

HOW TO PARTICIPATE IN AN NOTARY PUBLIC WEBINAR

To participate in a webinar with Notary Public staff, you will need to have internet access and either a computer with audio capability or a telephone. If you have questions about this process, please call the Office of the Great Seal at 517-241-1832.

Having this document open on your computer makes it easier to connect to the webinar.

CONNECT YOUR COMPUTER

On your computer go to this website

<https://sommadosboeweb.centurylinkccc.com/CenturylinkWeb/ElectionsELearning>

- A. On the Welcome screen
- 1) select Enter as a guest
 - 2) type your first and last name
 - 3) type your email address
 - 4) click Join Meeting

WELCOME TO
Elections' Meeting

Enter with your email and password

1 Enter as a guest

Name

2 First Last

Email

3 Email

Register

4 **JOIN MEETING**

*Note - If you join the meeting before the host, you will see this image until the host starts the meeting.



CONNECT YOUR AUDIO

Upon joining the webinar, you will be prompted to choose what audio you would like to use. Please click either Phone or Computer on your screen to choose which method you will be using to listen to the webinar.

- 1) **If using a Phone** – Select Call My Phone
 - a) Type your telephone number in the box
 - b) Select **Connect Me** to have the telephone system **call your phone**
 - i. When you answer, you will be prompted to press 1
 - ii. Then you will be asked to say your name and press the # key
 - c) **Or**, select **Dial in** and
 - i. call **877-820-7831** from your phone
 - ii. Enter the guest code **Guest: 821361 #**
 - iii. Then you will be asked to say your name and press the # key
 - d) Please **mute your phone** after connecting using the buttons on your telephone. This is an important step to ensure everyone can hear the presenter and to avoid feedback.



- 2) **If using a Computer** – Select **Call my Computer**
 - a) You must have headphones or speakers attached to your computer and turned on
 - i. You may be asked to grant permission to access your computer. Please select Allow, then Close.
 - b) Click **Connect Me**
 - c) Please **mute your speakers** after connecting using your computer audio settings. This is an important step to ensure everyone can hear the presenter and to avoid feedback.

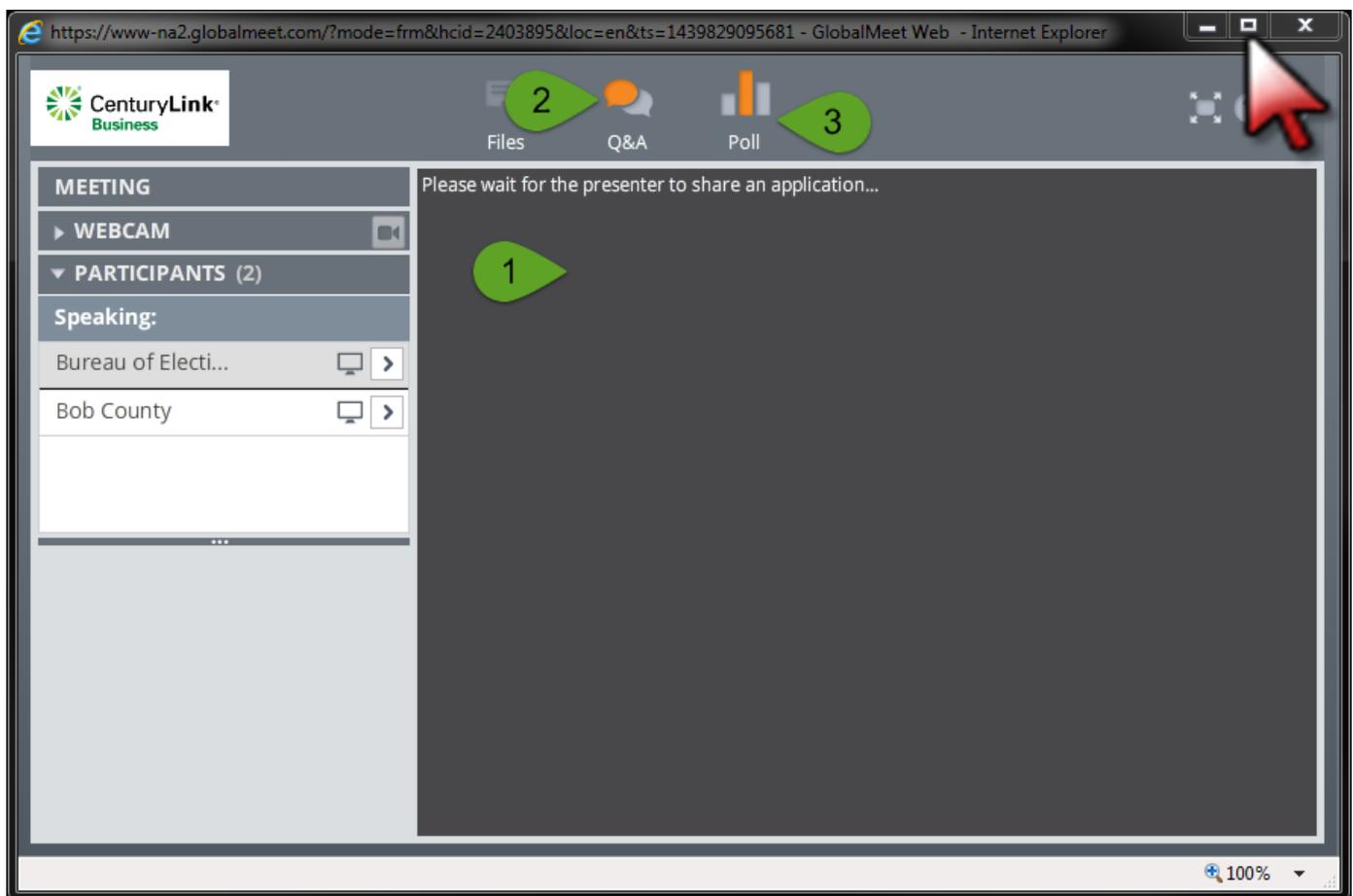
VIEW THE WEBINAR

Once you join the webinar your computer screen will look like the following:

For best viewing, please maximize your window on your monitor.



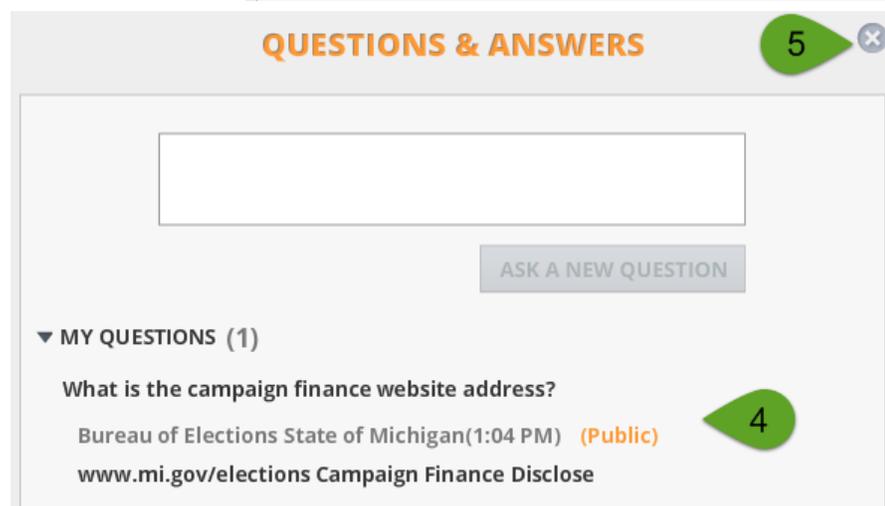
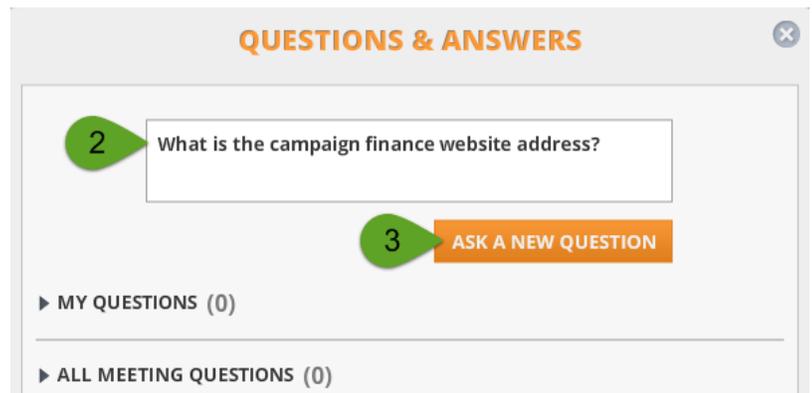
- 1) The presenters will share images and they will be displayed in the center portion of your screen.
- 2) If you have Questions, click the Q& A icon. Additional directions are on the following pages.
- 3) If the presenters ask a poll, you can click the Poll icon to participate. Additional directions are on the following pages.



QUESTIONS AND ANSWERS

During the webinar: To ask a Question

- 1) click the **Q& A** icon at the top of your window
- 2) Type your question in the box
- 3) Click **Ask a New Question**
- 4) Answers to your question will be displayed in the box
- 5) Click the X in the upper right hand corner of the box to close the Q&A window



If you have questions, please call the Office of the Great Seal at 517-241-1832.