

## Webinar Guidelines for Participants

**Please be sure to refer to these guidelines before participating in every webinar to ensure that you'll be able to fully participate in the conversation and activities.**

Before the webinar	During the webinar	After the webinar
In the days before the webinar, test your computer to ensure you have the necessary software. Contact your own tech department and/or webinar software support if you are not able to join the test webinar.	Sign into the webinar using your first and last name.	Review the recording and/or presentation slides if necessary.
Attend a practice session (if offered) with your moderator. This will reduce glitches or unexpected problems.	Check your sound before you start. Check your volume and sound quality for hiss, static, etc.	Complete any follow-up activities.
Find a private, quiet location. Close the office door. Put a "Do Not Interrupt" sign on the door if necessary. Mute your office/cell phone.	Be quiet – don't shuffle papers, type, rock in your chair, etc.	Provide the presenter with feedback and/or ask any follow-up questions.
Use an Ethernet cable instead of wireless internet if possible. Plug in your laptop or have a power cord close.	Participate and ask questions as you would in a face-to-face meeting. Presenters do not have visual clues from you to check for understanding.	
Log onto the webinar early so you can get everything set up the way you want and test your audio.	Mute yourself when another person is speaking.	
Wear a headset with a mic.	Do not check email or do other work during the webinar. Please give the presenter your full attention.	
If you are using the phone for the audio portions, please use one that can be muted to avoid background noise. No speaker phones, please.	Use a clear voice and enunciate when speaking.	
Turn off other applications/email on your computer to minimize pop-ups and notifications.		
Review materials before the webinar so you are ready to participate and ask meaningful questions.		

Blackboard Collaborate Support: 1-877-382-2293

GoToMeeting Support: 1-855-352-9002

Zoom Support: 1-888-799-9666 ext. 2