Participating in an ABC Webinar with join.me

Receiving the Invitation

1. As the webinar date approaches, you will receive a participant reminder invitation in your provided email account.

Depending on your email provider, the email may look different.

2. The email will come from erica@americasboardreview.com, so please make sure email from this address is not blocked by your SPAM filter.
3. Information for joining the webinar is included in this email.

Preparing for the Webinar

4. Ensure you know the name and phone number of the *Organizer* for your particular webinar, in case you need assistance. This information is included in your original welcome email.
5. Having ***headphones with a built-in microphone*** is best for webinar attendance regardless of the device used. This ensures the sound from your device does not cause an echo. (It is best to test these headphones prior to the webinar to make sure they are in working order.)

Joining the Webinar

There are multiple ways to join the webinar for your convenience. Here is information on joining from multiple devices:

From a computer Mac or PC:

1. Open any browser that has Flash.
2. Go to https://join.me/americasboardreview
3. Once the page has loaded, you will see a field in which to type your name. Please **enter the name** you wish to display to the presenters (ex. Dr. Krishna Das).
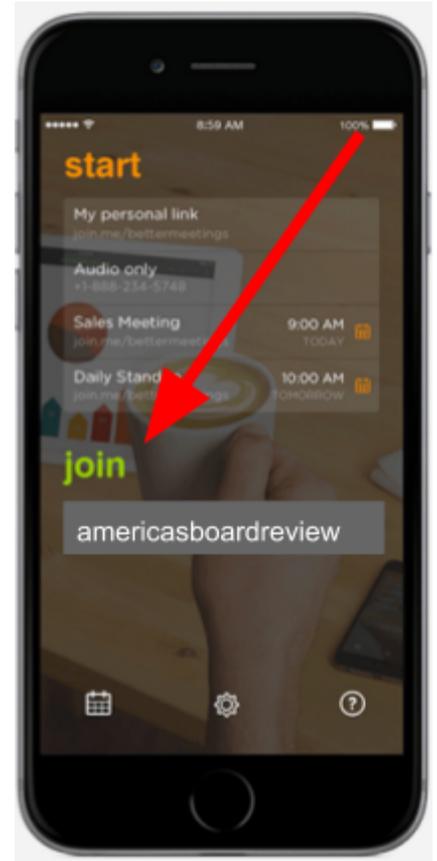4. Click the *Knock to Join* button so that the Organizer knows you are ready to be approved to enter.

5. Upon joining the meeting, click the phone icon and select 'Call via internet'. A small download might be required. (If you prefer to hold the phone while you watch and use the phone's audio, choose call by phone instead.)
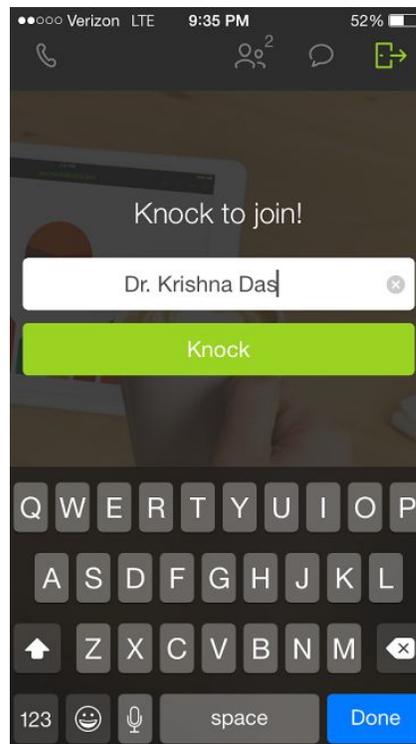
From an iPhone or iPad:

1. Download the free *join.me app* from the App Store:

2. On a phone or tablet, launch the join.me app and enter the meeting code: **americasboardreview**.
3. Tap the **join** button.

4. When prompted, **enter your name** as it should appear to the presenters.
5. Tap **Knock** so that the Organizer knows you are ready to be approved to enter.

From an Android Device:

1. Download the free *join.me app from the appropriate link:* (Amazon or Google Play)
2. On a phone or tablet, launch the join.me app and enter the meeting code: **americasboardreview**.
3. Tap the **join** button.

4. When prompted, **enter your name** as it should appear to the presenters.
5. Tap **Knock** so that the Organizer knows you are ready to be approved to enter.

IMPORTANT NOTE

You will not be muted when you join. It is important that you **MUTE** as soon as you connect and stay muted unless the presenter requests for you to unmute. The presenter cannot control your microphone, so please pay close attention to whether or not you are muted. If you are using a phone, please use * 6 to mute and unmute yourself (toggle on/off).