

Windows, Doors and Skylights Code Changes Webinar Frequently Asked Questions

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What is a webinar?

A webinar is a presentation offered online that people can participate in from almost any location. The audio portion of our webinar is provided by teleconference call (to which you must call in just as with a regular teleconference call), while the visual portion is viewed via a link in your meeting invitation.

Do I have to register? If so, how?

Yes, you need to register via email to Building.Safety@gov.bc.ca. Two days prior to the webinar, you will receive an email with details on how to log on and call in for the webinar.

How do I know if my computer has what it needs to participate in the webinar?

On the registration page you receive two days prior to the meeting, you will be able to ensure your computer has what is needed to participate by clicking on 'first online meeting' at the bottom of the invite.

If I am not using Lync 2010 can I join a Lync 2010 meeting?

Yes, people with a non-government supported workstation and people not using Microsoft Lync 2010 can join Online Meetings scheduled with Lync 2010. When non-Lync participants click the link in a meeting request to join the meeting, they see a webpage with links for the following two join methods:

A. Join the meeting using your web browser

Selecting this option will allow you to join the meeting by using Microsoft Lync Web App. You will be connected through the Internet and will not be asked to install any software. After Lync Web App opens, you will have the option to join as a guest (unauthenticated) or enter their network credentials (authenticated). After connecting to the meeting, you will need to dial in to the audio portion of the meeting by using the phone number and meeting ID provided in the meeting request.

B. Download and install Lync Attendee

Selecting this option will install Lync 2010 on your machine. It will take a few minutes for the software to install, but you will need to do this only once. After Lync 2010 Attendee is installed, you will be able to connect to the meeting request.

Do I have to call-in before the webinar starts?

Yes. If you have checked your computer before the webinar and have been able to connect to the webinar software, we suggest you login and call-in about 10 minutes early, to ensure you're ready at the start of the webinar. If you anticipate some technical problems, you can call in and login up to 20 minutes ahead of time and we will do our best to help trouble shoot any issues. You will need to select '**DO NOT JOIN AUDIO**' to disable the Lync audio connection.