

Job Center of Wisconsin Overview for Job Center Staff

A WisLine Web Presentation

Friday - September 12, 2008

8:30 - 10:30 a.m.

We will be using WisLine Web technology to present an overview to Job Center staff on the new Job Center of Wisconsin website. To participate you will need a computer and a telephone, preferably a speaker phone with a mute button. **You must register with WisLine Web to participate in the meeting.** As soon as you register, WisLine Web sends you an email with the specific information you need to participate in this meeting.

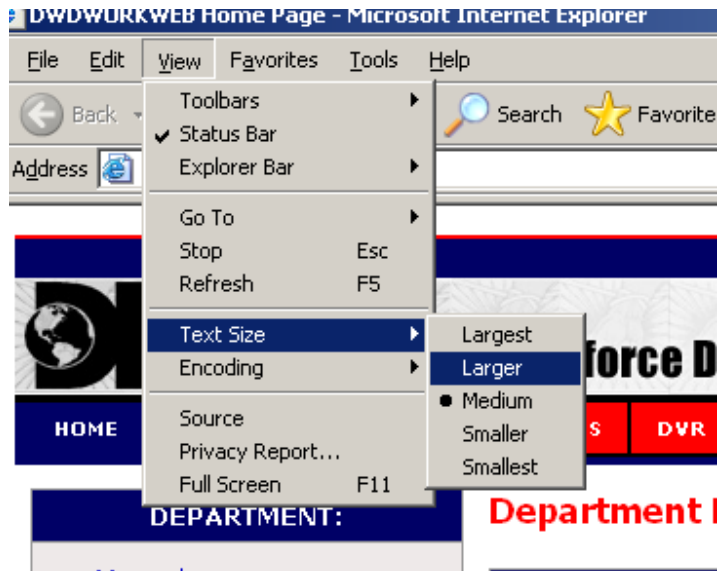
If two or more people from the same location will be participating, and it is feasible for you to participate using the same telephone and computer, please have just one person register. This will reduce costs and allow all Job Centers to participate.

Please follow steps 1-2 below so that you are registered and ready to go on September 12th.

1. Please register at: <http://www.uwex.edu/ics/wlwwreg/wlwwwelcome.cfm> by **Wednesday, September 10th at 4:30 p.m.**
 - From the welcome page, **click on WI Dept of Workforce Devel.**
 - Click on the **Job Center of Wisconsin Overview for Job Center Staff** link.
 - If you have used the service before, **login to the system** by entering your username and password. If you have never used the system, just click on the "Sign up" link to set up a new account. After logging in, your account information is displayed on the registration page. You can review your personal information, and add the names of additional attendees at your location if needed. You can also link to more information about the event, or download a file with further information.
 - To finish your registration, click the **Register for this event** button. After submitting your registration, you'll receive a web page confirmation containing the information you submitted and instructions for entering the web conference. You can print this page now or follow the links for further information. You will also receive an email confirmation for your records.
 - On September 12th you may begin logging in and calling in 10 minutes before the presentation starts (8:20 a.m.).
2. After registering, check the computer you will be using on September 12th to make sure it is ready to use Microsoft Office Live Meeting
<http://www.uwex.edu/ics/wlw/tips.htm>

Tips for Successful Participation

- Please use a speaker phone with a Mute button, if possible. When the meeting begins, please mute your phone to reduce background noises that can be distracting to meeting participants.
- Cell phones are not recommended by WisLine Web. The audio quality from cell phones is often poor, and other meeting participants may not be able to clearly hear the caller.
- The following suggestion may optimize your WisLine Web experience:
 - Change the text size in your browser. For Microsoft Internet Explorer users, go to the View menu, then Text Size, and select a larger font size. Your current font size will be indicated by the black dot.



- Change your screen resolution. For Microsoft Internet Explorer users, right click on your desktop, then click on Properties. On the Settings tab, change the resolution to 800x600.

