

Guideline for using webinar service

**Eastern Mediterranean Health Genomics and Biotechnology Network
(EMGEN)**

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Pre-requisites for using the Webinar service

- a. A personal computer (PC) with windows XP, 7 or 8
- b. A speaker or headset
- c. You should have at least 256kbps download speed
- d. Mozilla Firefox web browser
- e. Flash Player plug-in
- f. Install Adobe Connect Add-in

The softwares are available in the following link:

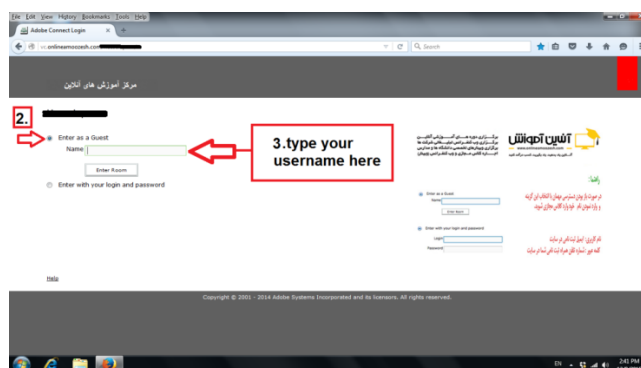
[Webinar Software Requirement](#)

<https://www.dropbox.com/s/q21g98137yh45eg/Adobe.Connect.addin.for.windows.zip?dl=0>

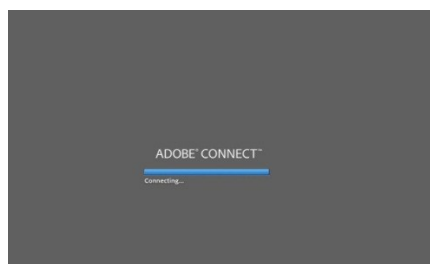
- g. Make sure the microphone's software is installed on your PC. However this is not necessary.

How to Enter Webinar Room

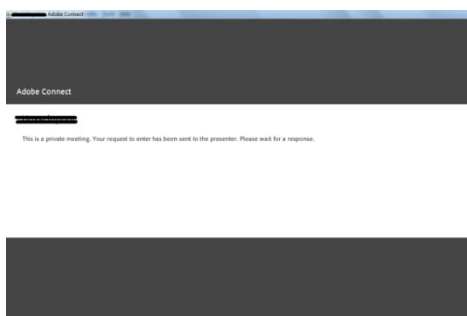
1. Copy the webinar URL to your browser.
2. Click “enter as guest”.
3. Type username that was sent to your email in “guest name” icon.
4. Click “Enter room”.



5. Wait 90 seconds to enter webinar room.



6. The Webinar’s host will accept your access and you can enter webinar room.





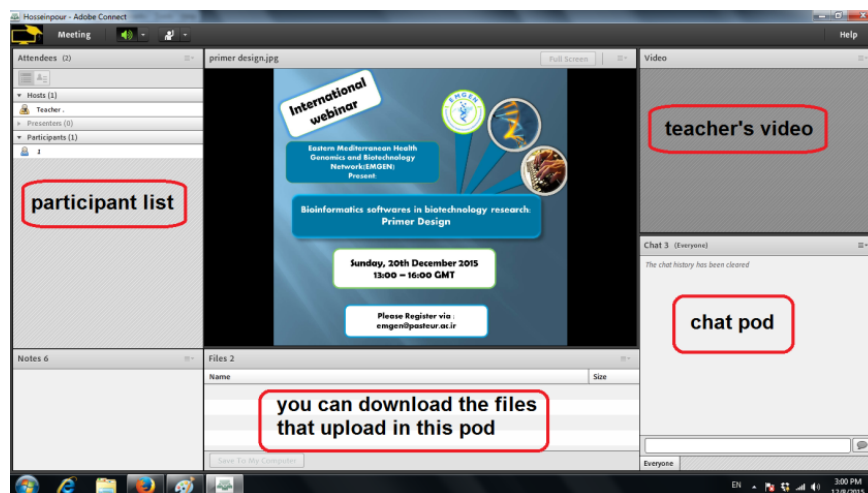
Note: If you see the page as the picture below; click on “[new meeting room window](#)” and then the webinar room will be reloaded for you.

**The meeting was opened in the Adobe®
Connect™ Add-in.**

Open a [new meeting room window](#).

Check our [troubleshooting page](#) for further assistance.

Webinar room overview



Chat pod

You can use this pod for sending message to all participants and asking your questions.

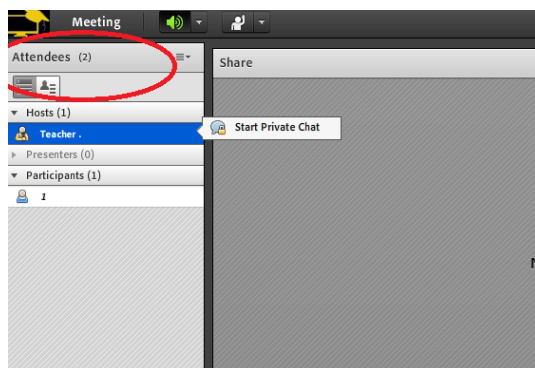


When the “Everyone” icon is active your message is shown to all participant.

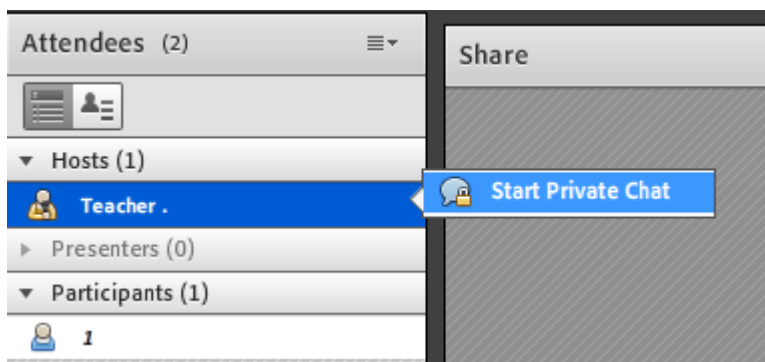


Private Chat

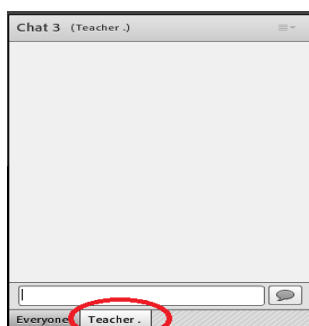
For private chat, you should go to “attendee pod” and click on the name of participants or teacher that you want to chat.



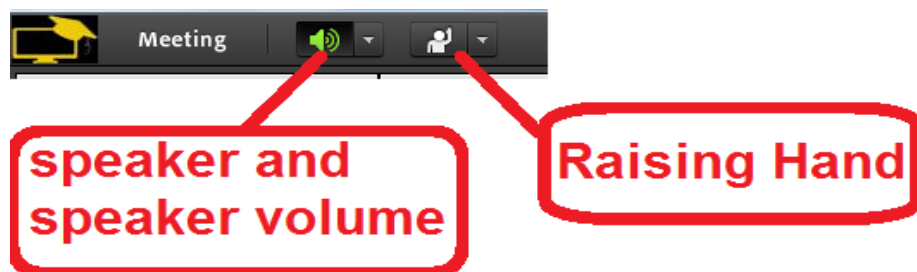
Click “start private chat”.



This click displays a new tab beside “everyone” tab. And your messages are shown to a special attendee.

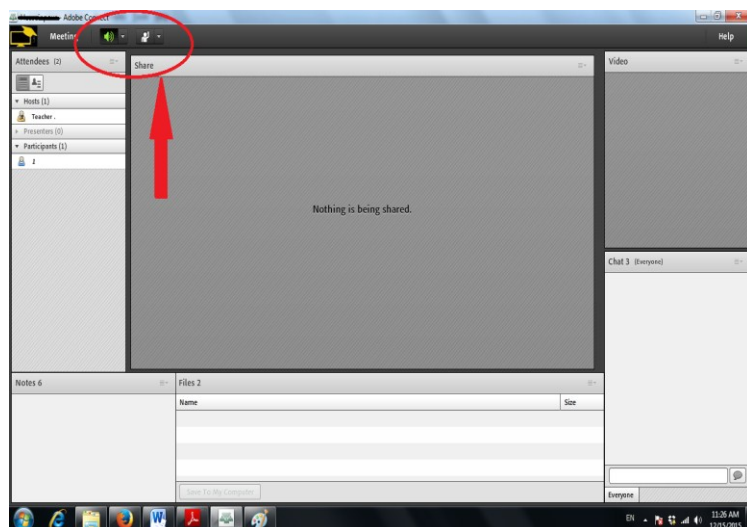


Toolbar



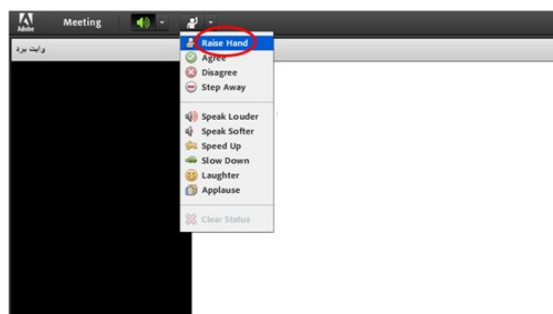
Status Symbols

If you click the “raise hand” shape icon in the toolbar in the top left. You will see some symbols that can facilitate a quick communication between participants and teacher.



Raise Hand in Webinar

You can click on “raise hand” icon and The Host will see that icon beside your name.



Adjust the speaker volume

In the toolbar in the top left, you can see the icon that is shown in this picture.

