Webinar Setup Guide – Desktop/Laptop

You can connect to the webinar through your desktop, laptop, smartphone or tablet. We recommend that you connect to the webinar through your desktop or laptop for the most optimal experience with the application.

If you are connecting via your Desktop or Laptop:

Before the webinar:

1. Please complete the Connection test. **You should complete the Connection Test at least one day before the webinar.**

   The Connection Test checks your computer to make sure all system requirements are met. **If you pass the first three steps of the test, then you are ready to participate in a meeting.** The fourth step is not required but may enhance your meeting experience. If you do not pass any of the first three tests, perform the suggested actions and run the test again until your computer passes.

   How the Connection Test should look if you passed the requirements:

The University of British Columbia
Faculty of Medicine
MD Undergraduate Admissions
2194 Health Sciences Mall, Unit 317
Vancouver, BC Canada V6T 1Z3

Email: admissions.md@ubc.ca
Phone 604 875 8298
Fax 604 822 6061
http://mdprogram.med.ubc.ca

Joining the Webinar

2. On the day of the webinar, click the link that was sent to you in the registration confirmation/ reminder email. You can only connect to the webinar through this link. Please do not share this link. **You should connect to the webinar at least 10 minutes before the starting time.**

   Please note: The webinar application supports Windows, macOS and Linux. It also supports the following browsers: Chrome, Edge, Internet Explorer 8+, Firefox and Safari.

3. Once you have clicked the link, the meeting login screen will appear. Follow the steps below:
   - Select **'Enter as a Guest'**
   - **Type in your first name and last name initial** (e.g. For Jane Doe, type in Jane D). You are required to put in the same first name and last name initial that you used when registering for the webinar.
   - Click 'Enter Room'.

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4. The meeting will launch in your browser. You will then be given the message below. Please wait until the host/presenter approves your attendance. We will accept only registered participants with a first name and last name initial that matches what was on their registration form.
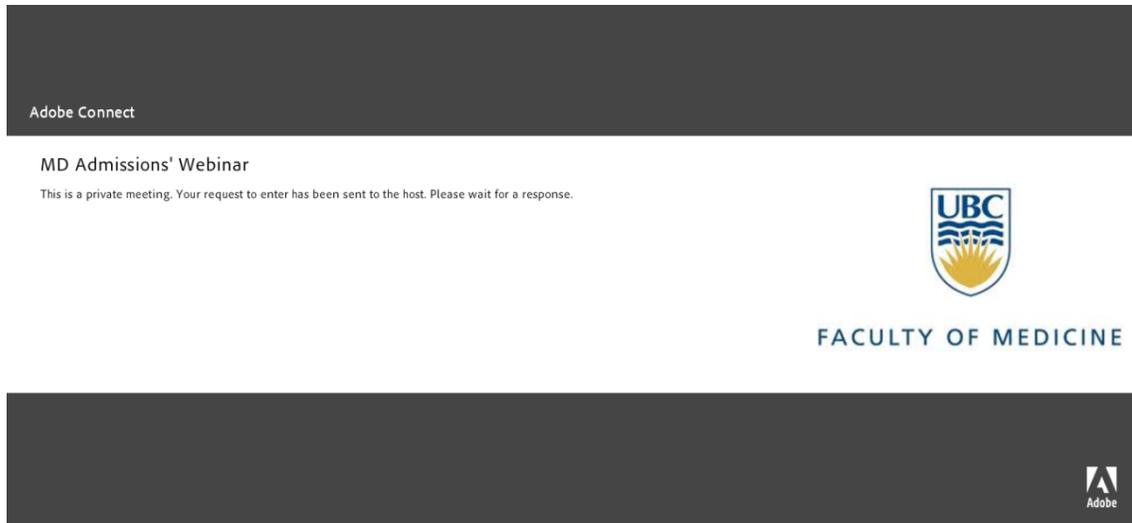
5. Once the meeting host accepts you into the meeting, the meeting room interface will appear. There will be silence until the presenter begins speaking.

6. If you have any additional issues with logging into the meeting, please review the 'Meeting login issues' from Adobe Connect Meeting Troubleshooting Tips on the Connecting Testing page. Only the following FAQs on that page will be relevant:
    - Quick things to check first.
    - I have logged in and nothing is happening.
    - My company uses a proxy server to control internet access.

As a reminder, webinar participants sign in as a guest and do not need password information.

Please note that participants will not be given video/microphone rights. Information on how to ask questions will be given in the webinar.

Thank you for completing your Adobe Connect setup. We look forward to seeing you online!

Last Updated on: August 22, 2017