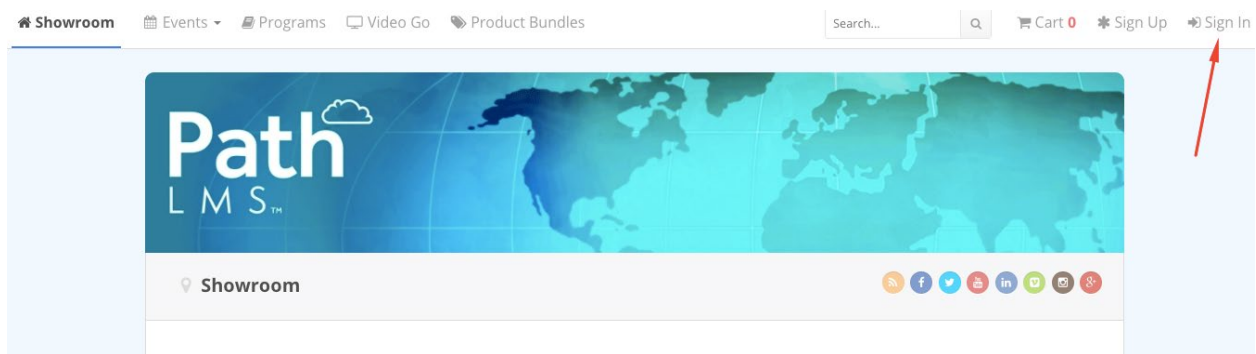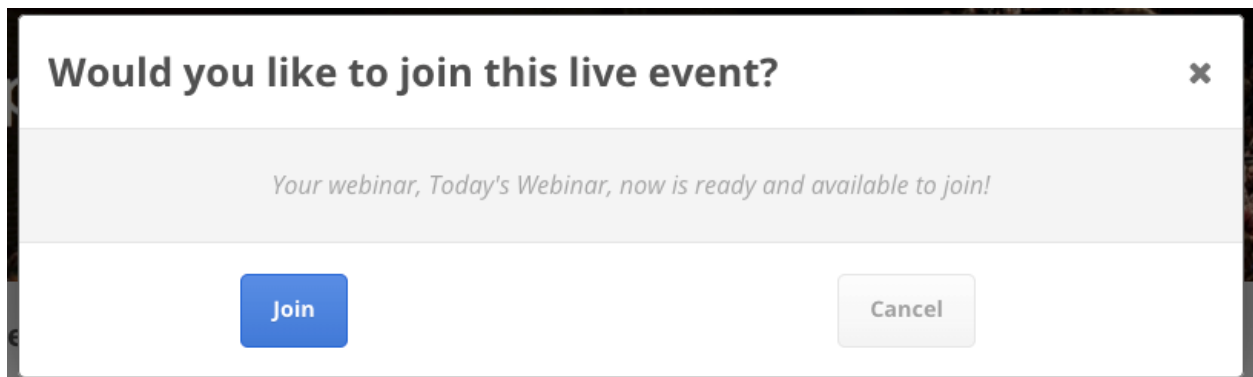# How Do I Join a Live Web Event?

Introduction: Once you register for a live web event, you will receive a confirmation email and/or reminder emails. If you are having trouble joining your event, please follow the steps below.

1. Click on the link your confirmation/reminder email or return to the live web event registration site

2. If you do not see your name in the upper right hand corner of the site, click Sign In

3. Once you are signed in, a Join button will appear (if within 30 minutes prior to start time)

- If you do not see the pop-up, refresh your page (F5) or click on Events from the top menu, click on the web event you are trying to join

- Once on that page, click the Join Live Web Event button on the right side of the page

4. Click Join to launch the web event

January 9, 2018

Tue 12:00 PM PST ⊙

Audio Options:

🖥 Use Your Computer
📞 866-555-5555

DURATION 1H 0M

Join Live Web Event

System Requirements

Cancel Registration »

5. Web event audio:

- You can listen through your computer speakers/headphones
- If provided, you may listen over the phone by dialing the number provided

6. If the web event has not yet started, you will see a holding screen that will open automatically at start time (you may see a Request Entry button, but it is not necessary to click it. The web event will open automatically at start time)

7. For further assistance, click on the blue Help button in the lower right of your screen