

Basic Open Season Webinar Instructions

When preparing for the Virtual Open Season fair, it is important to know that each Health Care provider has provided their own, unique webinar link. Some will require attendees to register prior to receiving the webinar information and some will have direct links listed for their informational sessions. The following directions are to aid in accessing provider webinars:

1. The column of blue text underneath “Registration Link” is hyperlinks that will bring you to either the webinar registration link or the webinar itself.
2. Hover your mouse over the blue text.
3. Hold down the “Ctrl” key and right click your mouse. This will open the hyperlink in a separate window.
4. Continue instructions based upon the webinar platforms listed below:

Zoom

After clicking on the hyperlink, the webinar should prompt you to open the webinar in a web browser.

When prompted, enter your name as you would like the presenter/other viewers to see it.

If prompted, type in webinar passcode.

Additionally, the Meeting ID has been provided in the event the hyperlink does not bring you to the specific webinar. Use the Meeting

ID to find the correct webinar. Phone numbers are also included in case computer audio is unavailable. Call the phone number to hear the audio with the presentation.

Important functions you may be interested in:

Mute/Unmute- By clicking the microphone at the bottom left of the screen, you are able to mute/unmute yourself to allow you to voice any questions while also eliminating feedback so other listeners can hear.

Chat- Click the speech bubble icon at the bottom of the screen. This will open a chat window for you to type any questions/comments that you have.

WebEx

After clicking on the hyperlink, it will lead you to a page that says, “Click Open Cisco Webex Meetings if you see a message from your browser or Join from your browser.” Click “Join from your browser.”

When prompted, type in your Registration ID and password.

Important functions you may be interested in:

Mute/Unmute- By clicking the microphone at the bottom left of the screen, you are able to mute/unmute yourself. That way you can ask questions or turn off the mic to make sure no one else is getting your feedback.

Raise Hand- If you want to ask a question without interrupting any current conversations, click on the ellipsis at the bottom of the screen. This will pull up a number of options, including “Raise Your Hand.” Once you have asked your question, you are also able to lower your hand the same way.

Chat- You can also ask questions/give comments by using the chat function, located in the lower righthand corner of the screen.

Microsoft Teams

After opening the hyperlink, you will be prompted to watch the event by “Downloading the Windows app” or “Watch on the web instead.” If you would like to prevent downloading any software to your computer, select “Watch on the web instead.”

Important functions you may be interested in:

The Blue Cross Blue Shield only brings up the options for a chat. Type any questions/comments you may have in the chat.

Go-To-Meeting

After following the hyperlink, the web browser will prompt you to download the app. Click on “Download the app.”

Instead of saving it to your download, click cancel. The bottom of the screen will say “Trouble Downloading?” Click “Join on the web.” This will prevent you from downloading any app to your computer.

Then chose your audio/video when prompted.