Flinders University Webinars

Step by step guide—How to join a scheduled meeting

Thank you for registering to join a Flinders University Webinar

To Join a webinar

- To begin, please click on the link in the email you were sent to join the webinar.
  Not sent a link? Please contact us on 08 8201 5322 or email success@flinders.edu.au

- Approximately 5 minutes before the webinar is scheduled to begin, type in the name you wish for presenters/participants to see in the allocated box, and your email address. (see below image)
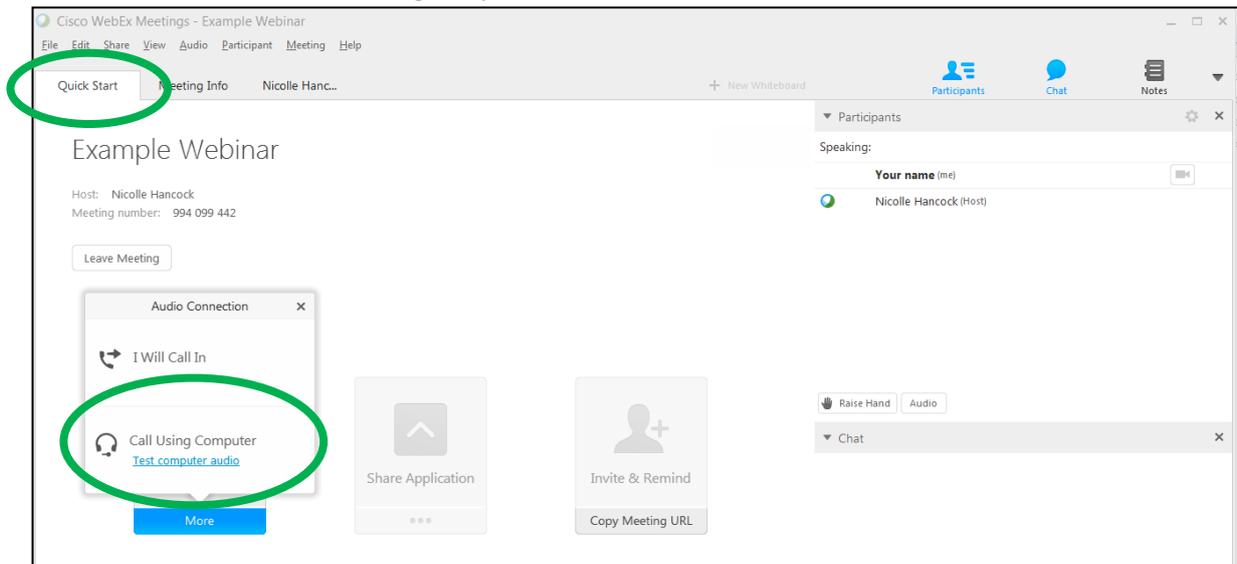

To connect to audio

- Upon joining, if you are prompted to choose your audio connection please click *Call Using Computer*
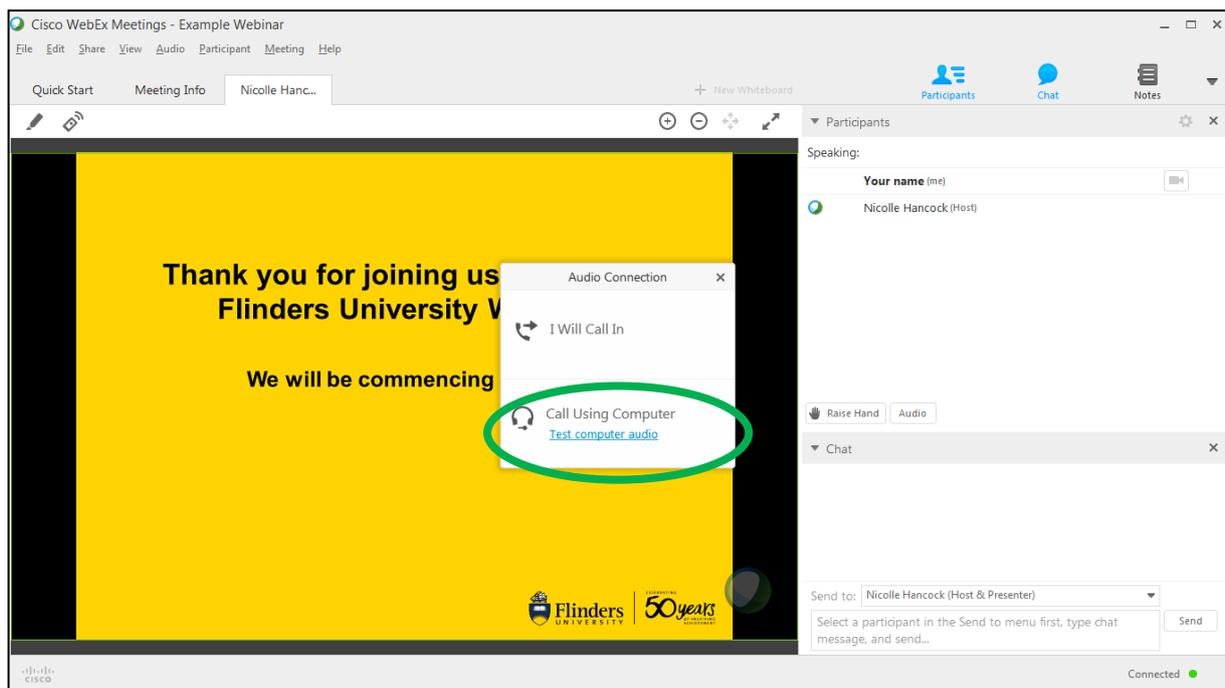
If no audio prompt comes up

- Click the tab *Quick Start*

- Click *Audio Connection,* then *Call Using Computer*


1) To return to the presentation

- Click on the third tab which states the hosts name. In the example below it's Nicolle Hanc...

2) To view the live video of the presenter/host (if applicable)

- Click on the *Participants* drop down

- This will also show a list of all other participants in the webinar

3) To ask the presenter/host a question (live)

- Click on the *Chat* drop down

- Ensure the *Send to:* option says *Everyone.*
  This will help eliminate the same question being asked multiple times
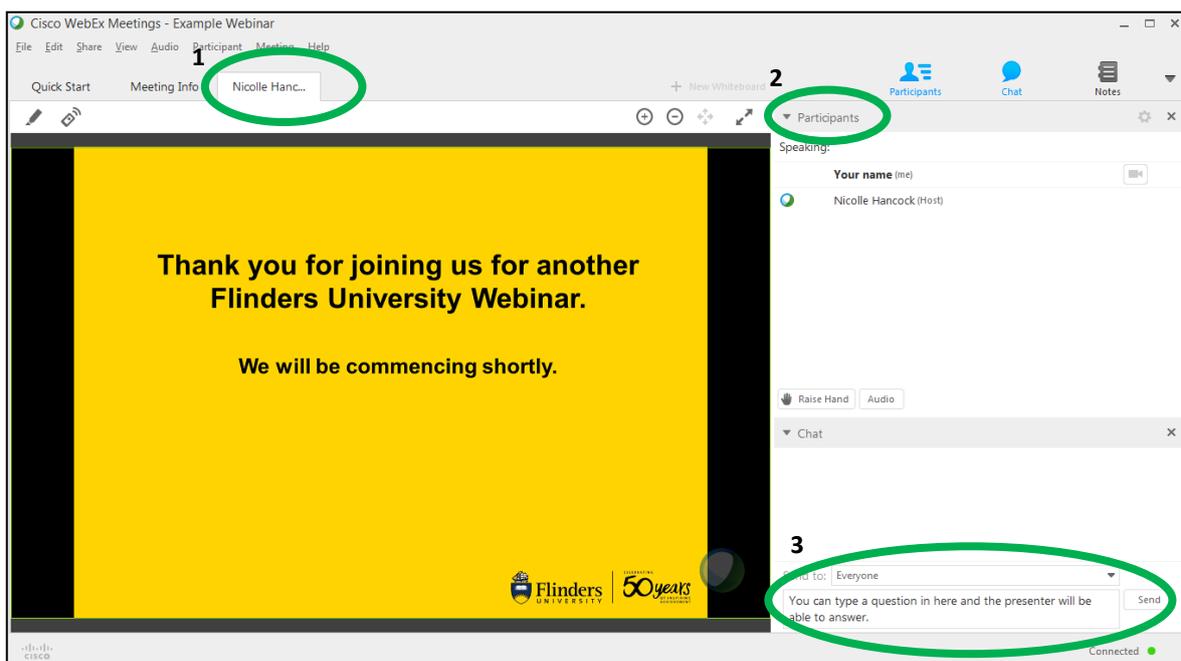
For live webinar assistance

- Please call 08 8201 5322 or email success@flinders.edu.au