

VIA3 Guides
Installing & Running VIA3 for Webinars

Revised 05-18-2010
Rev A

Table Of Contents:

Attending VIA3 Webinars\Meetings: 3
VIA3 Webinar Screen: 4
VIA3 Webinar or Meeting Chat: 5
VIA3 Webinar Audio: 5
Technical Support:..... 5

Attending VIA3 Webinars\Meetings:

Please close ALL applications on your computer before beginning the process; please remember to save any documents you may have been working on.

If you have received a six-digit VIA3 meeting ID number, please follow these steps:

- Start here: <http://www.via3.com/>.
- Click the link for “Join a Meeting or Webinar”.
- Enter the six-digit meeting ID number in the box labeled “Meeting ID”, then click the “Join Meeting” button; you should see a screen similar to this:



Please note: The ID number shown in this screen-shot is no longer valid.

- Click “Run”, then click “Run” again.
- You should see a screen similar to this one (show here), which asks for the information necessary to identify you to others in the meeting;



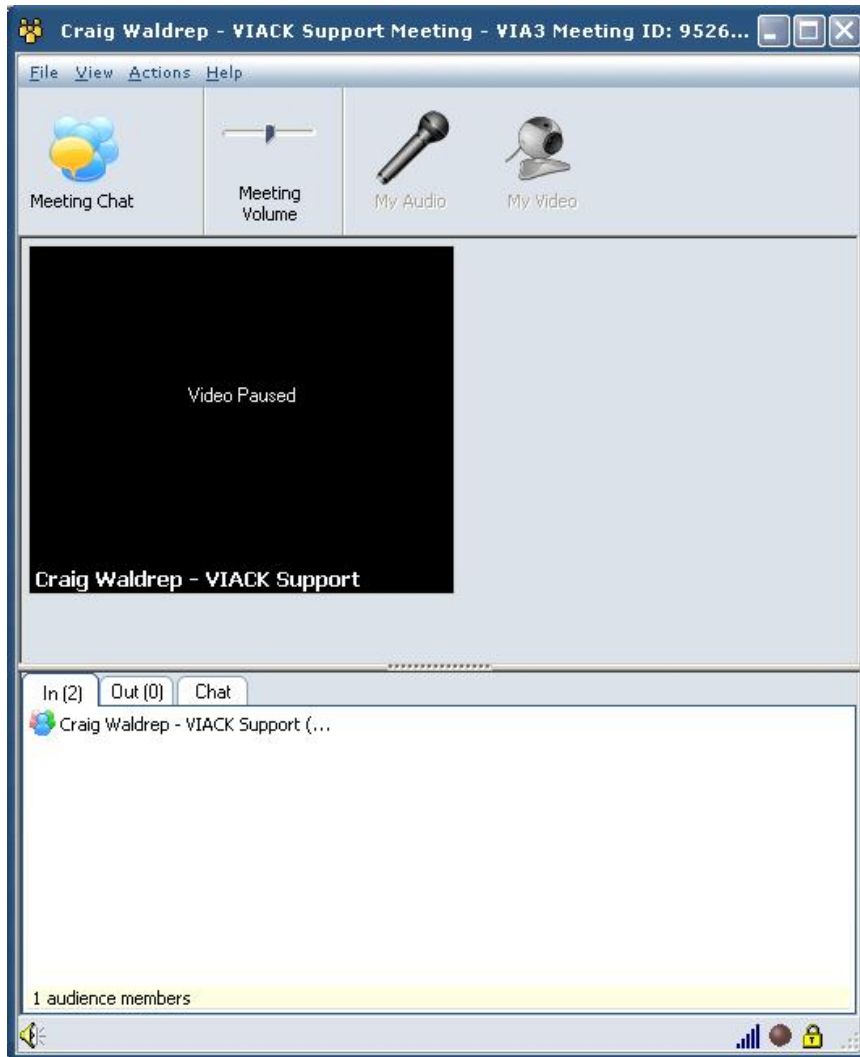
Please enter your first name, your last name and an email address, then click “OK”.

You will then see several screens that begin the process to bring you into the webinar\meeting.

You will need to repeat these steps for each VIA3 Webinar you attend. Repeating this process is necessary due to the Meeting ID numbers.

VIA3 Webinar Screen:

This is the screen you should see when you first join the VIA3 Webinar or meeting.



- You may pause the video or audio of others in the meeting by moving your mouse cursor over the video pane of the person so that the audio/video controls show up; clicking either the camera icon or the speaker icon will cause the green checkmark to become a red "X", stopping either audio or video from that person.
- You can increase the audio volume for an individual in the meeting by accessing the slider under the person's video (move your mouse cursor over the person's video to make the controls show up).
- You communicate with the Presenter in a VIA3 Webinar by use of the Chat feature because you are in Audience mode, and you cannot be seen or heard by the Presenter; Chat messages are seen by all members in the VIA3 Webinar or meeting.

VIA3 Webinar or Meeting Chat:

On the VIA3 Webinar or meeting screen, you should see three tabs: In (x), Out (x) and Chat. By clicking on the Chat tab, you access the Chat feature so that you may send a message to the Presenter.

- Type your message in the white box provided, and click “Send”; a message is sent so that the Presenter knows that a Chat message has been entered.
- When your VIA3 Webinar or meeting has ended, click the “X” in the upper-right corner of the meeting screen to exit VIA3.

VIA3 Webinar Audio:

Most computers already have speakers properly attached (or are internal as in the case of laptop computers), and if you are able to hear the special “Windows Sounds” when your computer boots up or shuts down, then you should be able to hear in the VIA3 webinar/meeting.

Technical Support:

If you have any questions about or encounter any issues with VIA3, please contact:

Technical Support:
Toll Free: 1-866-265-8060
support@viack.com