

WEBINAR EVENT INSTRUCTIONS

REQUIREMENTS TO ATTEND EVENTS

A laptop or desktop computer with a broadband or DSL connection (note: WiFi and dial up connections are acceptable but not recommended due to increased audio and video latency or delay). Whether you have a Mac or a PC you need to have Microsoft Windows. If you don't, call Webex tech support, 866-229-3239 and find out if you can connect another way.

SIGN ON TO WEBEX

Please sign up early for the event at www.belovedpublications.com. We will send you an email invitation the day the event takes place. In your email, click on the link to join the meeting. If you have not attended a webinar with us before you will be prompted to download a small program called active x. This should take less than a minute to download. The next page is the meeting entry site. Enter your name and email address as you would like people to see it during the event. We will be using voice over IP for the sound. All you will need is your computer speakers to hear the webinar. If for some reason you cannot hear, click on the word 'communicate' at the top of the page and click 'join audio conference'. If you have a webcam please turn it off at this time.

THE MEETING PAGE

The meeting page will show the "Teachings of Mother Mary" background as well as several drop down menus in the upper right hand corner of your screen. The video, chat and participant menus will be important. You can open all or one. The video menu will show the event as its happening. The default video size for all events is 1"x1". We recommend that you increase the size of the video for the event. To increase the size of the video look for the word "options" just above the video screen itself. To the right of the options button is a single small blue square. If you click the small blue square the video will increase to 3.5"x3.5". This is the recommended viewing size for the event. If you have any technical questions you can contact Webex tech support at the number listed below.

Webex tech support for attendees: (866) 229-3239

*** WE RECOMMEND ALL ATTENDEES SIGN ON TO THE EVENT AT LEAST 30 MINUTES EARLY TO FAMILIARIZE YOURSELF WITH WEBEX.**

Beloved Publications is not responsible for connectivity problems during the webinar or technical problems on your computer. Please make sure you can take part *before* you purchase this webinar. If Beloved Publications experiences technical difficulties a new date for the webinar will be set or you may receive a full refund.

**Thank you,
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