Welcome to the Royal Pharmaceutical Society and the RPS Webinar service.

Welcome to the Royal Pharmaceutical Society’s WebEx webinar service. Cisco WebEx™ webinars allows participants to deliver presentations, share, annotate and change documents online. The following pages will assist you through the registration process and offer tips on the facilities available to you during a presentation.

Should you have any difficulty connecting to WebEx please call 020 7572 2262 for further assistance or follow this link for further information: http://www.webex.com/hk/en/support/system-requirements.html
Getting Started

The instructions are designed to help you register and log in to an event that is hosted by the Royal Pharmaceutical Society.

To join a webinar you will need:

**Windows PC**
- Internet Explorer 6/7/8/9 (Win7 only)
- Firefox 3.x, 4 (32-bit)
- Chrome 9, 10
- JavaScript and cookies enabled
- Intel or AMD processor (1GHz or faster)
- At least 512 MB RAM (at least 2 GB RAM for Vista)
- ActiveX enabled for Internet Explorer

**Mac OSX 10.5, 10.6**
- Safari 4/5
- Firefox 3.x, 4
- Chrome 9, 10
- JavaScript and cookies enabled
- Requires Apple Java 5 or higher
- Intel processor
- At least 512 MB RAM

Unless otherwise stated audio to WebEx is streamed through your PC.
Should your PC not have speakers you can access audio by calling a local rate telephone number.
Registering for an event

To register for an online Webinar:

Step 1: Register for the event you wish to join through www.rpharms.com website. You will need to add your forename, surname and a valid email address to receive your webex invitation.
Step 2: Once you have registered for your event you will receive a confirmation email in your inbox together with the joining details for your meeting. Please note that the invitation is unique for each meeting. Either copy and paste the hyperlink into your browser or double-click the hyperlink to open a new window to initiate your webinar.

Should you find that you have not received your invitation then go to rpsgb.webex.com (please note that there is no www. prefix) and re-register.

Should you have no access to the internet you can still join the meeting by teleconference only, you can do this from any telephone but will not be able to ask questions unless otherwise stated before your meeting.
Step 3: Once you have registered your details and followed the link you will need to add your full name and email address together with any password issued when you registered with RPS webinars. Adding your details identifies you from other users and enables your chat and Q & A facilities during the webinar.
Web Browser settings

For first time users of RPS Webinars using internet explorer

To use RPS webinars you must enable ActiveX add on:

1. To do this click on the yellow information bar at the top of the page
2. Choose Install ActiveX control
3. In the security warning dialog box that appears, click install or click on the blue click here button and run any dialog box that appears
Web Browser settings

For first time users of RPS Webinars Only.

To use RPS webinars you must enable pop up notifications and have your firewall* turned off.

Internet Explorer
- Internet Options
- Privacy Settings

Mozilla Firefox
- Options
- Content

Google Chrome
- Options
- Content Settings
Unless otherwise stated RPS webinar audio is streamed through your computer:

You will be able to hear the presentation and communicate to the presenter via the chat box or if you wish to ask a question of the panel please use the Q & A panel. If your PC does not have speakers or you are experiencing difficulties with sound please call the telephone number on the events tab or in your invitation email.

Please note that the telephone number for your webinar is unique to you and should not be shared. This number links your computer log in and your telephone call together.

+44 is the international number for the UK
+44 can be replaced by 0
For users who are taking part in a debate that requires 2 way conversation.

RPS audio can be heard either by calling the toll number that appears when you log into the webinar or by using VOIP. To enable voice over internet please click on the ‘Call Using Computer’ button under the drop down menu. (Depending on your operating system this may look slightly different) and test your speakers and microphone.

Please note that if this option is greyed out in the communication tab then it is unavailable for your webinar.

+44 is the international number for the UK
+44 can be replaced by 0
For all webinar technical enquiries

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