between the presenter/speaker and participants. Also you **must** dial into the phone number and input the **Access Code** and **Audio PIN** when prompted.

Access Webinar Help

Click **Help** at the top of the **Control Panel** to access online help.





Use of the Control Panel

Once you have joined the webinar, you will see the **Attendee Control Panel** and **Grab** tab.

The red tabbed **Grab** tab allows you to collapse the **Control Panel**.

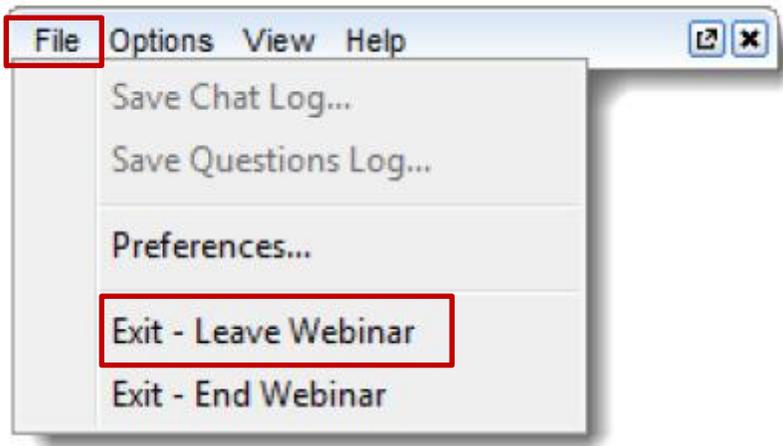
The **Control Panel** contains panes that can be expanded or collapsed by clicking the **Plus (+)** icon or the **Minus (-)** icon on the left side of each pane.

Audio Panel – displays the audio format. It will be set to **Telephone** and you must call the number listed and enter the **Access Code** and **Audio PIN** followed by the # key to hear the presentation.

Questions pane – because of the number of participants, you can submit any questions that will be answered in a frequently asked question (FAQ) document and sent out to all providers via email.

Leave a webinar

Click **File** and select **Exit – Leave Webinar** to exit a session.



To view a recorded webinar

At the conclusion of each webinar, the presentation is posted onto the Texas Vaccines for Children website under the headings: **Electronic Vaccine inventory System – Training and Education** and will note the session and date. The hyperlinks to the webinar and the latest **Frequently Asked Question** document are sent to each EVI user via email.

In order to view a recorded webinar, you can use **Windows Media Player** but you must have **GoToMeeting Codec** installed on your computer. Please contact your IT staff to assist with the installation before attempting to view.

Recorded Webinar

To watch the recorded webinar, please click [View Recorded Webinar now](#).

[View Recorded Webinar](#)

PC Users: You may first need to install the [GoToMeeting codec](#).

