



Exposing the True Costs of War and Militarism Since 1985

ANYMEETING Participant Quick Reference Guide

- If possible use a wired internet connection. Using a wireless connection may cause problems with the visual and audio portions of the webinar.
- Close any unused programs while attending the webinar.
- Headsets (headphones w/mic) work better than microphones. If you must use a microphone, try to separate the microphone from the speaker as much as possible to avoid echoing.
- Getting the most from audio: Use the call in phone number, it works better than using your computer speakers along with the url sent in the confirmation email used to view the screen

Conference Call Number

Access Code

- Only one person will be able to speak @ a time, unless otherwise noted by the presenter
- If using external speakers, reduce the volume
- Avoid using the webcam feature, it slows down the transmission speed for all
- Click the [anymeeting troubleshooter](#) if you experience problems accessing the webinar or having issues with your microphone connection
- If you still experience problems, contact the national office, 314-725-6005 or open a trouble ticket @ [Anymeeting](#)

[Suggested System Requirements](#)

[What is the confirmation email telling me?](#)

[You've Joined the Webinar, Now What?](#)

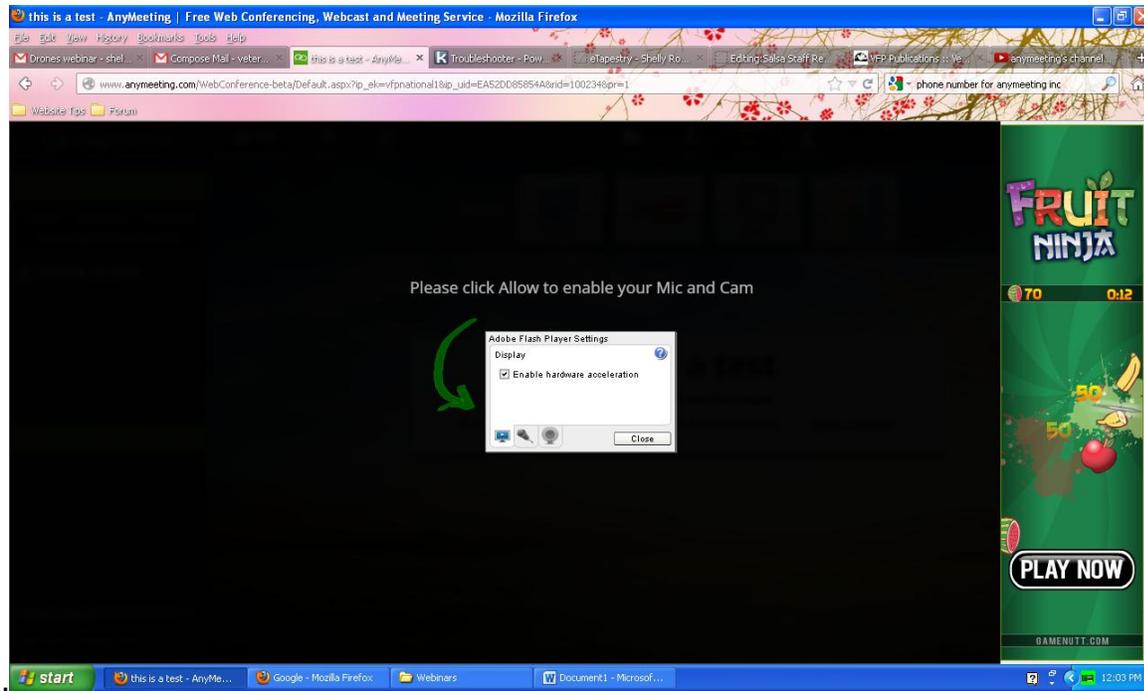
[What to expect while attending the webinar](#)

What is the Confirmation Email Telling Me?

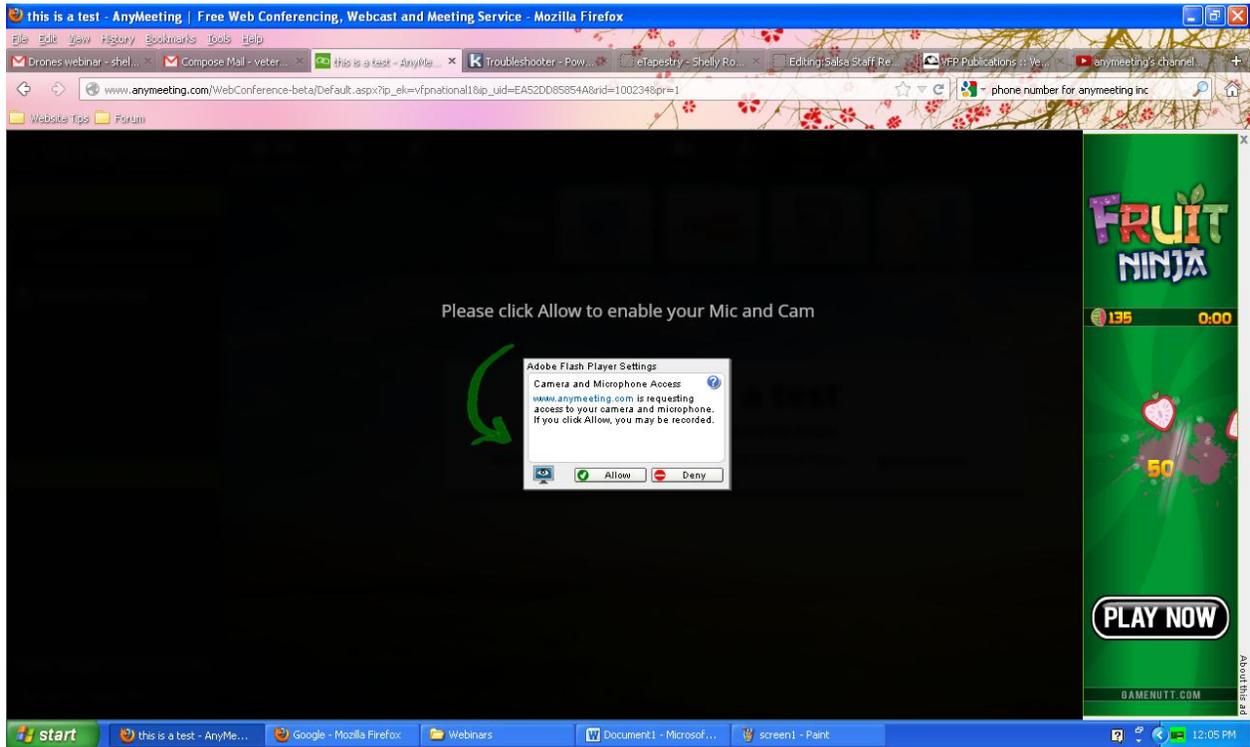
- The Name of the Webinar
- The Date and Time of the webinar
- The conference call number, access code for the webinar and the code to enable audio.
- The url for viewing the webinar, If you receive this message, “**We're sorry, this meeting is not currently active.**” This just means that the meeting hasn't started
- A link to test your connection prior to the webinar; the system test will also be performed when you join the webinar

You've Joined the Webinar, Now What!

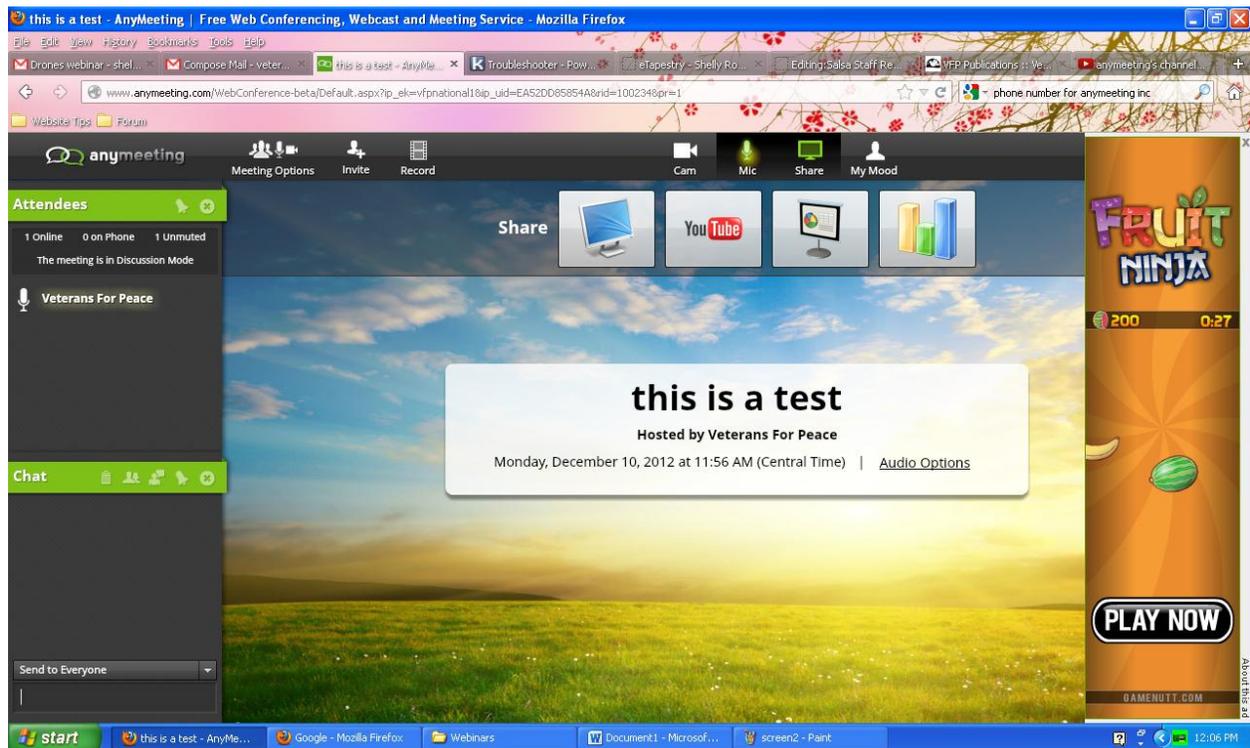
The box "enable hardware acceleration" should be checked. Unfortunately, the mic and webcam are both included in this option. **You need to check this box.**



Click **allow** on this screen:



Screen displayed in the webinar



My Mood

- Allow users to raise hand for questions
- Vote Yes
- Vote No

Mic

Allow users to change audio options from microphone to telephone or telephone to microphone

Cam

You can turn your webcam off on this screen

What to expect while in the Webinar

- During the webinar, all attendees will be muted. Once called upon by the presenter, you will be unmuted and called upon to speak. All attendees will hear you speak.
- You can send a chat message to the presenter or to everyone attending the webinar

Enjoy your webinar!