

Guide for Using GlobalMeet

The School Nutrition Team (SNT) provides training in the form of webinars through GlobalMeet, a web conferencing technology. These sessions will also be recorded and archived for future 24/7 viewing.

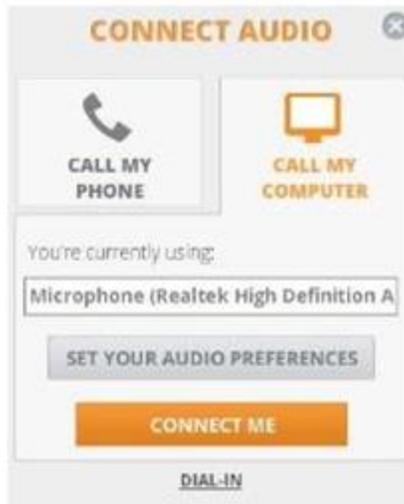
- To enter the live webinar, click the link provided after 'Join Now'
- Fill in your name and email address and select 'Join Meeting'
- You may enter a password to register or select "Continue as Guest" on the bottom right.
- Global Meet will ask you how you'd like to connect your audio
 - Option 1: 'Call My Phone' Type in your phone number and GlobalMeet will call you! After entering your phone number select 'Connect Me.' When your phone rings, pick up the call, and select '1' to join the call.



The image shows a 'CONNECT AUDIO' dialog box with the following elements:

- Two buttons: 'CALL MY PHONE' (with a phone icon) and 'CALL MY COMPUTER' (with a computer monitor icon).
- A dropdown menu for region, currently set to 'USA/Canada (+1)'.
- A text input field for a phone number, showing '+1 719-555-5555'.
- A large orange 'CONNECT ME' button.
- A smaller 'DIAL-IN' link at the bottom.

- Option 2: 'Dial in' Select 'Dial-in' directly below the orange 'Connect Me' button. Dial the participant call-in number: **1-877-820-7831** and enter the guest passcode **695499** when prompted. Please mute yourself by pressing *6.
- Option 3: 'Call my Computer' If you have speakers on your computer, you can select this option and 'Connect Me.' This will enable you to listen through your computer speakers. You may need to plug earphones into your audio jack if you do not have stand-alone speakers.



An Adobe flash player warning will pop up asking for access to your camera and microphone. Please sure to “Allow” if you wish you continue with Option 3. To listen through your computer speakers, plugging in earphones into your audio jack is required.

- To listen to the pre-recorded training, click on the "Listen to archived webinar" link once it has been posted. The recording will open and no log-in is required.
- For questions about these webinars contact Laura Paella at 608-267-9228 or laura.paella@dpi.wi.gov.