Webinar Quick-Start Guide
for law students and faculty

REGISTERING FOR A WEBINAR

1. Find the webinar you wish to attend.
   a. You can select a webinar from among those listed on the webinar trainings page on lawschool.westlaw.com
   b. Webinars are also found within the training calendars on lawschool.westlaw.com

2. Register by clicking the registration link.
   a. You will be asked to log on to lawschool.westlaw.com, if you have not done so already
   b. If you are logged on, your registration is seamlessly authenticated

3. From the confirmation page, you can choose to add a meeting notice for the webinar to your Outlook calendar.
   a. The meeting notice includes the URL that you will need in order to attend the meeting at its scheduled time*

LOGGING INTO A WEBINAR

1. You will not be able to join the webinar earlier than 15 minutes prior to the scheduled start time*.

2. If you added a meeting notice for the webinar to your Outlook calendar, simply open the meeting notice and click the URL.

3. If you do not use Outlook, no worries. On the day of the webinar, West eLearning will send a reminder email that also includes the URL.

4. If you do not receive the reminder email, join the meeting by simply returning to the webinars page or training calendar on lawschool.westlaw.com, and click the register URL. (Again, this must be done no earlier than 15 minutes prior to the start time*.)

DIALING INTO A WEBINAR

1. Once you have logged into the webinar, a pop-up window will display three options for joining the webinar’s audio component.
   a. Have WebEx call you
   b. You call in
   c. Listen over the Internet

2. If you do not see this pop-up window, simply click Join Audio Conference from the Audio menu.

PARTICIPATING IN THE WEBINAR

1. All participants are muted to minimize distractions caused by background noise.

2. You may ask questions during the presentation by using the Chat feature. (Look for the icon with the dialog bubble.)

WHAT HAPPENS IF I AM UNABLE TO ATTEND A WEBINAR FOR WHICH I AM REGISTERED?

1. You will receive an email with a link to the recording that is available for 90 days after the live session.

2. You can listen to the recording whenever you have time, however, you will not be eligible for any of the incentives (points, drawings, etc.) associated with the live session.

* Note that all listed webinar start times are for the Central Standard Time zone.