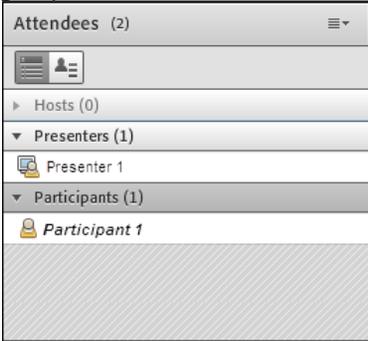
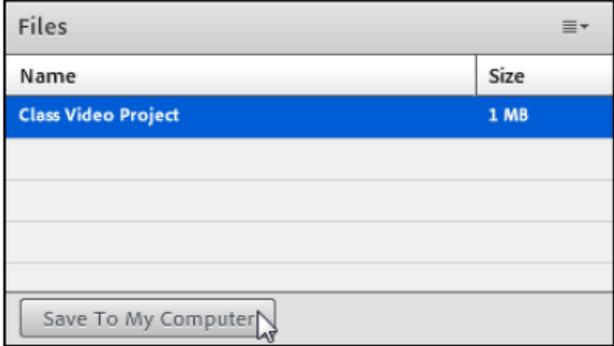




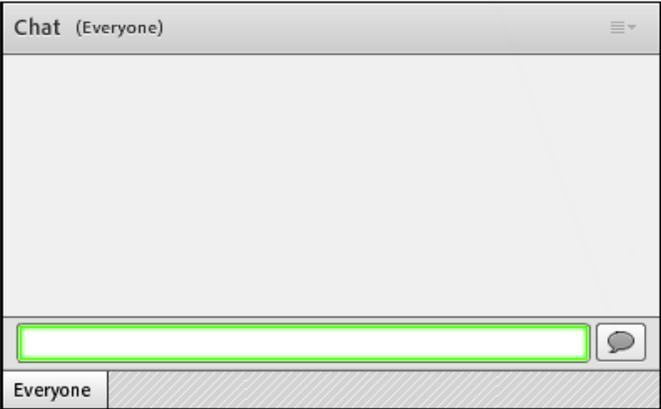
MPHI Participant Webinar Meeting Quick Reference

Action	MPHI Webinar Meeting – Attend a Meeting	Notes
Attend a Meeting	<ol style="list-style-type: none"> 1. Open the e-mail invitation sent to you. 2. Click on the hyperlink in the e-mail text. This will open your default browser. 3. Select the Enter as Guest option. <div style="margin-left: 20px;"> <input checked="" type="radio"/> Enter as a Guest Name <input type="text"/> <input type="button" value="Enter Room"/> </div> 4. Enter your name in the Name box and click Enter. <ul style="list-style-type: none"> o If your meeting requires Host approval you will enter the meeting room once the Host approves your request. 	<ul style="list-style-type: none"> • If login credentials are needed to attend your webinar, MPHI will provide you with this information (via e-mail) prior to your session. • Your name will be listed in <i>italics</i> in the Participant section of the Attendees pod. • The Host(s) and Presenter(s) are shown in their respective sections of the Attendees pod <ul style="list-style-type: none"> • The Host can promote Participants to the role of Presenter, giving them the ability to share documents and present to the group. 

Action	MPHI Webinar Meeting – Join a Teleconference	Notes
	<p>If the meeting has includes a teleconference, you will see the Join Audio Conference pop-up once you have entered the meeting.</p> <p>1. Select the Dial-out (Receive a call from the meeting) option and enter the phone number for the device you wish to use during the meeting.</p> 	<ul style="list-style-type: none"> • If joining a teleconference, participants may be muted upon entering the meeting room. <ul style="list-style-type: none"> • To request to be unmuted, use the Chat or Feedback options (see below) to communicate with the Host.

Action	MPHI Webinar Meeting – Download Files from a Meeting	Notes
<p>Download Files from a Meeting</p>	<p>If a Host has uploaded a file to a meeting, it will be available for download. To download a file:</p> <ol style="list-style-type: none"> 1. Locate the file in the File pod and click Save To My Computer.  <ol style="list-style-type: none"> 2. When the download link appears, click “Click to Download” link. 	<ul style="list-style-type: none"> • If the download link does not appear, adjust your browser’s pop-up blocker settings. • You have the choice of opening the file or saving it to your computer. <ul style="list-style-type: none"> • To save the file, click Save File, then OK.
<p>Chat</p>	<p>MPHI Webinar Meeting – Q&A</p> <ol style="list-style-type: none"> 1. In the Q&A pod, type your question in the box at the bottom. 	<ul style="list-style-type: none"> • The Host may answer your question, or delegate the responsibility to one of the Presenters. <ul style="list-style-type: none"> • Responses will be received either publicly or privately: <ul style="list-style-type: none"> ○ Responses in red have been sent privately, meaning only the user who asked the question will receive the response. ○ Responses in black have been sent publicly, meaning all users will see both the question and answer.

	 <p>2. To send the question to the Presenter(s), click the send button () or press Enter.</p>	
--	--	--

	MPHI Webinar Meeting – Chat	Notes
Chat	<p>1. In the Chat pod, type your message in the box at the bottom.</p>  <p>2. To send the chat message, click the send button () or press Enter.</p>	<ul style="list-style-type: none">• Use the chat function to communicate without disrupting the presentation.• Participant to Participant chat may be disabled during meetings.

Action	MPHI Webinar Meeting – Interacting with Presenters	Notes
<p style="text-align: center;">Interacting with Presenters</p>	<p>You can provide feedback during the meeting through the Attendees pod by clicking on the “raise hand” icon at the top of the window.</p> <ol style="list-style-type: none"> 1. Click the “Raise Hand” icon at the top of the window to provide feedback. 2. Select the desired feedback from the dropdown. 	<ul style="list-style-type: none"> • Available feedback options include: Agree, Disagree, Step Away, Speak Louder/Softer, Speed Up/Slow Down, Laughter, and Applause. • To clear your feedback, select the “Clear Status” option at the bottom of the dropdown. 