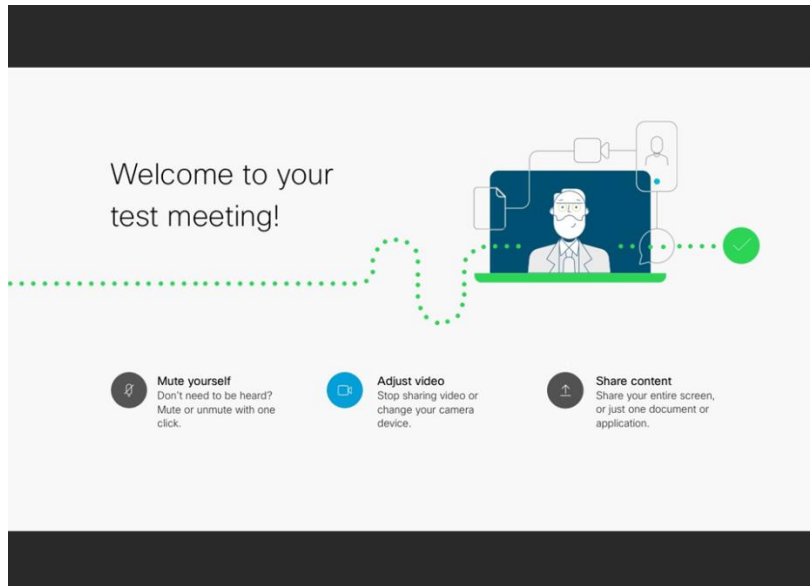# SAA Online Seminar Series
WebEx Instructions

Thank you for registering for an SAA Online Seminar!

Before the day of the seminar, please install the WebEx meeting software using the test meeting link. This will show you what logging into the online seminar will be like, and a successful test will ensure that the software works with your computer. If you're unsure about system requirements for using WebEx, please check the supported browsers and operating systems.
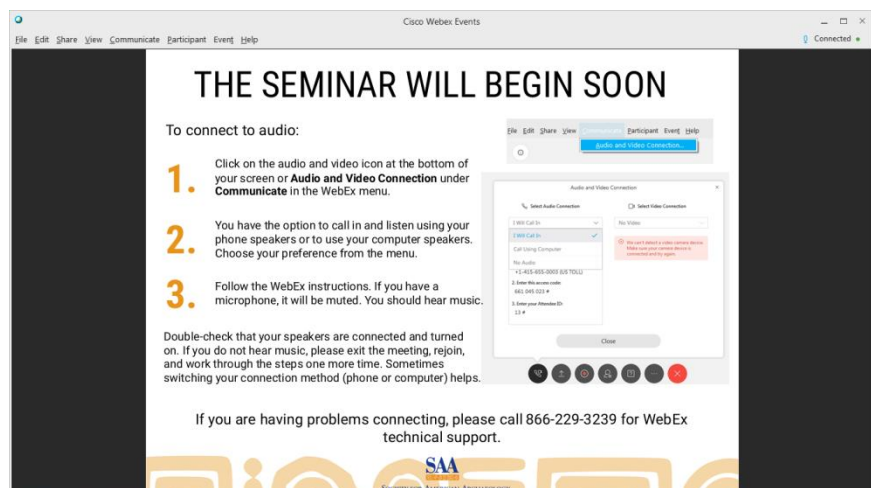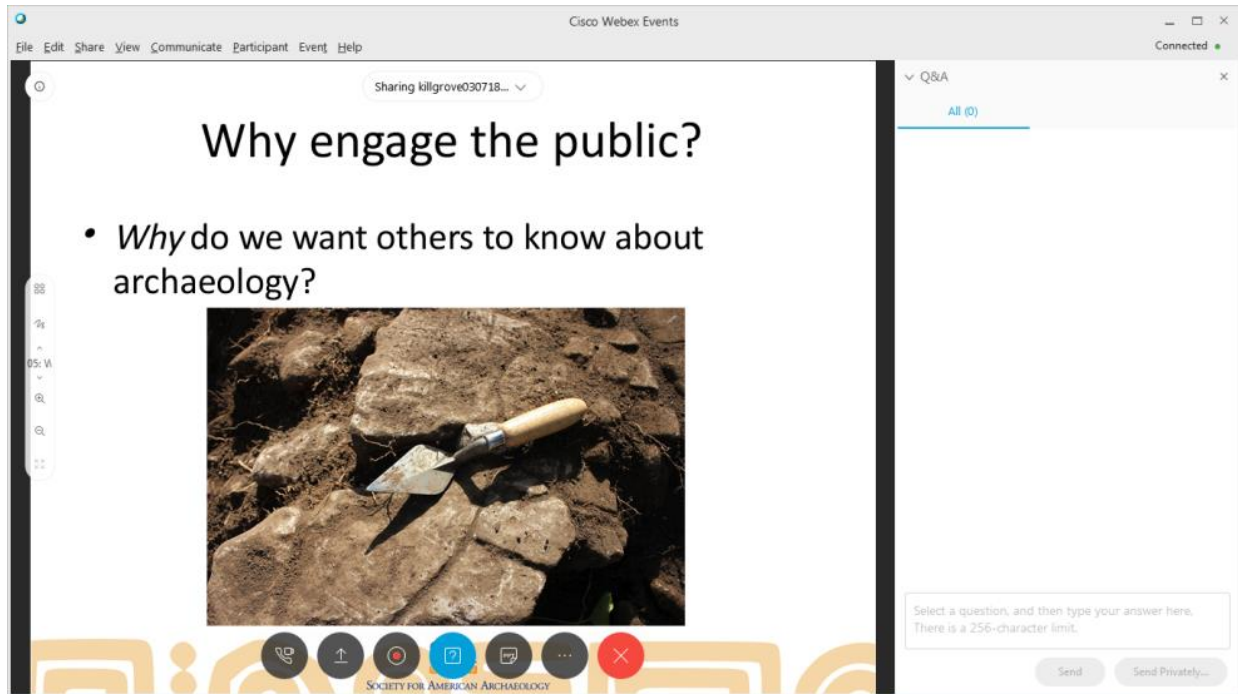

When you enter your name and email address, it is only for test purposes. You are not signing up for an account with WebEx. After you log in and your test meeting launches, you should see a message that welcomes you to WebEx. At this point, you can take a moment to familiarize yourself with the layout and options in the program or close the meeting. You do not need to sign up for an account, and you are all set for the seminar.

On the day of the seminar, SAA will open the meeting 30 minutes before the start time. This gives everyone a chance to log in and double-check their audio settings before the lecture begins. At any point during that time, please click on the link provided to you by email. When you join the meeting, you will see a slide on the screen with audio directions, in case you need help connecting to the seminar audio. Click on "Communicate" and "Audio and Video Connection" in the toolbar at the top or the phone icon at the bottom of your screen. You can connect either through your phone speakers or your computer speakers. Depending on your phone and Internet services, one option may work better than the other.

Once you are connected to the seminar, you should hear music. It is okay if you receive a warning that there is no microphone detected. You will not need a microphone as a seminar participant, only working speakers.

During the seminar, your microphone (if you have one) will be muted. You will be

able to communicate with the instructor through a chat box. You can open the chat box by clicking on the question mark icon on the bottom of your screen.

The chat box will open on the right side. When you type and submit your question, the instructor will be able to read it.

An SAA representative will also be logged into the seminar to help address technical issues. It is best to log into the seminar at least 5-10 minutes before it starts to troubleshoot problems. Please do not hesitate to ask for help or call 866-229-3239 for WebEx technical support.

Enjoy the seminar!