

Best Practices for Attending the Wellhead Protection Plan Webinars using WebEx

NOTE: These instructions are based solely on the Windows7 platform.

All 90-minute webinars held Thursdays from 11 am -12:30 pm

March 12: General overview of the WHP Planning Process

March 19: In depth discussion and review of Data Elements

March 26: Requirements for completing a Potential Contaminant Source Inventory

April 2: Developing well written Management Strategies

To connect to the presentation portion of the session:

1. An email from "messenger@webex.com" will be sent to you with your session invitation.
 - Please follow the instructions in the email to register,
 - A second email with webinar connection information will be sent closer to the presentation date.
2. Connect to the session at least 20 minutes prior to the session start time.
 - There may be a WebEx Training Center download needed on your computer in order to participate in the training.
3. Internet Explorer is the recommended browser, yet if there is a connection issue, please try to use a different browser (i.e., Mozilla Firefox or Google Chrome).

To connect to the audio portion of the session:

(This information is also included in the WebEx Messenger email)

1. Dial: 1-888-742-5095
2. Enter the Conference Code: 7337892173, then press #
3. Once connected by phone, lines will be muted by Intercall/WebEx. If your phone line doesn't mute, please do so by pressing *6.

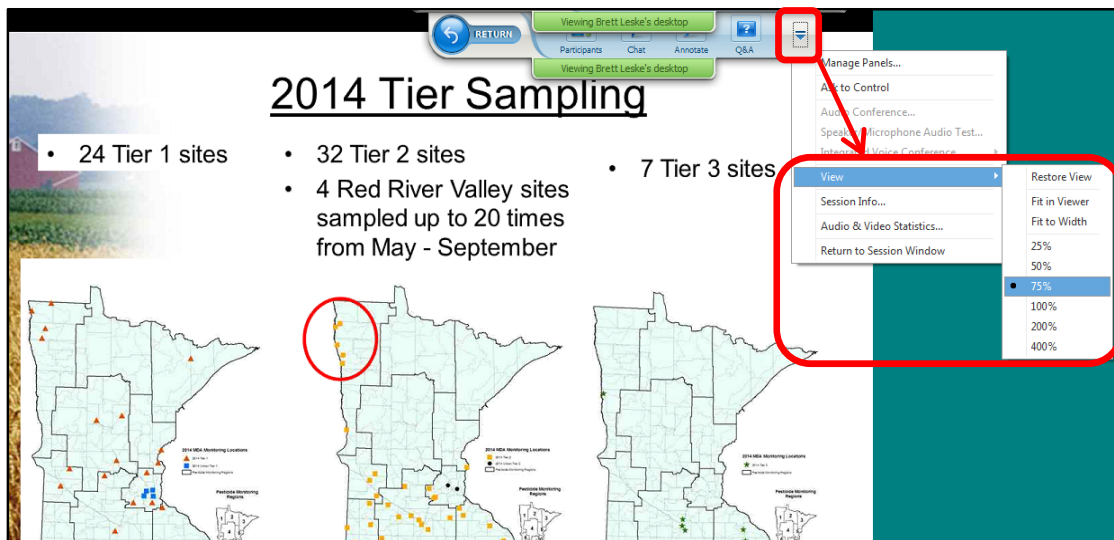
For technical support issues when connecting by computer or phone:

Email: MN.IT @ MDH: health.videoconference@state.mn.us

Phone: 651-201-5555

During the Session:

1. The viewing size of the presentation will be determined by your computer and its settings. Once the presentation is in session, if necessary, try to change the viewing size as illustrated below:
(100% is recommended for most computers):



2. There will be time at the end of the session to ask questions. Text questions may be sent during the session using the WebEx Chat Feature as illustrated below:
 - a. Use the **drop-down arrow** to select “**Session Moderator**”,
 - b. Enter the question in the **white message box**,
 - c. Click **Send**

NOTE: This Chat will be monitored throughout the training and questions will be addressed as appropriate during the session.

