



HOW TO PARTICIPATE IN A STATE EMPLOYEES 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: 2033602
- 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: <https://www.callinfo.com/prt?host=gcc&ac=2033602&an=8008513758>
- 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 – 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.

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: 2033602
- 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