



HOW TO PARTICIPATE IN A COLLEGE SAVINGS WEBINAR

A Webinar is a web-based seminar with an audio **and** a visual (Web) component. You can participate by using your telephone to call our toll-free webinar line. If you have high-speed internet access, you can join us on line *and* call in for the audio portion.

1. Test your browser at least 30 minutes before the Webinar.

➡ To test your browser and network connections for compatibility prior to the conference, go to <http://www.callinfo.com/test.html>

2. Log in 3-5 minutes before the Webinar is scheduled to start.

➡ To participate in the **Audio** portion of the presentation

- Dial 1-800-851-3758
- Enter 7-digit access code: 8303133#
- You will be placed on music hold until the Chairperson starts the conference.
- Put your phone on "mute" if possible.
- Do not put your phone on Hold once the Webinar begins.

➡ To participate in the **Web** portion of the presentation

- Click this link below:
<https://www.callinfo.com/prt?host=globalcrossing&an=8008513758&ac=8303133>
- Enter your participant registration information.
- You will view a "Lobby screen" until the Chairperson starts the Webinar.
- Look for the **Chat** box. You might want to use it to send the presenter a message.

3. After You Log In – Sign In (Required during work hours, optional if not)

If you are taking administrative leave to participate in a webinar, you need to "sign in." Use the Chat function to send the Speaker a note that includes (1) your name, (2) your department and work unit, and (3) the city or facility in which you work. That allows us to confirm your attendance should we be asked.

Toll-Free Tech Support for the Web Portion

If you have trouble automatically logging in using the link above, please do the following:

- Go to <https://www.callinfo.com/prt?host=gcc>
- Enter Ready-Access phone number: 800-851-3758
- Enter 7-digit access code: 8303133#
- Do not enter spaces or dashes in the number.

If you have problems joining the conference or need technical assistance, please contact Global Crossing Customer Care at **888-447-1119** or

- Click this link: http://www.globalcrossing.com/xml/eservice/conferencing/conf_support.xml
- Go to the upper left corner of the page
- Click on "Contact Us"
- Then look under "Conferencing Customers" for links