

WEBINAR GUIDELINES

Webinar URL

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

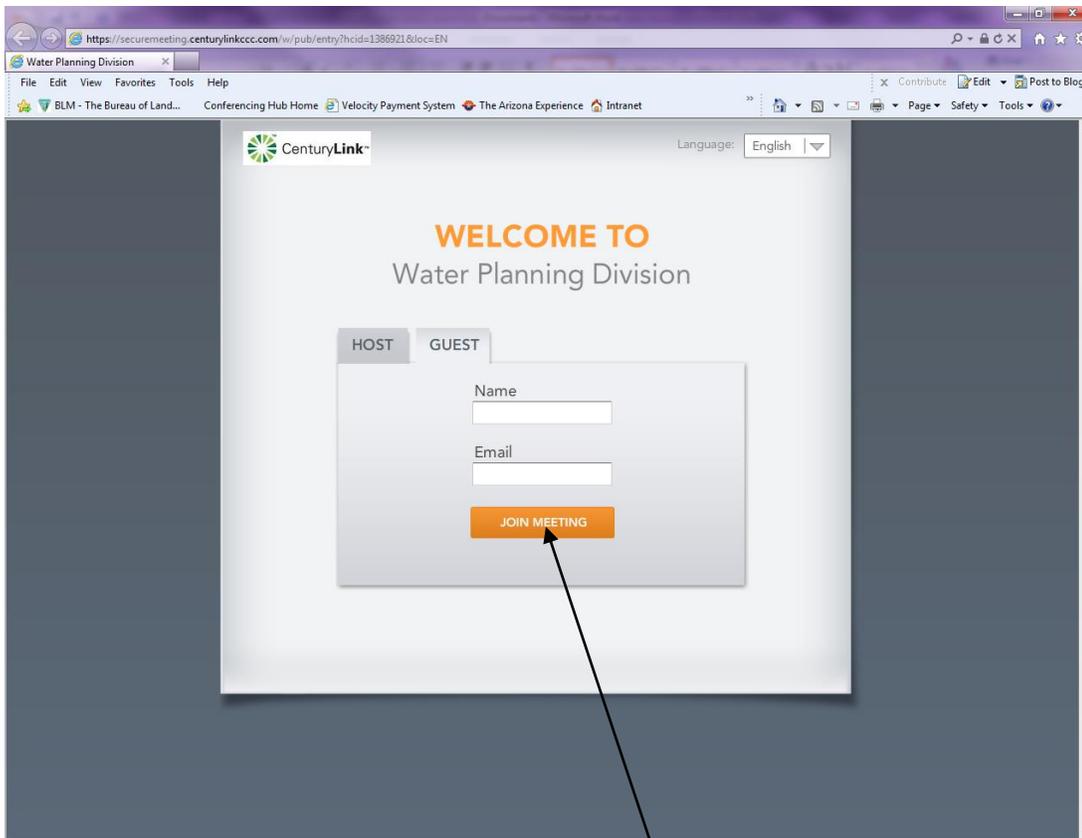
Please use the above link to log into the webinar using Internet Explorer.

Please remember to MUTE yourself.

System Requirements

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

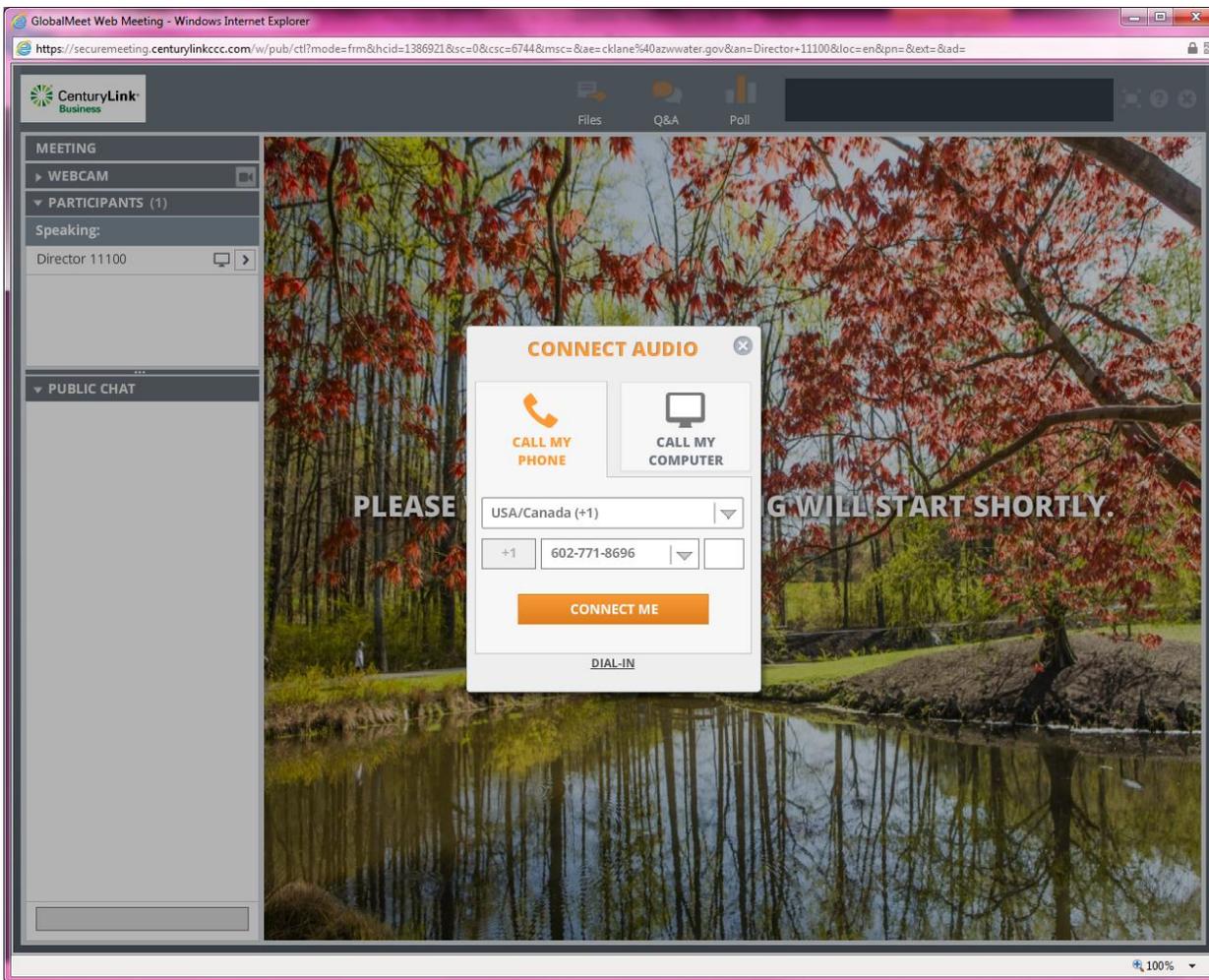
LOGIN SCREEN



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

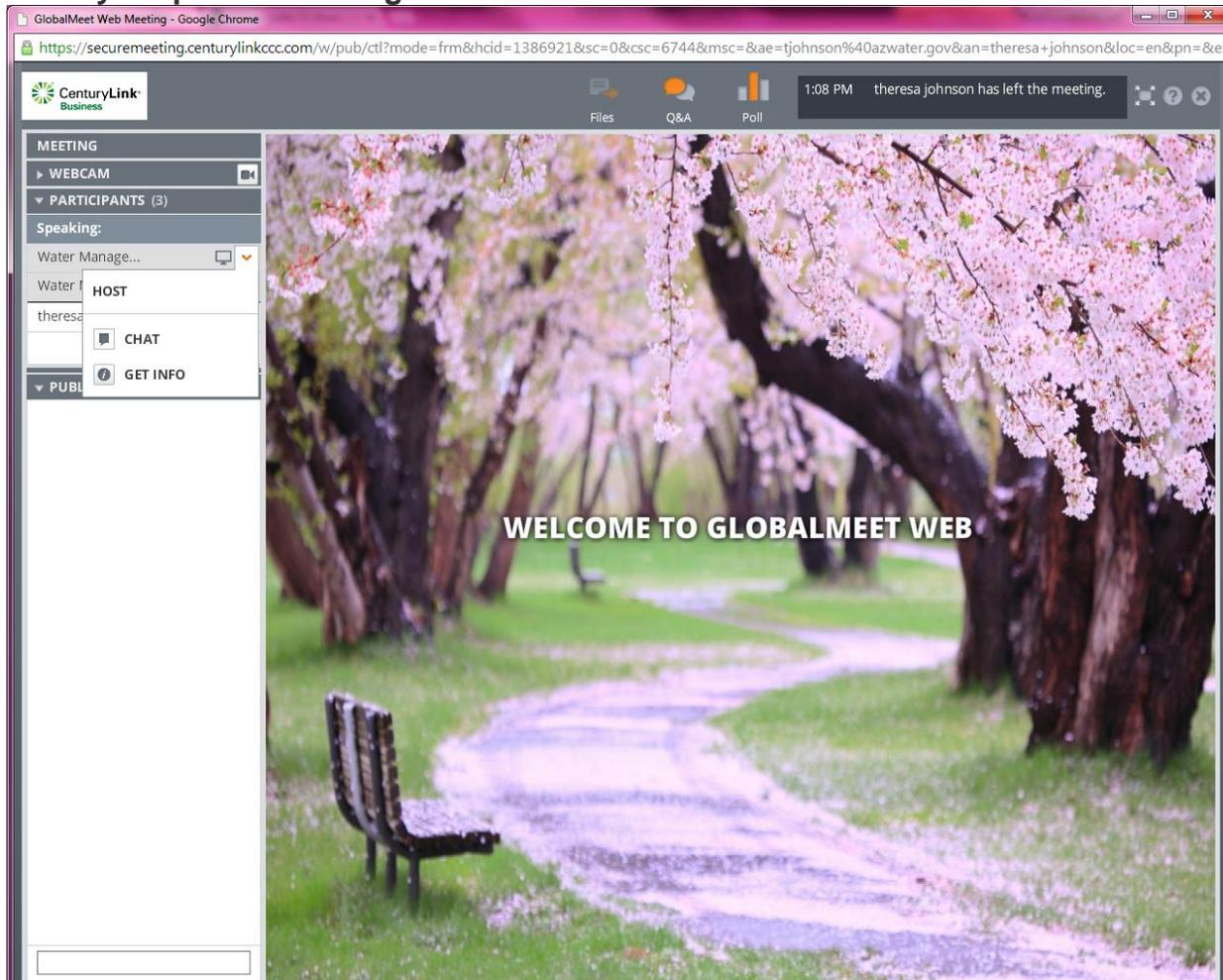
Telephone Number: 1-720-279-0026 or 1-877-820-7831
Participant Code: 208754#

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....

Please use the CHAT function for any questions during the webinar.

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.



Please be aware if you use the “PUBLIC CHAT” area all webinar participants will see your chat.

Please remember to MUTE yourself when you are not speaking and DO NOT place the call on HOLD because your hold music will be heard during our conference.