

### **How to access a webinar session for PC users:**

- 1.) Make sure you have Java downloaded on your computer. If not, you will need to download Java to access the webinar. Go to [www.java.com](http://www.java.com) to download the program for free. After the download is complete, close and reopen your web browser to allow Java to begin working.
- 2.) Go to the Mason Family (link to [masonfamily.gmu.edu](http://masonfamily.gmu.edu)) homepage and click the webinar link.
- 3.) Enter a display name. This will be the name that identifies you in the webinar and will show up to all users.
- 4.) Click Submit. (You might get a download warning at the bottom of the screen stating "This file may harm your computer". To access the webinar, you will need to select "Keep".)
- 5.) Click the "join in" download, which will appear at the bottom of your screen.
- 6.) A window will then ask you to run the application. Click "Run".
- 7.) Click "Accept" on the Blackboard Collaboration window.
- 8.) Select your connection speed (you will most likely not need to change this) and click "OK".
- 9.) The webinar window will then open and you will join the session!

### **How to access a webinar session for Mac users:**

- 1.) Make sure you have Java downloaded on your computer. If not, you will need to download Java to access the webinar. Go to [www.java.com](http://www.java.com) to download the program for free. After the download is complete, close and reopen your web browser to allow Java to begin working.
- 2.) Go to the Mason Family (link to [masonfamily.gmu.edu](http://masonfamily.gmu.edu)) homepage and click the webinar link.
- 3.) Enter a display name. This will be the name that identifies you in the webinar and will show up to all users.
- 4.) Click Submit.
- 5.) You will be asked to download "Launcher". You will need this to access the webinar.
- 6.) Once you have downloaded "Launcher", "Launch" the program (you can do this by clicking the "Collaborate Launcher" link on the Session Details page and selecting "I already have this, Launch" in the window).
- 7.) If it does not open right away, go to your downloads folder and click the "join.collab" icon.
- 8.) Click "Accept" on the Blackboard Collaboration window.
- 9.) Select your connection speed (you will most likely not need to change this) and click "OK". The webinar window will then open and you will join the session!