

Webinar Instructions

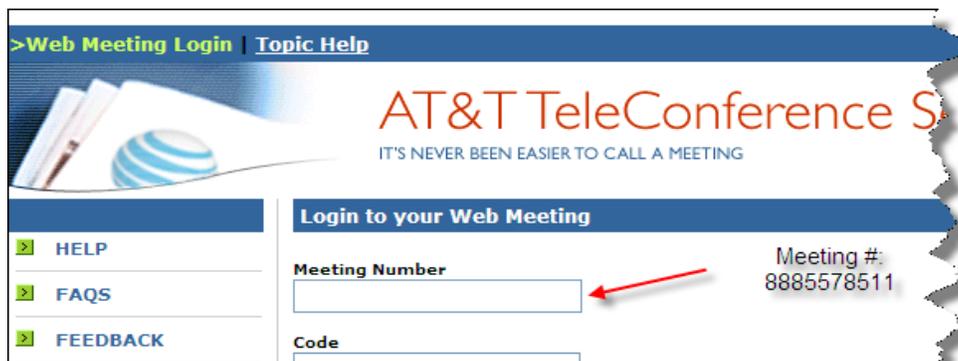
IMPORTANT!!! Please log onto <http://www.webmeeting.att.com> at least **1 day** prior to your scheduled time to download the client software needed to participate in the webinar.



Downloads

- Meeting Manager for Microsoft® Windows® - MSI Installer**
 Meeting Center automatically downloads, installs, and configures Meeting Manager. However, you may choose to download and run the Meeting Manager Installer with administrator privileges on your computer to use this installer.
[Download Meeting Manager Installer for Internet Explorer](#)
[Download Meeting Manager Installer for Netscape Navigator, Mozilla and Firefox](#)
- Recorder, Player, and Recording Editor**
 The Recorder is available inside a meeting. However, you can also use a stand-alone application on your computer's desktop offline—that is, outside a meeting—to create software that you can add, delete, or rearrange recorded data in a recording.
[Download the Meeting Service Recorder, Player and Recording Editor](#)
[Download Player only for Windows](#)
- Universal Communications Toolkit 2.1**
 Universal Communications Toolkit 2.1 is an add-in program for Microsoft PowerPoint that allows you to share during a meeting. Using the toolkit, you can insert multimedia—including images, audio, and video—into web pages into PowerPoint slides, then save the slides as a Universal Communications Toolkit file to display the multimedia effects.
[Download Universal Communications Toolkit 2.1](#)

- **You will need a phone near the computer you are accessing the webinar from.**
- Go to <http://www.webmeeting.att.com> to log into the Webinar.
- Enter the meeting number: **8885578511**.



- Enter the Access Code: **3760031**.

- Enter your email address and name.
 - *If there are multiple participants for one district using the same computer & phone to access the webinar, you can enter the name of your district for "Your Name"*
- Once you've entered **ALL** the information, click "SUBMIT".

- You will then be logged into the web portion of the Webinar.

You now need to access the conference call!!!!



- Dial: **1-888-557-8511**.
- When prompted, enter Access Code: **3760031**
- You should now be connected to the phone portion of the Webinar.

Important notes while participating in the webinar:

- Do not place your phone on "Hold". Please use the "Mute" feature for your phone.
- Questions will be answered as received. Please wait until you are selected to ask your question.
- When selected to ask your question, please state your name and the School District that you work with.

If you have questions, please contact Regina Allen at 517-373-4140 or AllenR2@michigan.gov.