

Webinar Registration Information

TO REGISTER FOR A LIVE WEBINAR

1. Go to the EAP website at <http://www.horizoncarelink.com> (Login: SDSU; Password: EAP), find the webinar you would like to attend under the "Tools 4 You" section and click on the **date** you prefer.
2. Once you click on the **date**, you will be taken to a page which requires that you enter your name, company name, and email address. Other fields are optional.
3. After entering your information, click on **REGISTER** at the bottom of the page; if the information is complete, you will receive a message saying **REGISTRATION SUCCESSFUL**.
4. You will receive an email confirming your registration. **KEEP THIS EMAIL**. If you do not see this confirmation email in your inbox, check your spam or junk mail folder.
5. In the email, note the date and time zone of your webinar. If you are using Microsoft Outlook, or MeetingMaker, once you click on **ACCEPT**, the webinar will be added to your calendar.

Options for viewing the webinar

There are two options for viewing the webinar: downloading Microsoft Office Live Meeting or using the Live Meeting Web Access (no downloads required). If you are planning on downloading the software on a university-owned computer you will need to contact your department's technical support staff since this action requires administrative rights. The email sent to you includes instructions and a link for **first-time users** to download Live Meeting. If you are planning on viewing the webinar via web access no additional action is required until the day of the webinar.

On the day of the webinar (up to 15 minutes before the program starts)

1. If you have successfully registered, on the day of the webinar you can simply go back to your registration confirmation email and **click on the join meeting link** to be connected to the web (PowerPoint) portion of the meeting.
2. To join the webinar:
 - If you have previously downloaded Microsoft Office Live Meeting then click on the **Join Meeting** button.
 - If you are planning on viewing the webinar via web access, scroll down and click on the **Accept Terms and Use Live Meeting Web Access** button. You may need to "allow pop-up blockers" on your browser.
3. Follow the instructions for entering your phone number for the audio portion of the webinar.

Participants who prefer to access the audio portion of this program using TTY or VRS Technology and calling the phone number and using the participant code provided in the email.

If you miss the webinar for any reason, visit the EAP website to see the recorded version of the webinar in our archives.

TO VIEW AN ARCHIVED WEBINAR

Archived webinars are available through streaming media that includes audio. You may experience delays depending on the software program you have installed onto your computer. There are no phone connections available for members without computer speakers or those who rely on TTY and VRS.

1. Using Internet Explorer as your browser (version 6.0 or newer) go to the EAP website at <http://www.horizoncarelink.com> (Login: SDSU; Password: EAP) and click on the **Archived Webinars** button under the "Tools 4 You" section.
2. Select the title of the webinar you would like to view, enter a name and click **View Recording**.
3. Click on the software program (e.g. Windows Media) under **View**. You may need to "allow pop-up blockers" on your browser.

If you have problems accessing the webinars you may contact the ETS help desk at (619) 594-5261.