

## LexisNexis Webinars: User Guide

Thank you for ordering a LexisNexis webinar. This step-by-step guide is designed to help you better understand how webinars work, and the various functions available on the webinar player.

If you have booked a single webinar that has not yet been broadcast, please work through **section A** of this guide. If you have booked a single on-demand webinar (i.e. one that has already been broadcast), please work through links within **section B** of this guide.

If you have booked a series of ten webinars, please work through **section C** of this guide.

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### **Section A – I have booked a single webinar that has not yet been broadcast**

**Step 1:** please register for the webinar via the URL sent in your booking confirmation email. This will activate your email address for the webinar. You can also send your questions to the speakers in advance via this registration form.

You will then receive an email to confirm that your email address has been activated. This email will also include the URL that you will need in order to log in on the day.

**Step 2:** test your computer to check that you can receive a live video stream here:  
<http://mediazone.brighttalk.com/comm/BrightTALKLive/14b98eb192-3143-652-2258>

If you cannot receive a live video stream, please contact your IT department. They will be able to adjust your firewall settings and bandwidth to ensure that you are able to do so. Alternatively, you can dial in on the day and listen to the webinar by phone while watching the synchronised PowerPoint presentation. Details of how to do this will be available when you log in.

**Step 3:** the URL to log in to the webinar will be active from 12 noon on the day. At this time, you should click on the URL that you were sent by email and log in.

The live webinar will take place from 12.30pm-1.30pm. Afterwards, you can complete the CPD quiz in order to gain your CPD points and certificate. You can then submit your feedback to LexisNexis via the online feedback form, and also access relevant case law and a copy of the presentation via the “Downloads” tab.

**Step 4:** the webinar will be archived within 3 working days of the live broadcast. Once this has been done, you will receive an email alert. The webinar will then be available to view on-demand for 6 months following the live broadcast. A podcast of the webinar will also be available at this time, which you can access from the “Downloads” tab on the webinar player.

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### **Section B – I have booked an on-demand webinar**

**Step 1:** please register for the webinar via the URL sent in your booking confirmation email. This will activate your email address for the webinar.

You will then receive an email to confirm that your email address has been activated. This email will also include the URL that you will need in order to log in.

**Step 2:** test your computer to check that you can receive a video stream here:  
<http://mediazone.brighttalk.com/comm/BrightTALKLive/14b98eb192-3143-652-2258>

If you cannot receive a video stream, please contact your IT department. They will be able to adjust your firewall settings and bandwidth to ensure that you are able to do so. Alternatively, you can dial in and listen to the webinar

by phone while watching the synchronised PowerPoint presentation. Details of how to do this will be available when you log in.

**Step 3:** Once you have watched the webinar, you can complete the CPD quiz in order to gain your CPD points and certificate. You can then submit your feedback to LexisNexis via the online feedback form, and also access relevant case law, a copy of the presentation and a podcast via the “Downloads” tab.

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### **Section C – I have booked a series of ten webinars**

**Step 1:** please register for the series via the URL sent in your booking confirmation email. This will activate your email address for each webinar in the series.

You will then receive an email to confirm that your email address has been activated. This email will also include the URLs that you will need in order to log in to each webinar. You will have immediate access to those which have already been broadcast, and will receive reminder emails on the morning of the event for each forthcoming webinar in the series.

**Step 2:** test your computer to check that you can receive a live video stream here:  
<http://mediazone.brighttalk.com/comm/BrightTALKLive/14b98eb192-3143-652-2258>

If you cannot receive a video stream, please contact your IT department. They will be able to adjust your firewall settings and bandwidth to ensure that you are able to do so. Alternatively, you can dial in and listen to the webinar by phone while watching the synchronised PowerPoint presentation. Details of how to do this will be available when you log in.

**Step 3:** for live broadcasts, the URL to log in to the webinar will be active from 12 noon on the day. At this time, you should click on the URL that you were sent by email and log in.

The live webinar will take place from 12.30pm-1.30pm. Afterwards, you can complete the CPD quiz in order to gain your CPD points and certificate. You can then submit your feedback to LexisNexis via the online feedback form, and also access relevant case law and a copy of the presentation via the “Downloads” tab.

For on-demand webinars, you can log in and view at a time convenient to you.

**Step 4:** webinars will be archived within 3 working days of the live broadcast. Once this has been done, you will receive an email alert. The webinar will then be available to view on-demand for 6 months following the live broadcast. A podcast of the webinar will also be available at this time, which you can access from the “Downloads” tab on the webinar player.