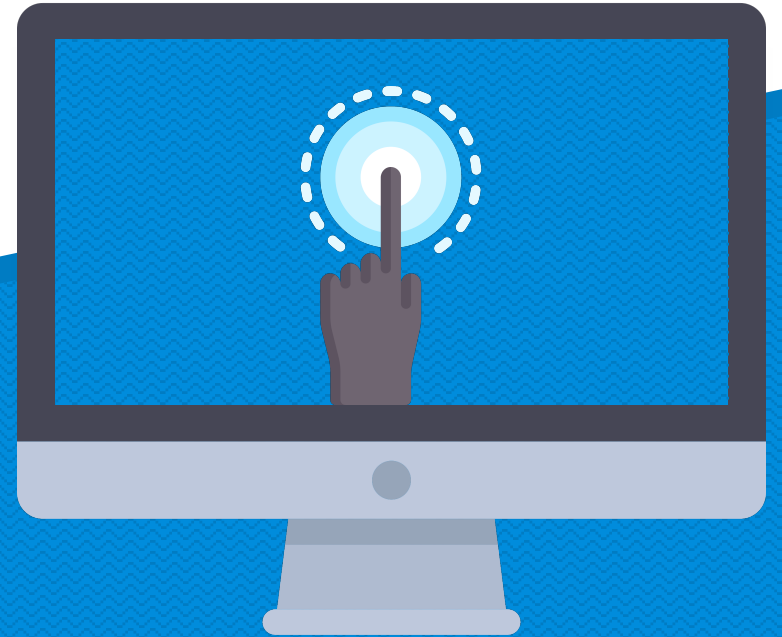




CATHOLIC EDUCATION
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EVERYTHING YOU NEED TO KNOW ABOUT PARTICIPATING IN A WEBINAR.

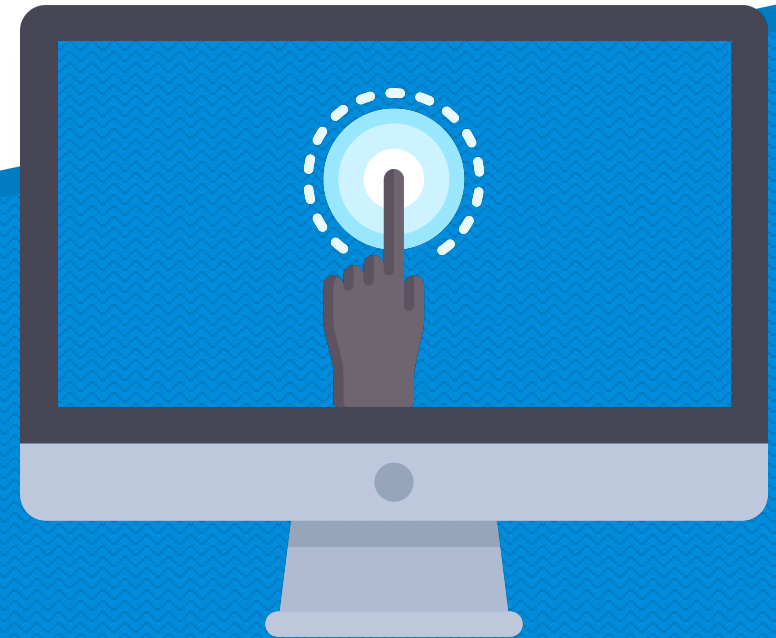


POWERED BY LEADING LIGHTS





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HOW TO PARTICIPATE IN WEBINARS

Use the hyperlink to join the [8445 Virtual Conferences Team](#) in Microsoft Teams. Click join.

Log in with CEWA Credentials if required.

Guests (non-CEWA) must complete this [Form](#) to join the team.

All information about upcoming sessions will be posted in the team.



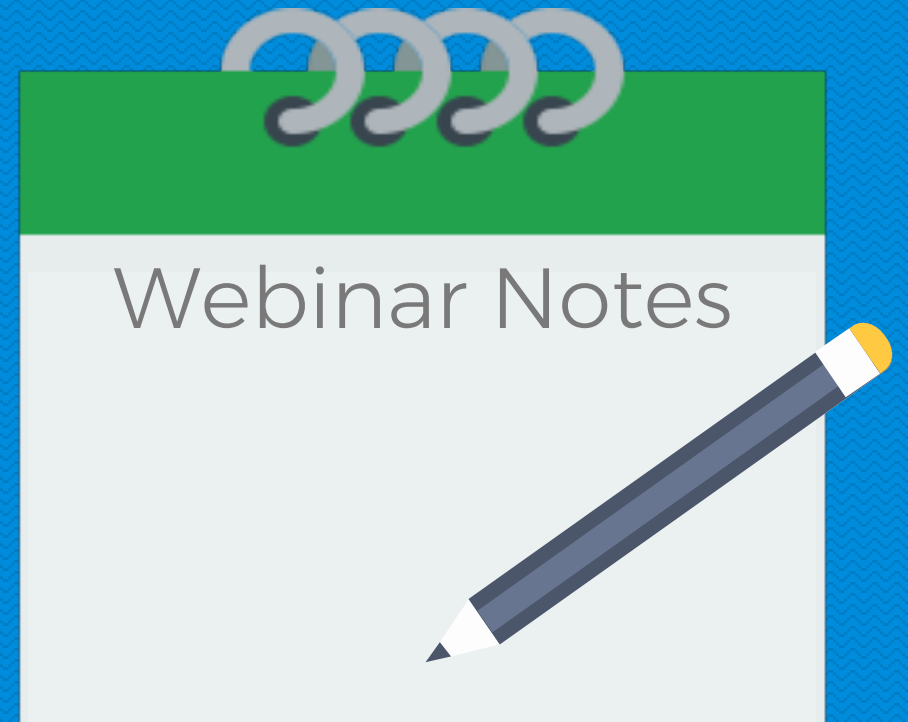
BEFORE THE WEBINAR SESSION

Decide which webinar you would like to attend. (The schedule is posted in the general channel).

Find a quiet place where you won't be interrupted. Consider using headphones, if in a room with other people.

Have paper and pen available to take notes.

Be prepared to participate as webinars are interactive.



HOW TO JOIN A WEBINAR SESSION

Five minutes prior to the start of the webinar, open the Teams App.

Click on the '8445 Virtual Conferences' Team.

Click the channel of the webinar you would like to attend.

Click 'Join'.



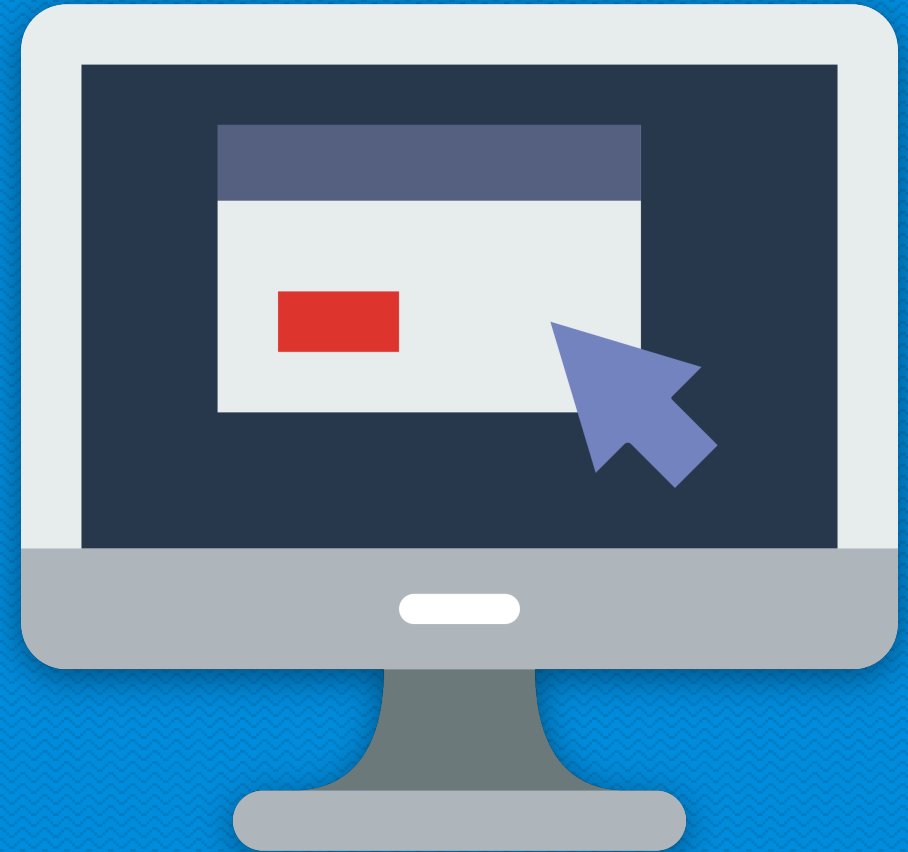
DURING THE WEBINAR SESSION

You can choose to turn your camera on or off.

Mute your microphone when you are not talking.

Take notes of things you will want to remember.

Ask questions in the conversation tab or unmute your microphone.



FINDING THE FEATURES

The image shows a screenshot of the Microsoft Teams application interface. The top bar includes a search bar with the text "Search or type a command" and the user's profile "Catholic Education Western Australia". The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Files, and Apps. The main area displays a meeting titled "Meeting in 'Teams Calls'" with a duration of "00:26". A central video feed shows a placeholder avatar. Below the video are call controls: a camera icon, a microphone icon, a screen share icon, a more options icon, and a red end call icon. A chat window is open on the right, showing a message input field and a "Reply" button. Yellow callout boxes highlight specific features: "Turn camera on or off." points to the camera icon, "End the call when done." points to the end call icon, "Mute or unmute your microphone." points to the microphone icon, "Open the conversation tab." points to the chat window, and "Type and send messages." points to the message input field.

Turn camera on or off.

End the call when done.

Mute or unmute your microphone.

Open the conversation tab.

Type and send messages.

AFTER THE WEBINAR SESSION

Take some time to reflect on what you learned in the webinar.

Talk to colleagues about what you learned.

Complete the [feedback form](#) to ensure we can improve our webinar sessions.

Get a certificate of participation by completing the extra questions in the feedback survey



VIEW A PREVIOUSLY RECORDED SESSION

Go to the '[8445 Virtual Conferences](#)' Team.

Click on the 'general' channel.

Click the 'On-Demand Videos' tab at the top.

Select a video to watch or choose '[Open in Microsoft Stream](#)'. This will allow you to search for specific topics/videos. (Be sure to click the 'Videos' tab).



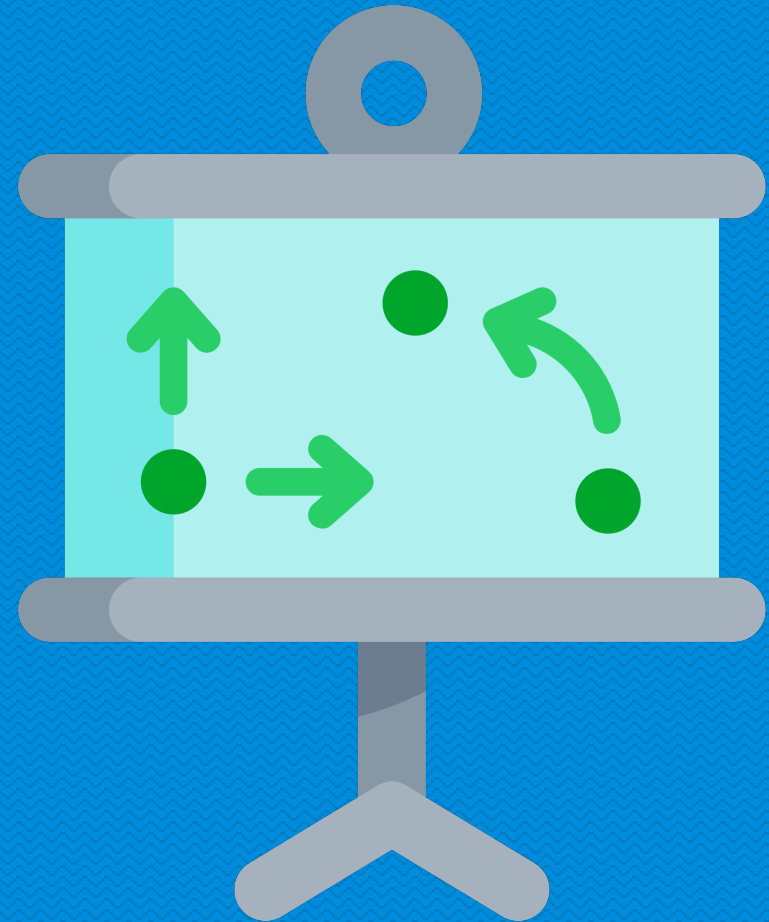
MAXIMISING YOUR WEBINAR EXPERIENCE

Some principals canceled staff meetings during Webinar Week to ensure staff participation.

Some schools watched a live or recorded session and then discussed as a group.

Encourage staff to present in a future webinar.

Submit a [Form](#) to suggest future webinar topics.



YOU'RE READY TO PARTICIPATE!

