**Instructions on joining a GMAC Webinar:**

Parents who have completed the seminar and evaluation survey will be contacted regarding school age related webinars with available dates. You can join a meeting via your laptop, desktop pc, tablet or mobile phone. Chrome is the preferred browser.

1. An email meeting invitation will be sent from GMAC, you will be required to reply to ‘Yes’ attend.



This is the hyperlink, it may remain in the email or be copied automatically to your calendar

If you click ‘No’, we will contact you to arrange another webinar date and invite.

If you don’t reply, we don’t know if you are attending the webinar.

If accepted, the webinar meeting will be added to your email calendar



You can then click on this hyperlink on the calendar or email, just before the time of the webinar, or copy the meeting hyperlink into a Chrome browser.

**2a. You can download and install the MS Teams [windows] to your computer or mobile before the webinar date.** When you click the hyperlink above it will launch MS Teams.



**Or 2b**. If you do not have the MS Teams app: you can still “Download the Windows app” or “Join on the web instead”: When you click the hyperlink above it will come to this screen, if you don’t have the app. Select ‘Join on the web instead’.

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 **3.** Choose the camera and mic settings you would like, add your name and select ‘ Join now’



3a. As the camera and mic will be connected through your device, ‘allow’ MS Teams to have access



**4.** Depending on the meeting settings, you may be in a ‘waiting room’ and will be admitted to the meeting by a GMAC facilitator as soon as possible, or you may join the meeting with no delay.



**5.** You are now in the webinar meeting, check your camera and mic settings



Please mute your mic once we have established everyone has arrived.

If you hover over meeting picture, the following icon bar will show.



 duration of meeting  camera  mic

 raise hand  chat box  leave meeting

Please send in your questions in the chat box (name optional).

Your question will be available for everyone to see

**Error Messages**

A. You may get the following error message, please change your browser to Chrome, sometimes signing out and back into your email can correct this.



B. If you are unable to connect to the webinar, please email Abigail.gibson@nas.org.uk and she will ask the Webinar facilitator to contact you.

C. If you see this screen click ‘cancel’ make sure you have downloaded the app and then click ‘open your teams app’ which should take you to 3.

