

## Technical Requirements for Attending Live Webinars

**It is essential that you read these instructions** to ensure your computer system has the technical capabilities you need to attend a live Webinar. Please print this information to follow along more easily.

### General Information:

- There is no charge for using the download links on this page.
- If you do not have administrator rights to your machine, you may need to get technical support.

### For PC Users:

#### Requirements:

- A computer with access to the Internet to view the visual portion of the event
- Windows® Media Player 9 (WMP) or later
- A functioning sound card and speakers or headphones
- Microsoft® Office Live Meeting (Windows-based Live Meeting Console) (see system requirements at <http://office.microsoft.com/en-us/livemeeting/HA102019781033.aspx>).

#### Step 1: Perform a computer readiness check.

Visit <http://go.microsoft.com/fwlink/?LinkID=52354&clid=0x409> to test your system and ensure you are running the most appropriate version of Microsoft® Office Live Meeting.

If the application opens and you are able to see 2 rotating slides that say “You have successfully connected to Live Meeting” and “To connect to your meeting, please refer to your meeting invitation information” in several languages, then your test is successful.

- If the application does NOT open, you must install Microsoft® Office Live Meeting 2005. Follow the onscreen instructions or go to <http://www.microsoft.com/downloads/details.aspx?FamilyID=1218c09c-7aa3-4b3a-82b4-e7a3a40725ec&DisplayLang=en>.
- Scroll to “Files in This Download” section and follow the directions.

For assistance, please contact your local technical support team.

#### Step 2: Check your Windows® Media Player settings.

- Open Windows® Media Player - Click TOOLS - Click OPTIONS – Click NETWORK tab.
- Under Streaming protocols, uncheck UDP.
- Click OK to accept changes and close the Windows® Media Tools window.

Do you need Windows® Media Player? Get the latest version at:

<http://www.microsoft.com/windows/windowsmedia/player/download/download.aspx> and follow installation instructions.

**Step 3: Check Internet Explorer settings to hear the session.**

- Close all Microsoft® Office Live Meeting sessions and any open Internet Explorer Windows.
- Re-open Internet Explorer - Click TOOLS - Click INTERNET OPTIONS.
- Click ADVANCED tab - Scroll to the HTTP 1.1 settings.
- Check the box next to "Use HTTP 1.1 through proxy connections."
- Scroll to the SECURITY section - Check the box next to "Use TLS 1.0."
- Click OK to accept the changes and close the Internet Options window.
- If there are additional prompts, click OK until all Internet Options windows have closed.

Your system is now ready to participate in the Microsoft® Office Live Meeting session.

**For Mac and Other Operating Systems, including non-Windows computers or computers running unsupported Windows versions:**

**Requirements:**

- A computer with access to the Internet to view the visual portion of the event
- A telephone
- Web-based Microsoft® Office Live Meeting Console (see system requirements at: <http://office.microsoft.com/en-us/livemeeting/HA102019781033.aspx>).

**Step 1: Perform a computer readiness check.**

Visit <http://go.microsoft.com/fwlink/?LinkID=52354&clid=0x409> to test your system. When prompted, run the web-based version of Microsoft® Office Live Meeting Console.

**Step 2: Get call-in information.**

Because the web-based Microsoft® Office Live Meeting Console prohibits audio function, please contact [toeflwebinars@ets.org](mailto:toeflwebinars@ets.org) to get call-in information for the audio portion of the event.