

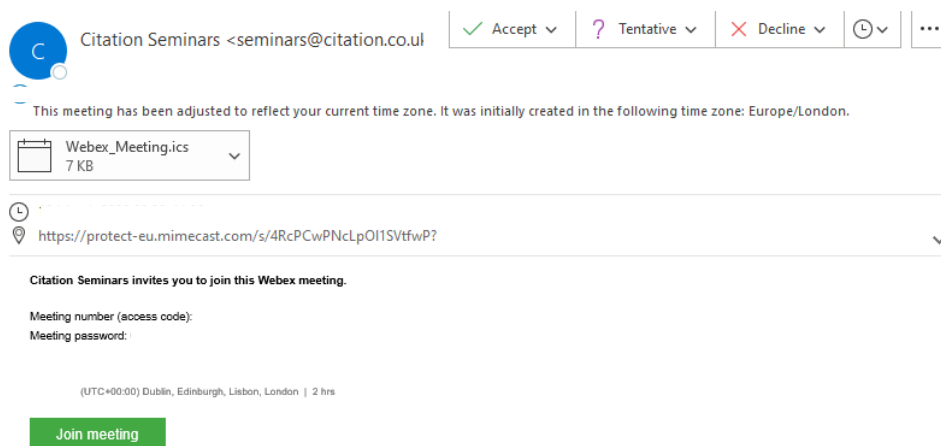
## How to join Citation's HR and Health & Safety Webinar

*Skip to step 6 for help with audio connection issues when logged into the webinar.*

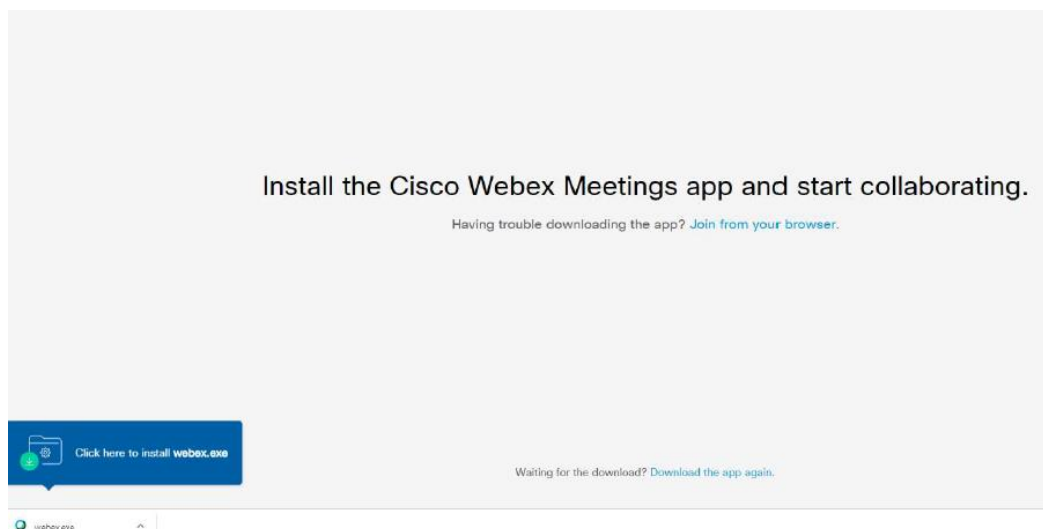
For any further questions, please email [seminars@citation.co.uk](mailto:seminars@citation.co.uk) or for technical support directly from the webinar platform (Cisco Webex), please call 0800 389 9772 and select option 3.

### Joining the webinar from your email invite.

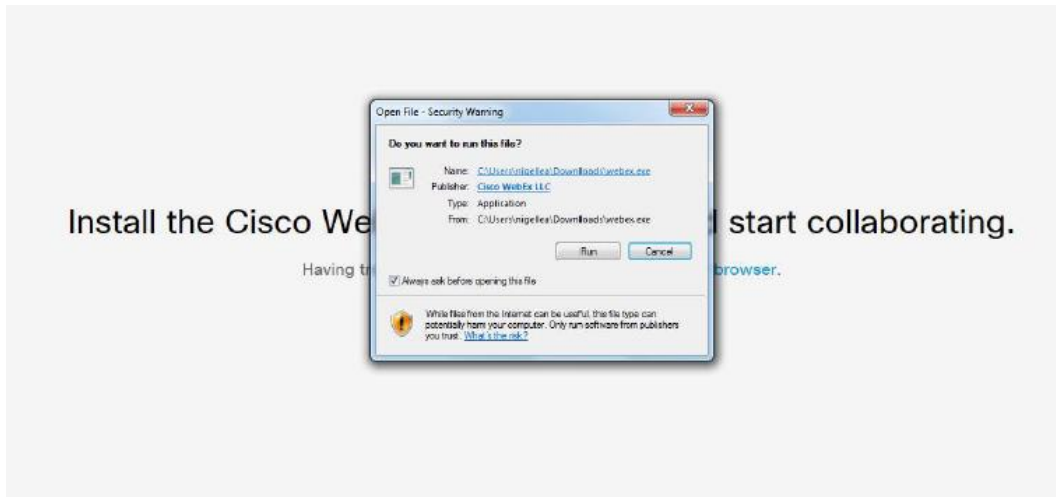
1. Open your outlook invitation, by either finding it in your email inbox or by clicking on the event in your calendar (if you have accepted the invite, it will go into your email calendar) to open its description and the information below should show. Click the 'Join meeting' button.



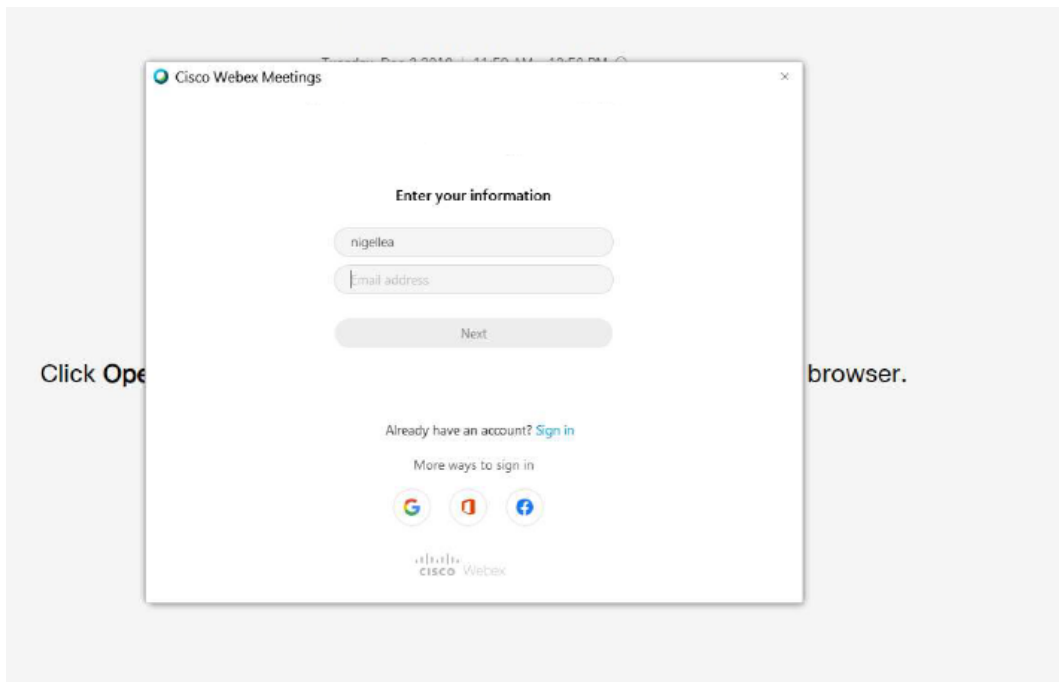
2. The page below will open in your browser (Internet Explorer/Chrome/Firefox etc.) and a pop up/blue box will prompt you to download a temporary application to run the webinar.



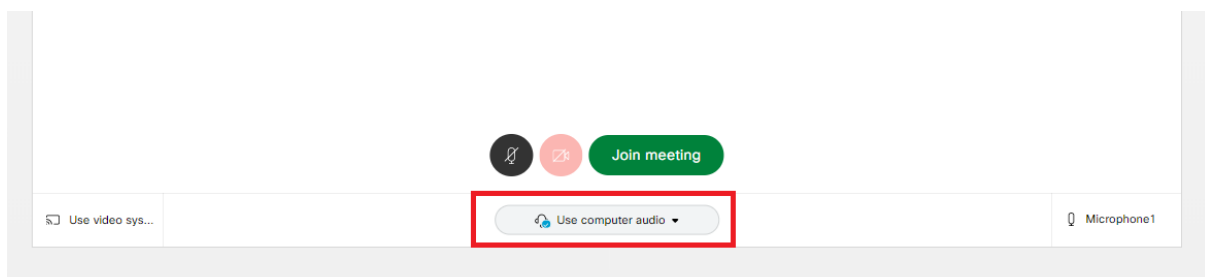
3. Another window should then appear as shown below - please click run on this window.



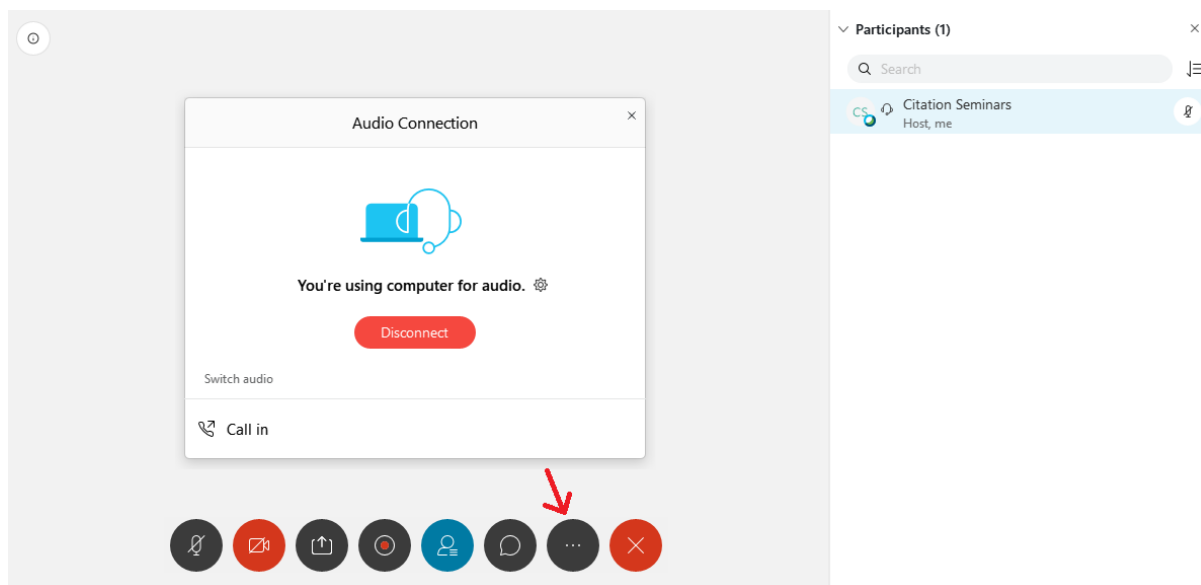
4. The Webex application will then open automatically as shown below. Please enter your name and email address and click next to join the webinar.



5. You will then join the webinar and see the options below. 'Use computer audio' should be selected (indicated by the red box) and will be the right option in most cases. You are also able to choose to unmute or share your video before clicking 'Join meeting'.



6. You should now be able to hear and see our two hosts and as well as the presentation for the webinar. **If you are unable to hear any audio, you can click the button indicated below to switch your audio option.**



(The webinar platform (Cisco Webex) has advised that **if you are joining from a mobile, you will need to ensure the Webex application on your phone is up to date** as this may resolve any audio issues.)

#### **PLEASE NOTE –**

There will be a short meet and greet whilst delegates join the webinar and then when the presenter is ready to begin, they may mute everyone's microphones just to avoid any background noise while the presentation is going on. If you would like to ask a question during the presentation, you are more than welcome to unmute yourself (but please re-mute when you have finished) or type your question in the instant messenger chat if you wish. The presenters will guide you through how to do all of this at the beginning.

#### **Joining the webinar from your browser (Internet Explorer/Chrome/Firefox etc.)**

Please follow step 1 and instead of clicking on the pop up to download the application, there should be an option to 'Join from your browser'. You will then be prompted to input your name and email address and you can join the meeting **with limited features**.

**(The webinar platform (Cisco Webex) has advised that using your browser to view the webinar may cause some audio issues. Using the application on a computer or laptop is the best option for audio clarity and full use of the webinar features.)**