



Additional Information for SWN Interviews:

Thanks for your interest in joining Spiritual World Net for our conversation with Susan Philips on August 7, 2009 at 7:00 p.m.EDT

We ask for your patience and understanding for this, our second video conference. We have selected the WebEx System as our vendor. This software is widely used, and is rumored to be one of the simplest ones. However, we recognize that our subscribers have many kind of computers and different levels of technical knowledge and experience. Because of these variations, we will be on the call 60 minutes before the interview starts to make sure that we have everyone operational by 7 p.m. EDT. Please join in early enough to give us time to handle any technical problem before the interview starts.


We would like this to be a pleasant experience, so feel free to call Sandra at (305) 298-5554 or e-mail her at svpadilla@bellsouth.net if you have any technical question and/or would like to test your system in advance. She is happy to hold a 5-minute conference call with you to walk you through the system.

Below is additional information for our call:

1. Our meeting is scheduled from 7:00 – 8:00 p.m. EDT. Our actual WebEx start time is 6:45 p.m., so you can get on line and check your sound levels early. Please dial in early in case your machine takes a little bit longer. (I have also left time at the end to answer any additional questions you might have.)
2. Your computer must have (internal or external) speakers for you to be able to hear the interview. Even though there is a phone number and code, I will not be using it unless people have problems with their speakers or tell me in advance that they will be using a phone connection.
3. WebEx is a tool that usually does not require any installation. You can access it from any PC or Mac computer. And it does not require any particular Windows version or Web browser, even though they recommend and I have tested this with Internet Explorer.
4. Use the provided link and password to access the WebEX screen.
Find the Communications Menu at the top, and choose Integrated VoIP to “Start Conference.” (You will also use this to “End Conference.”)

To join our Integrated VoIP conference, Click “Yes” to join the conference when the “Join Integrated VoIP” message appears on your screen.

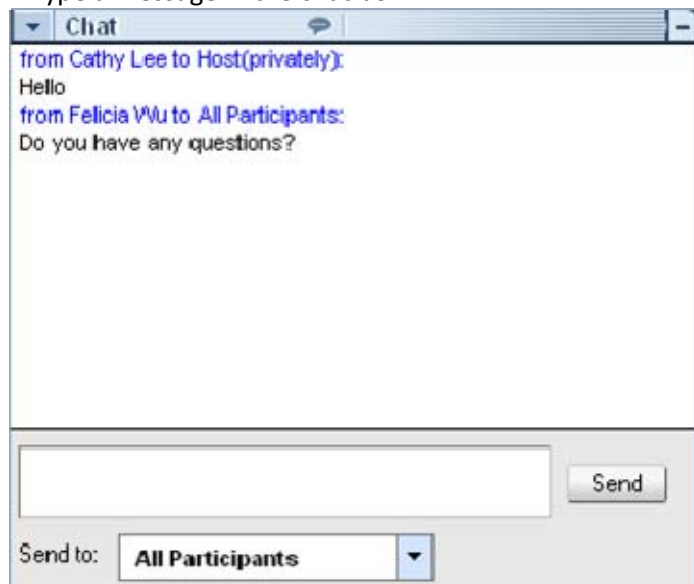
To end the conference choose “Integrated VoIP >” Leave Conference. You do not need to register in the WebEX web site and have a user id to participate in the call.

5. ***** IMPORTANT & HIGHLY RECOMMENDED ***** Before starting or joining an Integrated VoIP conference, use the “Audio Setup Wizard” on the “Communications Menu” to fine-tune your computer’s settings for Integrated VoIP. To do this, choose “Setting Integrated VoIP conference options” .
6. Use the “Audio Setup Wizard” to identify your audio equipment and set optimal volume levels. You can indicate whether you are using speakers, a separate microphone, and/or a headset with an integrated microphone to make sure your microphone and speakers are set to the optimal volume levels. Use the Volume dialog box to adjust the volume for your speakers or microphone at any time.
7. If your computer does not have a microphone, and you want to ask a question, you can go to the “Participant” section and click on the button marked Raise Hand On  the Participants’ panel. The Raised Hand indicator appears on the Participant panel for the host and presenter.

Then use the “Chat” box to write your question.

To send a chat message:

- 1 In the Meeting window, open the Chat panel.
- 2 Type a message in the chat box.



- 3 In the “Send to” drop-down list, select the message recipient(s).
- 4 Click “Send” . The recipients will receive the chat message on their Chat panel.

Please let us know if you have any problems or questions.