Downloading and Playing Recorded Webinars

When you register for one of the STC Washington, DC chapter's webinars, you have the option of participating live or playing the recorded webinar on your computer at a later date. Links to recorded webinars are shared with all registered attendees by email. You have the opportunity to download the recorded webinar for fifteen days following the live webinar. If you do not download it in this time, contact the webinar moderator.

This document includes tips and instructions for

- downloading the recorded webinar,

- confirming that your comptuer has the necessary resources to play the recorded webinar, and

- playing the webinar.

Downloading the Webinar

Once the webinar is complete, you will receive an email from the Genesys Meeting Center that contains a link to the recorded webinar. You have fifteen days after the live webinar to download the recording, which you can store on your computer until you are ready to play it.

To download the webinar

1. Click the link in the email to access the download site.

2. Enter your name and email address in the appropriate fields. If the moderator provided a password, enter that as well.

3. Click **Go**. A zip file begins to download. This is a large file and will take some time.

4. Use WinZip or a similar program to unzip the file to a new folder you create for this purpose. If you don't create a new folder for the webinar, it will be difficult later to determine which files belong to the webinar. Unzipping creates two folders, `ClientData` and `players`, and three files, including the executable `play.htm`.

Preparing to Play the Recorded Webinar

Before playing the webinar, you must have installed Internet Explorer (IE) 6.0 or higher and Windows Media Player (the latest version is recommended) on your computer.

To download the latest version of Internet Explorer, go to:
http://www.microsoft.com/windows/products/winfamily/ie/default.mspx

To download the latest version of Windows Media Player, go to:
http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx?displang=en&qstechnology=

You do not need to turn off your popup blocker.

If Internet Explorer fails to open the webinar or play the audio, your proxy settings may need to be changed. For technical support, call 1-866-GENESYS.

Note: Recorded webinars downloaded from Genesys (as opposed to viewed on the Genesys website, which is not an option the STC WDC chapter is currently offering) are *not* compatible with the Mac OS, even if you have IE and Windows Media Player on that Mac.

Playing the Recorded Webinar

Internet Explorer and Windows Media Player work together to play the recorded webinars. At this time, Genesys Meeting Center, the software the chapter uses for its webinar service, does not support any other browser besides IE. While IE is critical to playing the recorded webinar, Windows Media Player is even more important and is likely to account for any technical difficulties that arise. If you need technical support, call 1-866-GENESYS anytime.

To play the recorded webinar

1. Navigate to the folder on your computer where you unzipped the downloaded file.

2. If you have browsers other than Internet Explorer on your computer, right-click `play.htm` and select **Open With**.

3. Select **Internet Explorer**. The webinar opens in a browser window. You should see a PowerPoint slide with several other presentation features to its right, and you should be able to hear someone speaking.