



SmartBenefits Webinar Instructions

■ Audio

- We've muted your PC microphone and blocked your PC camera.
- If you can't hear us:
 - Make sure your PC speakers are *not* muted >> This  *not* this 
 - If you see the white Skype phone icon on the blue background, then click it and select Skype for Business Call



■ Participate

- Please hold your questions until after the 15 minute presentation (If you're having technical difficulty, ask a question at any time. We'll try to help.)
- Click the message icon to open the Conversation box and ask questions We may do some polling before and after the presentation



- Want a copy of the slides? Follow these instructions



To open attachments in an online meeting

1. When a new file is attached, click the **Open button** in the banner.



- OR -

Click the **Present** icon - the icon will show a highlight if there are attachments available.



2. Select **Manage Attachments**.

3. Click the **Open button** to download and open an attachment.



4. Click the **More button** and select **Save As** to save the file to your computer.

