



# Community Preparedness Webinar Series

*A Primer for Using HSIN Connect to View Webinars*



**FEMA**

# What is a Webinar?

- **A webinar is a web-based informational or training seminar that is transmitted over the internet.**
  - **Webinars can be in the form of a presentation, lecture, meeting, workshop or seminar.**
- **A webinar enables presenters from across the country to communicate through both audio and visuals in one virtual space to hundreds of viewers at one time.**



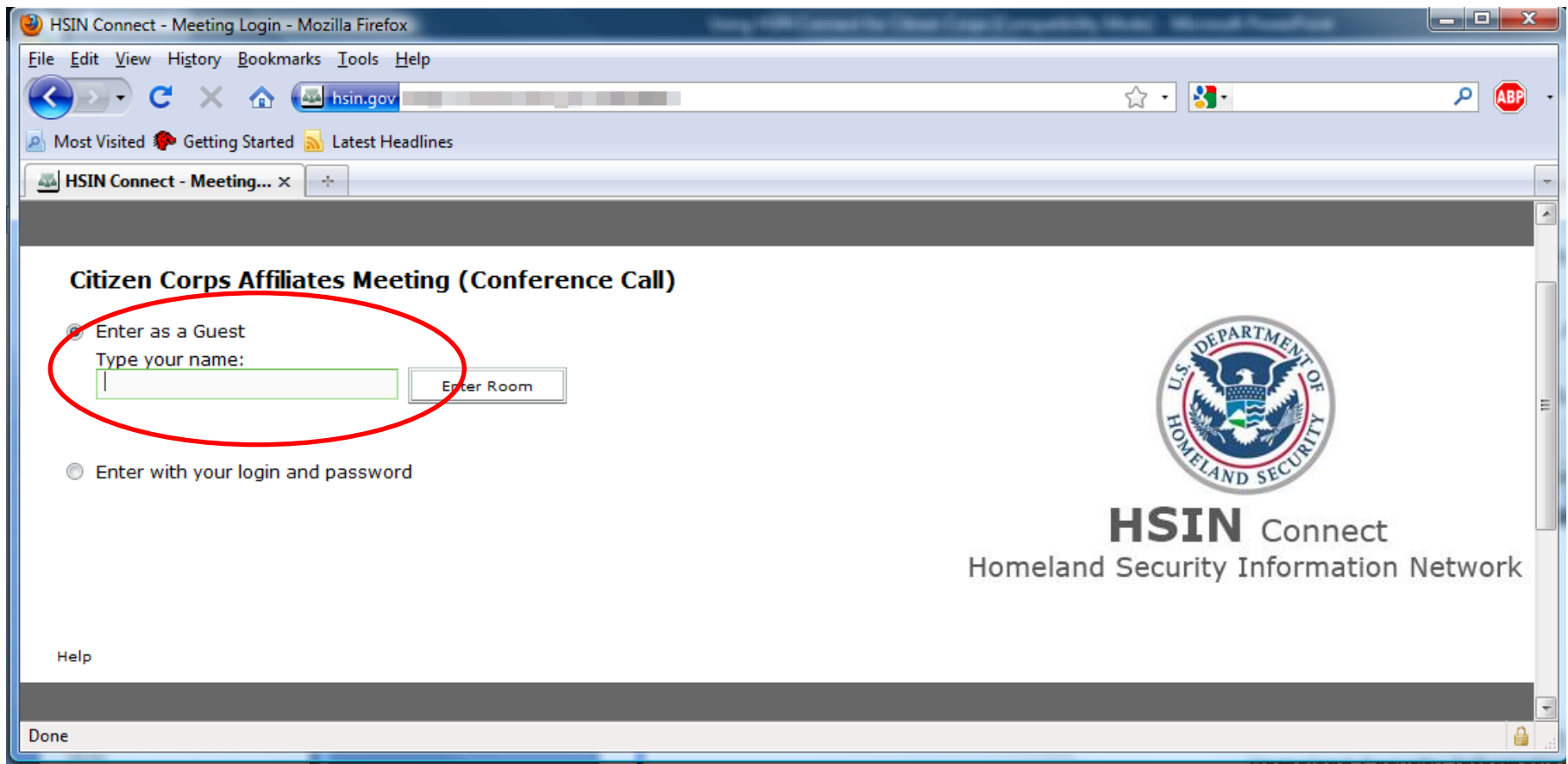
# What is HSIN Connect?

- **HSIN Connect is a web-based, webinar system similar to “Go To Meeting”**
- **HSIN Connect allows anyone with a computer and internet connection to view and participate in online presentations and discussions**
- **HSIN Connect integrates PowerPoint viewing, voice and video features, chat, and file sharing**
- **It is free to use for everyone**
- **To host a meeting, all you need is a HSIN login**
- **To view a meeting, all you need is a computer with an internet connection (and preferably speakers and a microphone)**



# How to use HSIN Connect

- Go to the link provided to you for the webinar.
  - The page will look similar to the one below.



# Logging into HSIN Connect

- If you do not have a HSIN login:

In the space where it says “Guest”, type in your name in the following format:

**First Name, Last Name, dash, Email**

**For example:**

**John Doe – John.Doe@dhs.gov**

- If you do have a HSIN Login, type in your HSIN login and password, as shown on the following slide



# Logging into HSIN Connect

HSIN Connect Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://connect.hsin.gov/electric/> Go Links


**Private Sector Clearance Policy and Processing**  
Login using your HSIN Username and Password.

Enter as a Guest

Enter with your login and password

Login:

Password:



**HSIN** Connect  
Homeland Security Information Network



# Using HSIN Connect

- **HSIN Connect will automatically load. Ensure you have:**
  - **Adobe Flash installed**
  - **All popup blockers disabled**
  - **Javascript Enabled**
  - **Speakers (highly recommended) and microphone (optional) enabled and attached to your computer**
- **Once you log on...**
  - **Immediately after a user logs into HSIN, he/she should see a screen that is similar to the screen on the following slide.**
  - **If the user can view this screen then he/she has logged in successfully.**



Citizen Corps Affiliates Meeting (Conference Call) | Connect Pro Meeting

Meeting Help


*Community Preparedness Webinar Series*

Note

Welcome to the Quarterly Citizen Corps  
Affiliates Conference Call/Webinar

October 26th, 11:00-12:00 Eastern Time

Your meeting will begin momentarily.

 **Ready**  
Prepare. Plan. Stay Informed.

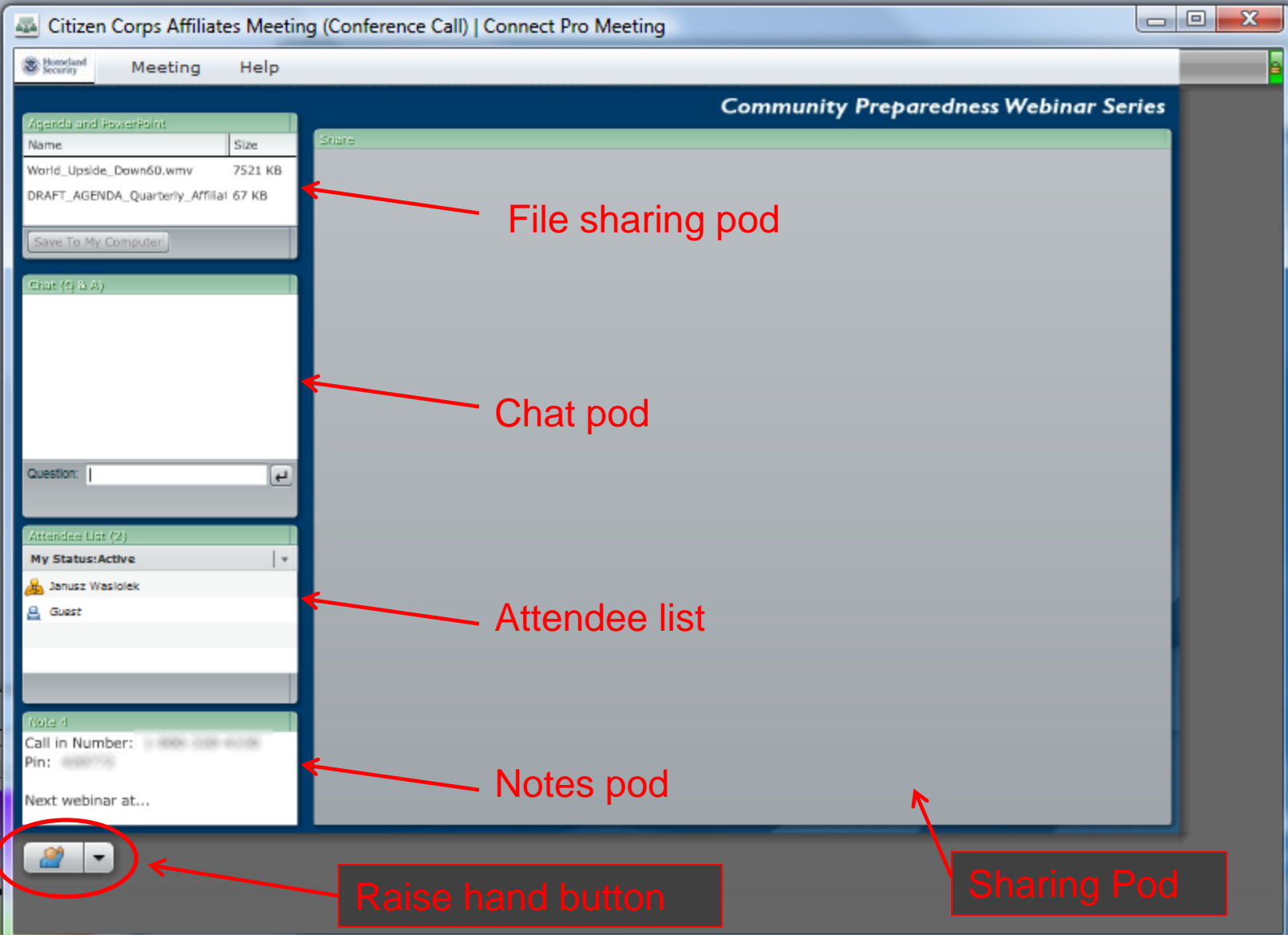
Meeting controls: Mute, Unmute, Video On, Video Off



# Navigating within HSIIN Connect

- HSIIN Connect is composed of a series of windows (also known as “pods”)
  - Each pod has a different function
- As a guest user, you **DO NOT** have control over the location of each pod
- An example of some of the pods you may see is on the following slide
- **If you have trouble logging on, please see the “Troubleshooting” slide at the end of this PowerPoint presentation**





A PowerPoint presentation being shared



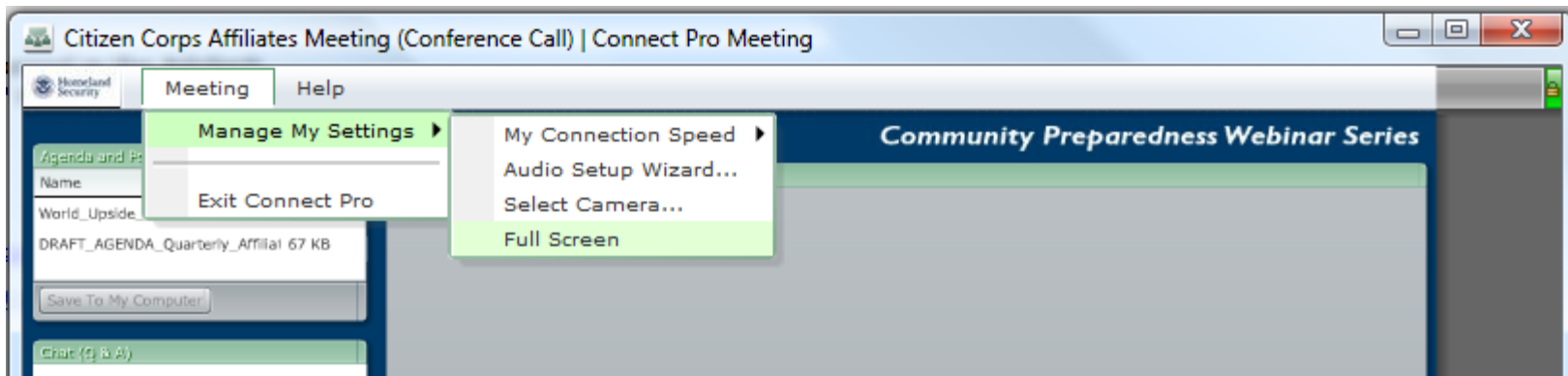
# What can you do as a guest?

- **As a guest user...**
  - **You can save files in the shared documents pod to your computer by clicking on the “Save to My Computer” button.**
  - **You can chat and/or ask the presenter or host a question via text**
  - **You can raise your hand to be allowed to use your microphone and talk with the presenter or host**
  - **You can participate in polls or surveys**



# Tips and Tricks

- **Make sure your computer speakers and microphone are enabled and working prior to the start of the webinar.**
- **Space is limited in each webinar, it is recommended that you login 5-10 minutes prior to the start of the webinar.**
- **For optimum viewing experience, set your window to “Full Screen” mode (see below)**





## Once the Webinar starts

- **The presenter or host will start the meeting. A “share pod” will appear and a PowerPoint presentation will be shared with shared with the audience (see next page)**
- **The presenter or host has control over the slides**



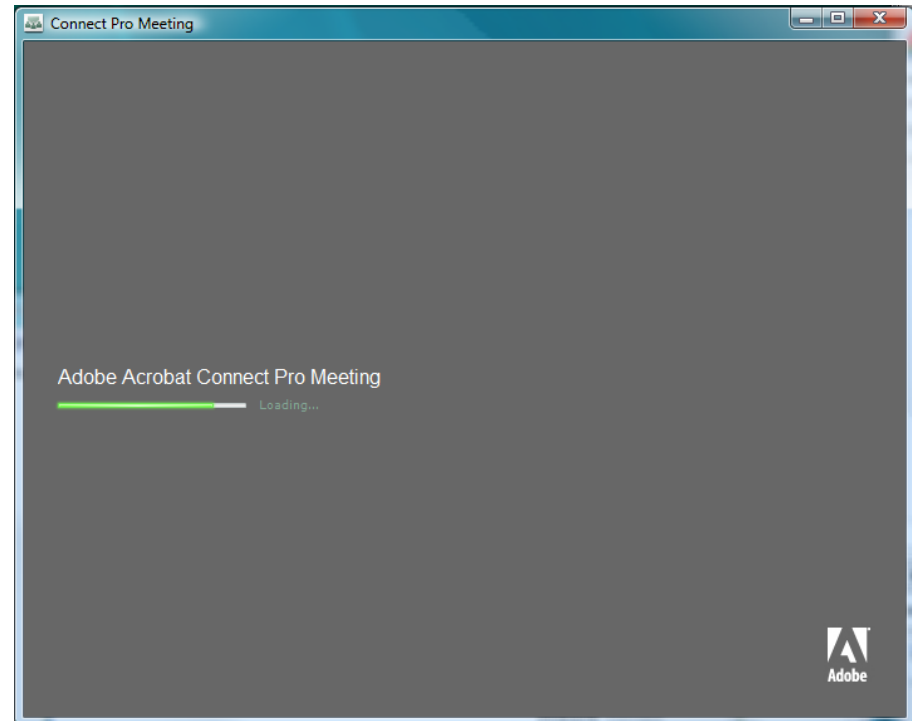
# Ending the Meeting

- **Once the meeting is over, the host or presenter will end the meeting**
- **Just close the window to exit the HSIN Connect system**
  - **If you are a guest (no HSIN login), there is no need to log out**
  - **If you are using a HSIN login, please make sure to log out of the HSIN Connect system**



# Troubleshooting

- **HSIN Connect occasionally has issues connecting**
- **The most common issue occurs during the grey loading screen**
- **If HSIN Connect fails to load after 2-3 minutes, please close your browser and click again on the link**





# Troubleshooting (continued)

- **Other issues that may occur...**
  - **Using a non-mainstream browser**
  - **Not having Flash installed on your computer**
  - **Having Javascript disabled on your computer**
  - **Having an overly-aggressive popup blocker**
  - **Screen resolution set lower than 1024x768.**



# Citizen Corps Contact Info

- If after reviewing this guide you still have questions or encounter problems, please email us at:

**[citizencorps@dhs.gov](mailto:citizencorps@dhs.gov)**

