



Magellan Healthcare Live Member Webinars - *Quick Reference Guide*

Availability

Member webinars are available monthly at no cost to any EAP member. You can find the registration information on the member website, www.MagellanHealth.com/member, in the *On Demand Learning* section or through a communication you may have received at work. A quarterly webinar just for managers is also available at no cost, and the registration information is in the same location as the member webinar information.

If you are unable to attend the live webinar, a recording will be available in approximately 2-3 weeks on the member website, www.MagellanHealth.com/member, in the On Demand Learning section under the Recorded Webinars and Podcasts link. Managers should go to the Manager tab on the welcome page; go to Training and then On Demand Learning, which has the manager-specific recordings.

Registration

Click on the link provided to you to register for a webinar. To complete your registration for participation in a live webinar, you will need to complete a list of registration questions, including, but not limited to:

- E-mail address – be sure type in your correct email address--double-check before entering. You will use this as your login on the day of the live Webinar, and to receive further communications about the Webinar.
- First Name – type in your first name
- Last Name – type in your last name
- Company Name – type in the name of your company or organization

After completing the registration questions, press submit, and you will receive a message that your request has been submitted to the event host. Shortly after, you will get an e-mail confirmation (you may need to check your junk/spam mail) with the login details for the day of the event. A reminder e-mail will also be sent 24 hours before the Webinar.

Login the day of Webinar

Accessing the Web Presentation:

- Click on the URL link provided to you in the confirmation e-mail. Please log in 15 minutes in advance in case you experience any problems – even though there is nothing you will need to download. Enter your e-mail address in the login field (be sure to use the same e-mail address used when registered). Please note the webinar room will not be fully open until 30 minutes before the start of the session. If you log in greater than 30 minutes before the start of the webinar, you may receive a message stating the webinar has reached capacity.

Audio Access:

- Audio is broadcast through your computer speakers; please make sure to unmute your speakers. If you are unsure how to unmute your speakers, please contact your IT department. Please note if you would like to listen via your computer, but you don't have a headset, many computer jacks are the same size as other media devices, including cell phones and MP3 players. You may be able to use a headset from one of those devices to listen through your computer.
- Please notify the host via the Q&A pod if you are not able to use your computer speakers for audio.

- If for any reason you aren't able to access the webinar, the session is being recorded and will be posted on www.MagellanHealth.com/member 2-3 weeks after the live event.

System Requirements

To access the presentation, you will either need Adobe Flash Player or the Adobe Connect meeting application on your computer. Use this link to test your ability to connect:

http://na3cps.adobeconnect.com/common/help/en/support/meeting_test.htm

In the event you don't have Flash or need to update Flash on your computer, you may get a pop-up asking you to complete a download—just follow the pop-up instructions. The other option is to use the links below to download the Adobe Connect application. Please follow your company's policies and procedures for downloads. If you are unclear if you have permission to download, contact your IT Department for assistance.

Adobe Connect meeting application downloads:

- For Windows: <http://www.adobe.com/go/Connectsetup>
- For Mac: <http://www.adobe.com/go/ConnectSetupMac>

If you experience difficulties downloading Adobe Flash Player or the Adobe Connect Application you will need to contact your IT department.