

**MAGMA Request For Proposals Webinar**  
**10:00 – 11:00 a.m.**  
**May 5, 2011**

Welcome! We look forward to your participation in the upcoming Webinar.

In preparation for the Webinar, we ask that you read the following information.

- When you log onto the audio portion of the Webinar, you will hear silence, as the Host/moderator/presenter has his/her phone on mute, as should all other participants.
- Connect to the Webinar using **Internet Explorer**.
- If you have trouble logging onto the Web portion of the Webinar, please check to see if you have **pop-up blockers** “enabled”. If so, you need to “disable” them for the duration of the Webinar.
- If you have a virus on your computer, you will NOT be able to join the Webinar.
- Be certain to enter the correct email address on the AT&T Teleconference Service page. Only the email address entered on the Service page will receive the Webinar attachments at the close of the meeting.
- When you are connected to the Web portion of the Webinar you will see “**Webinar Instructions**” which contain important information.
- Once you have logged onto the Web portion of the Webinar, you will see your name on the participant list in the upper right side of your computer screen.
- **DO NOT** put your telephone on HOLD at any time during the conference.
- At the end of the conference, please hang up your telephone and **CLOSE YOUR BROWSER WINDOW** to avoid unnecessary charges.

About 10 minutes before the start of the Webinar, please **dial** into the **audio** portion of the Webinar first, then **log** onto the **Web** portion of the Webinar using the following instructions.

Primary Dial-In: 1 (877) 411-9748 (to join the audio conference call)  
Code: 3949808#

**TO JOIN THE AUDIO AND WEB CONFERENCE, PLEASE FOLLOW THESE SIMPLE PROCEDURES:**

1. Dial the audio conference dial-in number noted above and enter the passcode as prompted.
2. To login to the Web Meeting on your computer, copy and paste the following URL in your Web browser: <http://www.webmeeting.att.com>
3. On the AT&T Teleconference Service page, please enter the following:
  - Meeting Number – (8774119748)
  - Code – (3949808)
  - Email Address – (enter your email address)
  - Name – (enter your name)
4. Click on the "Submit" button. Note: If you receive an error message, you have logged on too early. You cannot login to the meeting before the Host arrives.
5. Click on the "Participant" button
6. Should your computer require any updates to accommodate Web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 minutes to complete.