

How to Attend your SmartMusic Webinar

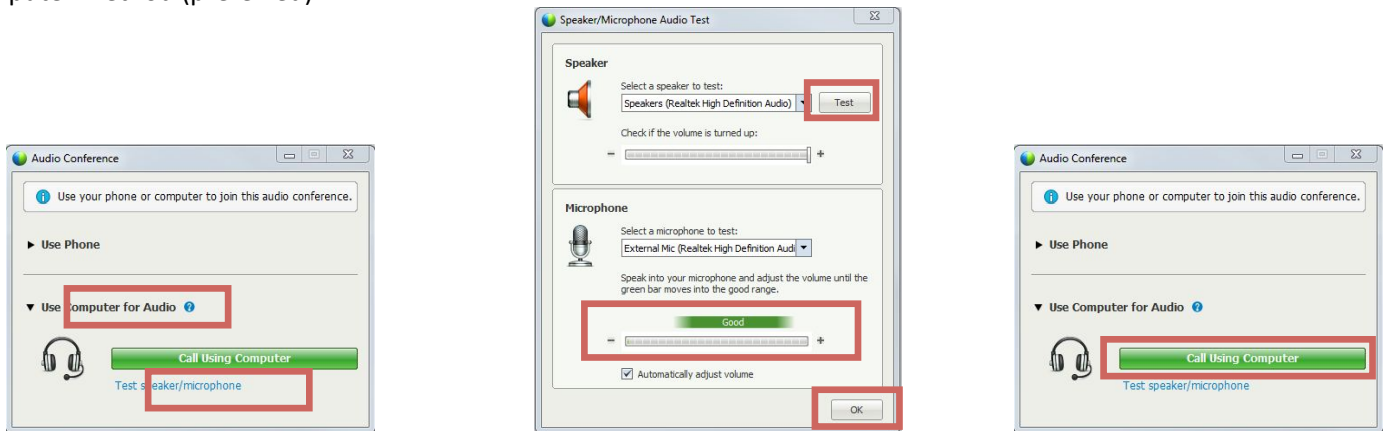
Before your Webinar Date


- Make sure the computer has Internet connectivity (a hardwired Ethernet connection provides the best results).
- Click this link on your computer to join a one-minute test WebEx: <http://www.webex.com/lp/jointest/>
- You need one of these two options for the audio portion of the conference:
 - Speakers and a microphone connected to your computer.
 - A telephone next to your computer. If using a cell phone, test it before the webinar to make sure you get excellent reception when at your computer. Webinar videos will also use your computer speakers for playback, so make sure they are working as well.

On your Webinar Date

- About 10 minutes before webinar the start time, open your confirmation email and click the link to Join the Meeting. The video portion of the webinar will open on your computer screen.
- Connect to the audio portion of webinar either through your computer or by phone.

Computer method (preferred):

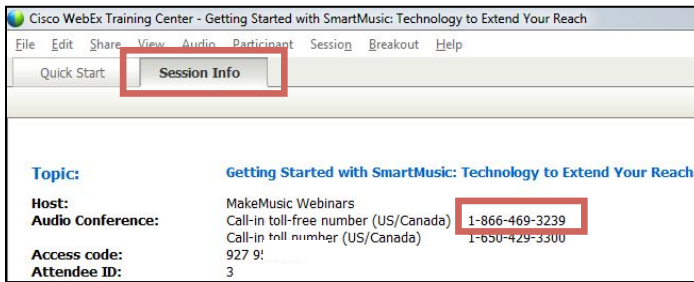


- When the webinar opens, you will see the first window below. Click the triangle next to Use Computer for Audio > Click Test speaker/microphone
- Press Test for your speakers to hear a test sound. If you do not hear a sound, try a different option from the pull-down menu and Test again.
- Choose your microphone from the pull-down menu and speak into it. You should see green in the horizontal bar. If not, choose a different option from the pull down menu and speak again.
- Click OK on the Speaker/Microphone Test screen > click the Call Using Computer button
- You will hear a confirmation and see a headset icon next to your name: 

Phone Method:

When the webinar opens, **CLOSE the Audio Conference window.**

- In the upper left of the webinar window, click the tab labeled Session Info



- Using your phone, dial the toll-free number listed on the screen.
- After a pause, you will hear: “Welcome to WebEx! Please enter your Access Code followed by pound.” Use your phone to enter the Access Code from the Session Info tab on your screen.
- Enter your Attendee ID and press #. If you don’t know your Attendee ID, just press #.
- You will hear confirmation that you in the conference, and see a phone icon by your name or the words “Call-In User”



If you need assistance entering the webinar, email your phone number to webinars@makemusic.com for help.