

# WEBINAR GUIDELINES

## Webinar URL

<https://stateofarizona.centurylinkccc.com/CenturylinkWeb/WRWebinar>

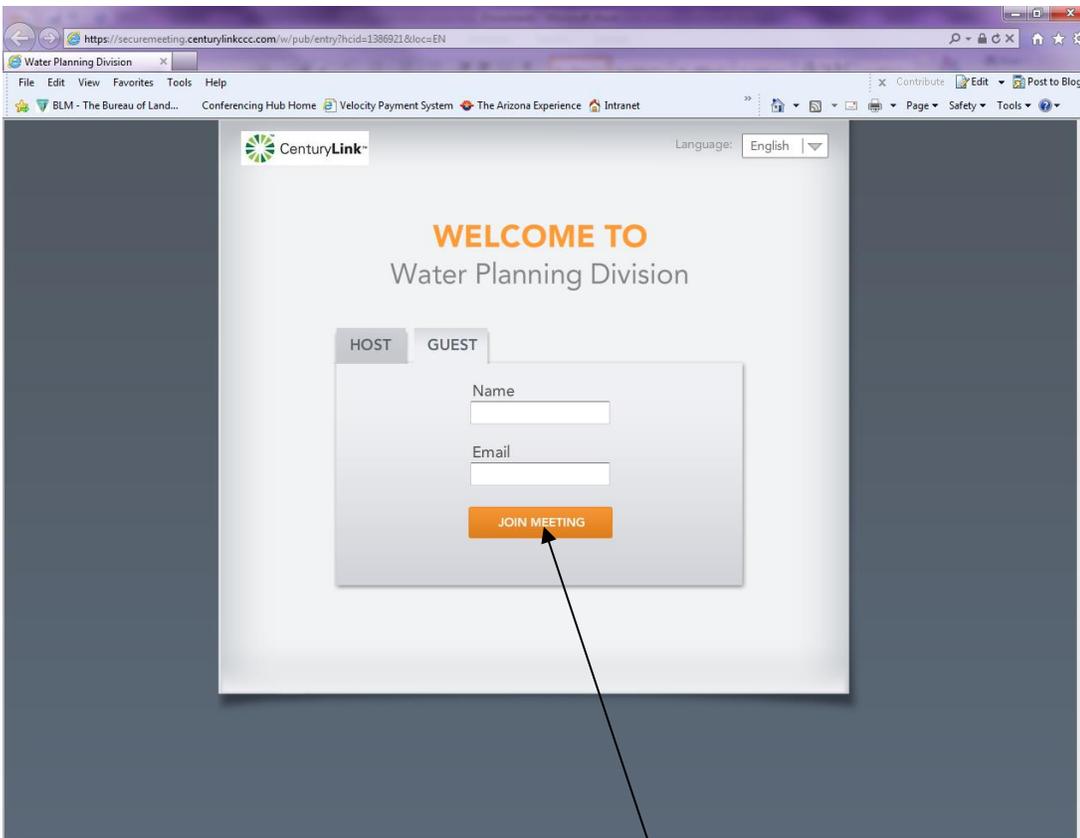
Please use the above link to log into the webinar using Internet Explorer.

Please remember to MUTE yourself.

## System Requirements

1. Adobe Flash
2. Enable Pop up blocker
3. This webinar functions best in Internet Explorer

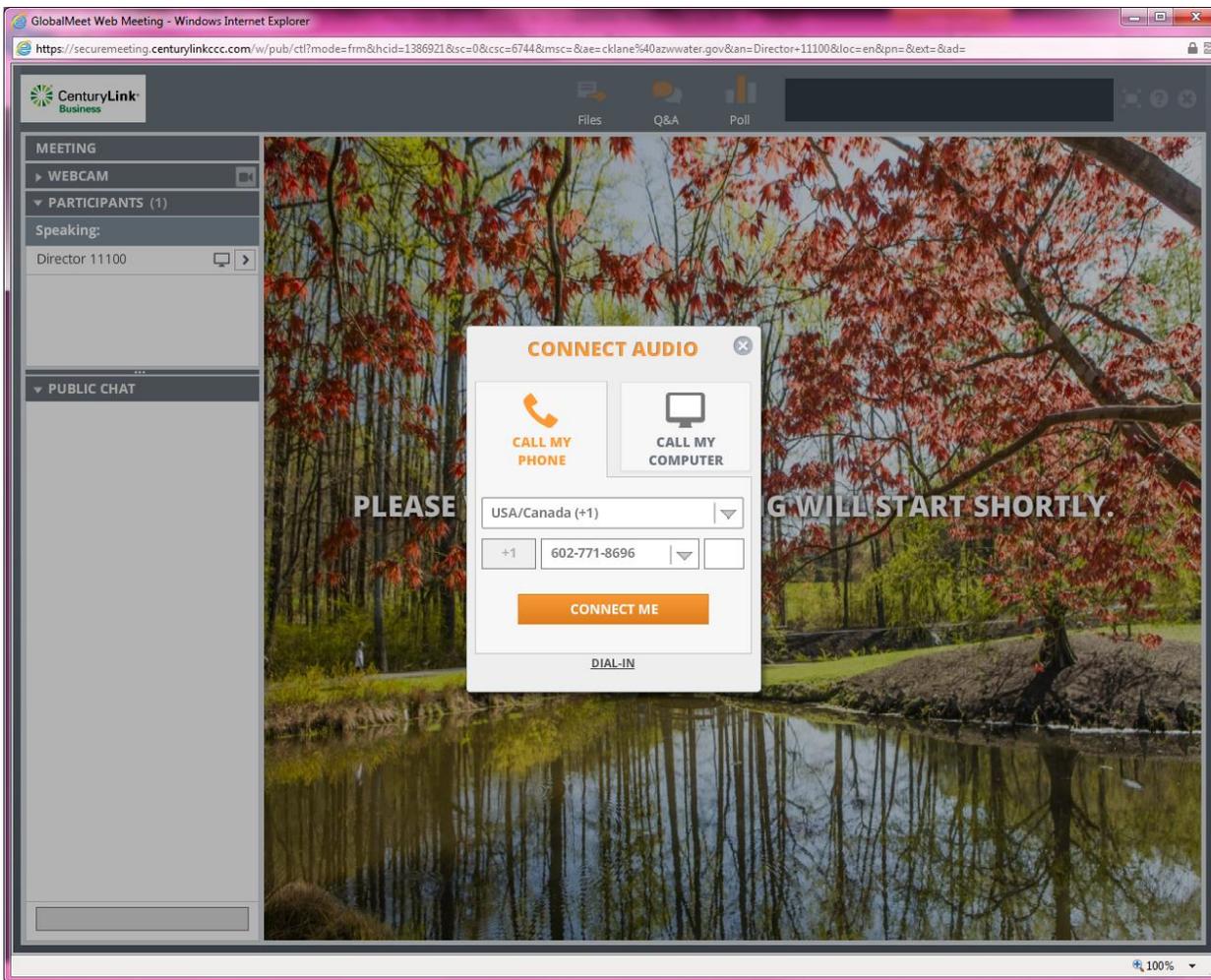
## LOGIN SCREEN



Click on the "GUEST" tab, enter your name in the "Name" field and enter your email address in the "Email" field, then click on the "JOIN MEETING" button.

Then it will bring up another window so you can enable the audio features.

## AUDIO FEATURES



Click “CALL MY PHONE” tab and enter your telephone number you may use a direct line (if you have an extension make sure you enter it in the next box) or cell phone and then click on the “CONNECT ME” button. The system will call you from a (404) area code, answer your telephone and you will be connected to the webinar.

Click “CALL MY COMPUTER” tab only if you have a microphone on your PC and then click on the “CONNECT ME” button. (If your PC does not have any audio preferences then use the “CALL MY PHONE” option.)

**NOTE:** If you do not enter a telephone number you can still see the PowerPoint presentation that will be reviewed however you will not be able to participate via phone you will need to enter all questions in the “PUBLIC CHAT” area OR “QUESTIONS & ANSWERS” area.

If you solely attending via teleconference - please use the following info for your listening pleasure.

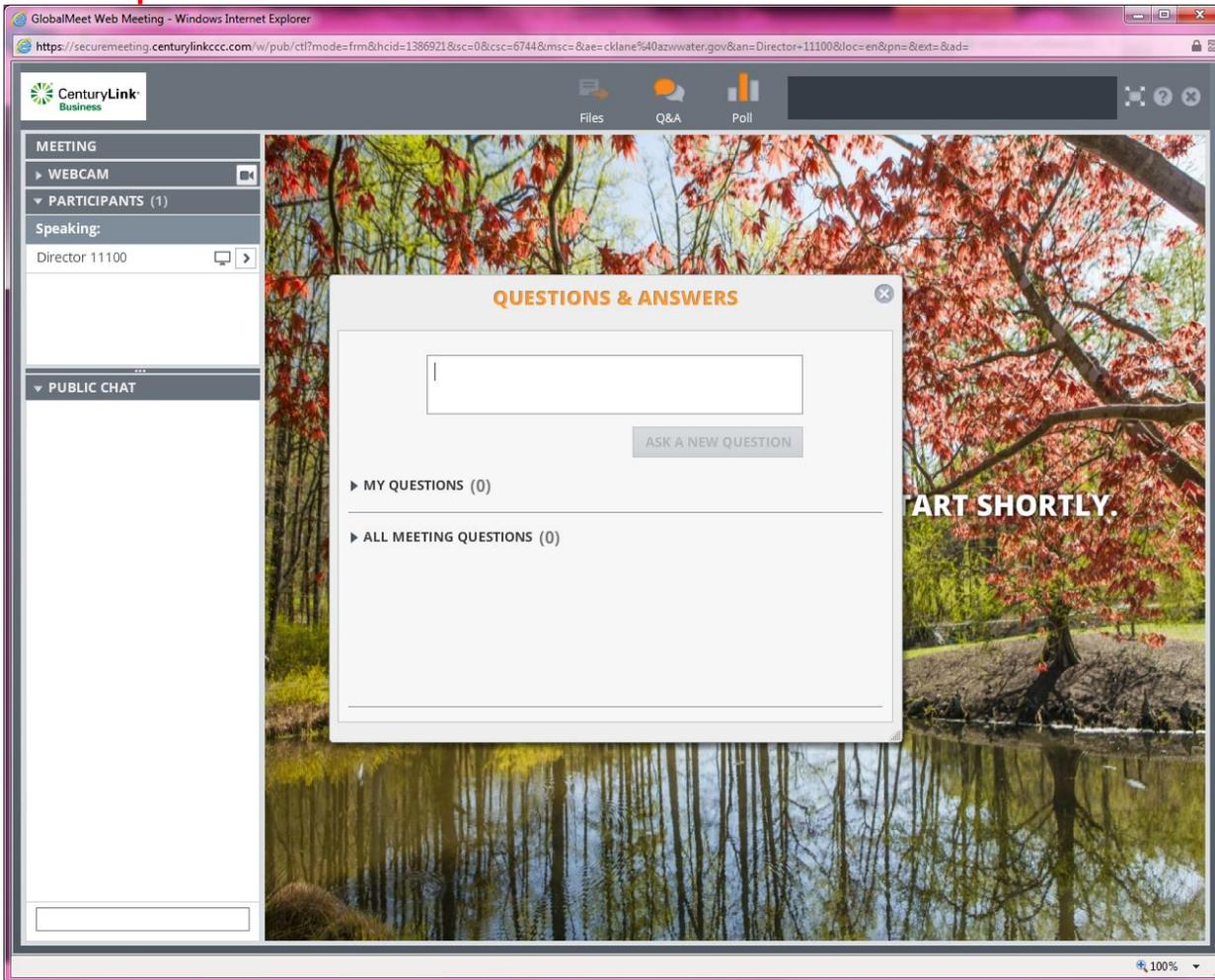
### Conference Call Instructions

Telephone Number: 1-720-279-0026 or 1-877-820-7831  
Participant Code: 208754#

**NOTE:** if it asks for a client ID or matter number just ignore and continue to stay on the line and you will be connected shortly....

## HOW TO ASK QUESTIONS DURING WEBINAR

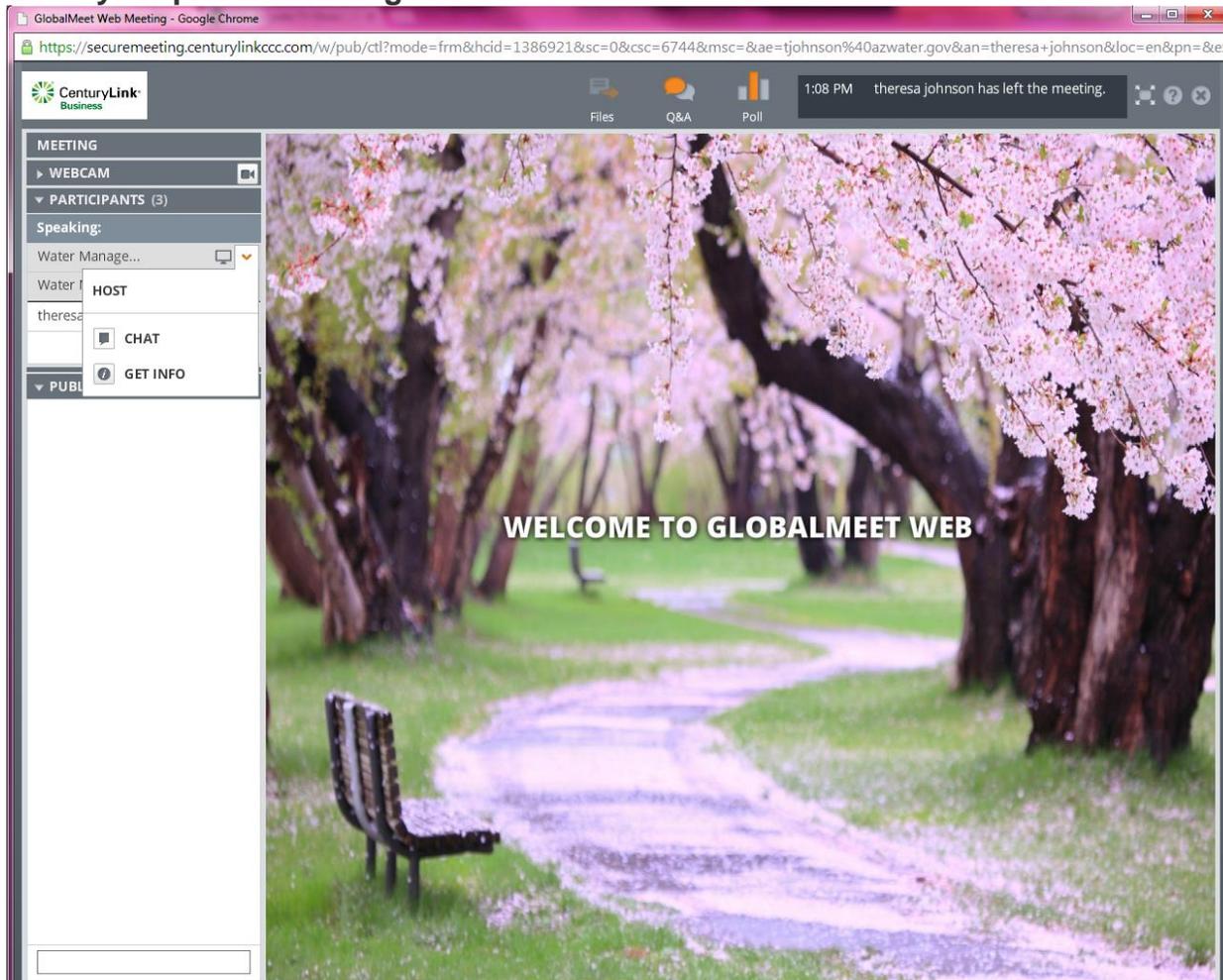
If you have a question regarding the topics being discussed, please click on the Q & A button on the top. The screen will look like this....



Here you will enter your question in the white box and click on “ASK A NEW QUESTION” button.

## CHAT FEATURES

**NOTE:** If you have any system problems, please use the CHAT area on the left side of your screen and click on arrow button next to the name “Water Management” and click “CHAT”. Enter your private message here.



The screenshot displays a web browser window titled "GlobalMeet Web Meeting - Google Chrome". The address bar shows a URL from CenturyLink Business. The interface includes a top navigation bar with "Files", "Q&A", and "Poll" options, and a status bar indicating "1:08 PM" and "theresa johnson has left the meeting". On the left, a "MEETING" sidebar contains a "PARTICIPANTS (3)" list with "Water Manage..." as the "Speaking" participant. Below this, a "HOST" section offers "CHAT" and "GET INFO" options. The main content area features a scenic image of a path lined with pink cherry blossom trees and a bench, with the text "WELCOME TO GLOBALMEET WEB" overlaid in the center.

If you use the “PUBLIC CHAT” area please be aware that all webinar participants will see your chat.