Joining a Live Session in the Live Event Platform

Education & Activity Portal and My Agenda

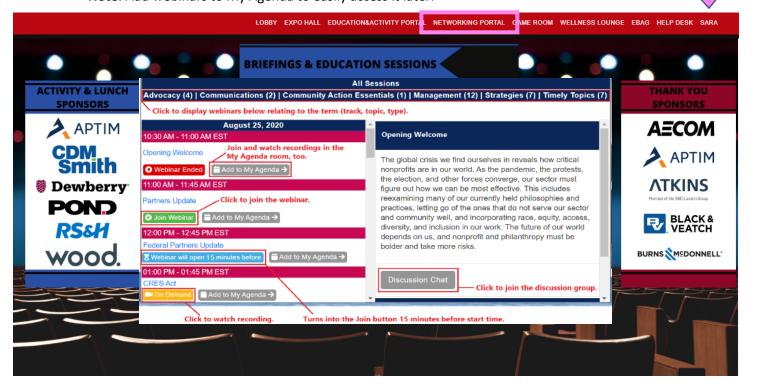**Contents:**

- **How to Join a Webinar**
- **Webinar participation tools: Chat, Q&A, Polls, handouts, dial in, fix connection issue (respectively)**
- **Attendee webinar view from webinar platform**
- **How to Join a session's discussion group**

How to Join a Webinar

1. Enter the Education & Activity Portal or My Agenda (found under Networking Portal or your name) and find the session you'd like.
2. Click **Join Webinar**.

   Note: Join the webinar up to 15 minutes before its start time.
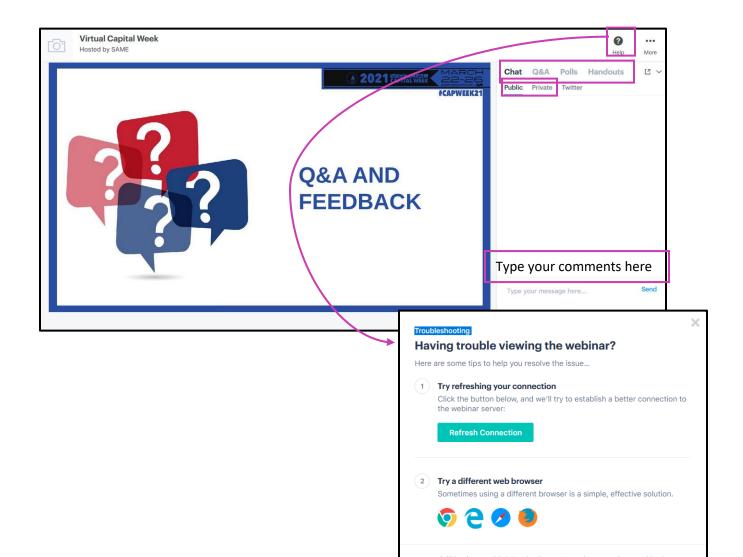   **Note:** Add webinars to My Agenda to easily access it later.

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Webinar participation tools

1. Use the **Chat Tab** to post comments throughout the session. Within the chat tab you can send private messages to other attendees using the private tab.
2. Post any questions you have for speakers using the **Q&A Tab**. To move questions you like to the top of the list, upvote the question by clicking on the thumbs up symbol.
3. Any polls that are used during the session will be shown in the **Polls Tab**. SAME staff will launch the poll and it will appear on your screen. Once you answer the poll, you can view the current statistics in the Open tab within the Polls tab. Once the poll closes, you can view all statistics in the Closed tab.
4. Any handouts will be posted in the **Handouts tab**. You can download these directly from the session.
5. Trouble viewing the webinar? Click on the help icon on the top right of the screen. You can
   a. Refresh your connection
   b. Try using a different browser (Chrome is recommended on the most current version)
   c. Go through the system requirements check

What you see when you're attending a webinar view (from webinar platform)

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How to Join a Post-Session Chat

1. Go back to the Education & Activity Portal and find the session
2. Click on the "Discussion Chat" button
3. The Chat & Discussion Group Portal (aka Unified Communications) will come up as a new window where you can begin discussing the session

Chats you've participated in are saved here so you can revisit later!

Type your comments here!