



Summer 2016 BSIR/FMFW Webinar Instructions

August 15, 2016 and September 2, 2016

9:00 a.m. to 1:00 p.m.

Meeting Etiquette:

- Test your web meeting and/or phone connection prior to the meeting.
- Contact the facilitator for any troubleshooting prior to the meeting.
- Mute your phone.
- Save your questions until the end of the webinar.

TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO:

MONDAY, AUGUST 15, 2016 WEBINAR

Web Conference Details:

1. Go to: <https://bluejeans.com/480097724>
2. "Select your audio and video option." Select "Computer" option to view webinar.
4. "Connect with Computer." Turn camera and microphone "off." Select "Join Meeting."
5. Enter your name and select "OK."

If telephone audio is preferred, mute the microphone and speaker in BlueJeans:

- Telephone dial in: 1-888-240-2560 (toll free) or 1-408-740-7256
- Meeting ID: **480097724**

FRIDAY, SEPTEMBER 2, 2016 WEBINAR

Web Conference Details:

1. Go to: <https://bluejeans.com/903910908>
2. "Select your audio and video option." Select "Computer" option to view webinar.
4. "Connect with Computer." Turn camera and microphone "off." Select "Join Meeting."
5. Enter your name and select "OK."

If telephone audio is preferred, mute the microphone and speaker in BlueJeans:

- Telephone dial in: 1-888-240-2560 (toll free) or 1-408-740-7256
- Meeting ID: **903910908**

TEST YOUR BROWSER BEFORE YOU ATTEND YOUR FIRST WEB CONFERENCE

Visit <http://bluejeans.com/faq#connecting> to test your web browser for compatibility with the web conference.