

# How To...

# *TEMA Virtual Meetings*



**TEMA**

*Texas Energy Managers Association*

A professional association for those responsible  
for resource management in Texas public entities


# Virtual Meetings

- › TEMA is utilizing the ClickMeeting platform to offer virtual meetings
- › You can register via the TEMA website or email notifications sent through TEMA





# TEMA Can Help - Are You Asking the Right Questions?

 Date  
Thursday, April 23, 2020

 Time  
11:00 AM America/Chicago  
[convert to my timezone](#)

 If this page is not loaded, please provide correct information.

Name \*

Last Name

Email Address \*

**REGISTER NOW**

\* Required fields

If you have already registered and can't locate your registration confirmation email, [click here!](#)

System configuration test. [Click here!](#)



Presenter

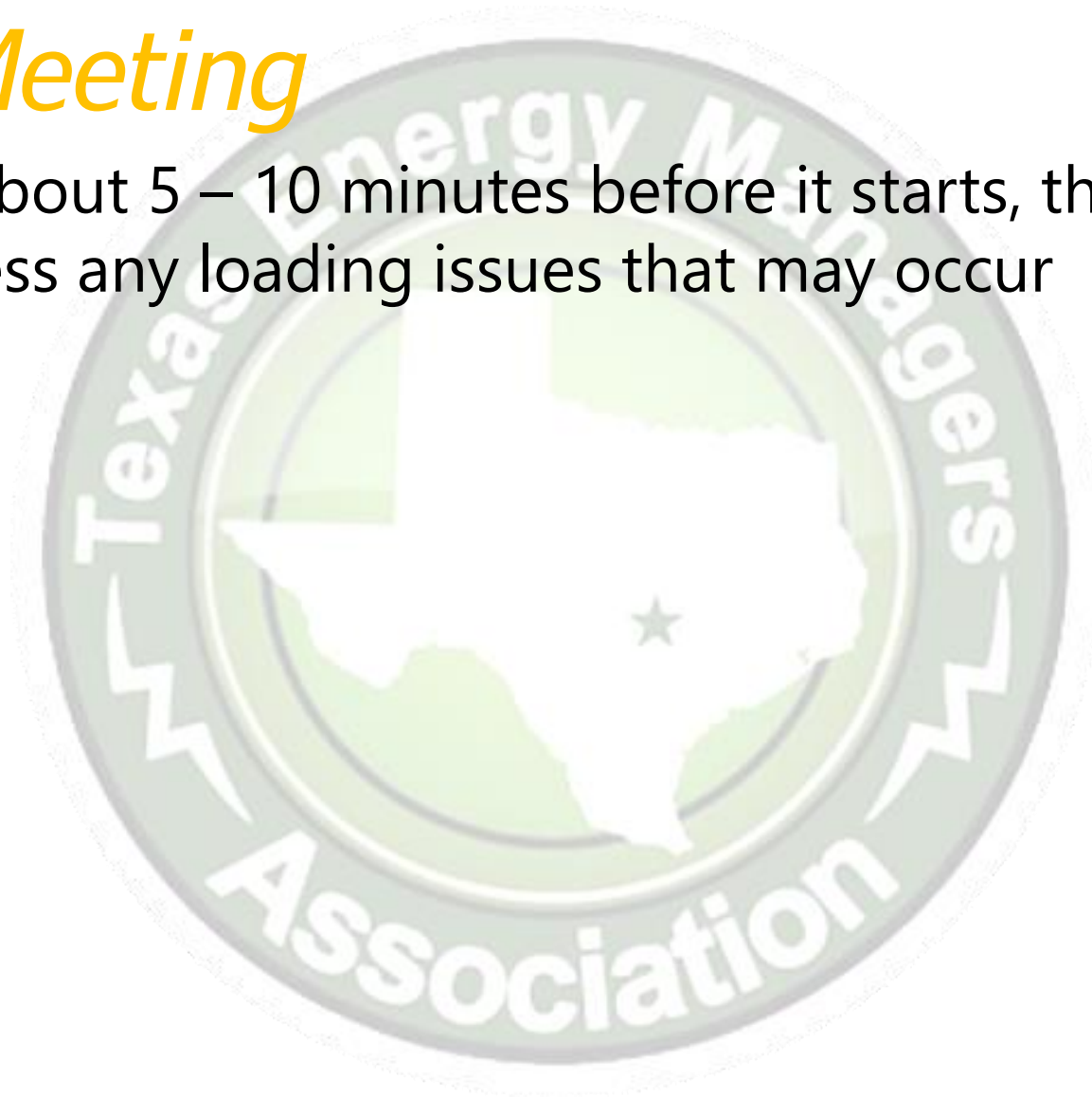
## Mr Jim Allred

Moved from Louisiana like many other Texans. Former teacher and preacher who wants to learn something new everyday in order to share that to help others. Still learning about Sales, LED Lighting Systems,

*You will be able to register for the event*

# *Before the Meeting*

- › Join the meeting about 5 – 10 minutes before it starts, that way you have time to address any loading issues that may occur



## *During the Meeting*

- › This is a webinar set-up
- › You will only be able to hear the speakers, as your end will be muted
- › If you have any questions, please use the chat box and the moderator will bring it to the speaker's attention



## Before the event



Open the webinar in the updated version of one of supported browsers. ✔ SUPPORTED




CHROME FIREFOX OPERA SAFARI EDGE

✘ NOT SUPPORTED




INTERNET EXPLORER YANDEX

Mobile access? We do support Chrome and Safari on smartphones as well as a dedicated mobile app.



✔ BROWSER




CHROME SAFARI


✔ MOBILE APP

## In the webinar room

Not seeing or hearing anything?



Can't hear anything? Reload the page and check if the tab is not muted.



EXAMPLE SHOWN IN CHROME

The sound was muted.

Allow sound

Keep muted

Done

EXAMPLE SHOWN IN CHROME

Audio or video are not smooth enough? Release some bandwidth. Close unnecessary programs on the device and additional browser tabs.



Is video pod in the way? Click on the icon to dock the window to the right corner.



Have a great *virtual meeting!*

*virtual meeting*

Download Infographic



# Questions?

contact Ashley Williams – [awilliams@texasema.org](mailto:awilliams@texasema.org)



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