

## How to Access Live and Archived Webcasts – Check Sheet

- In order to view a webcast, participants must access the OTN Webcasting Centre at: <http://webcast.otn.ca/>

Note: Prior to viewing a session, it is recommended that you verify if your computer meets minimum hardware, software and network requirements (DSL, Cable Internet, etc.) by viewing the webcasting support page - <http://webcast.otn.ca/support.html> to test your media player. There is also a “How to Access Live and Archived Webcasts” training module available on the OTN Webcasting Centre training page - <http://webcast.otn.ca/training.html>.

### Accessing Live Webcasts:

- To access **public live events**, click the “Live Events” link, then the “Public Events” link from the drop down menu (Or click the direct link - <http://webcast.otn.ca/liveevents.html>). Then select the title of the desired presentation
- To access **private live events**, click the “Live Events” link, then the “Private Events” link from the drop down menu (Or click the direct link - [http://webcast.otn.ca/pp\\_liveevents.html](http://webcast.otn.ca/pp_liveevents.html)). A login screen will appear. Enter your assigned user name and password and click the submit button. Select the desired webcast from the presentation titles provided

### Accessing Archived Webcasts:

- To access **public archived events**, click the “Archived Events” link, then the “Public Events” link from the drop down menu (Or click the direct link - <http://webcast.otn.ca/archives.html>). Then select the title of the desired presentation
- To access **private archived events**, click the “Archived Events” link, then the “Private Events” link from the drop down menu (Or click the direct link - [http://webcast.otn.ca/pp\\_archives.html](http://webcast.otn.ca/pp_archives.html)). A login screen will appear. Enter your assigned user name and password and click the submit button. Select the desired webcast from the presentation titles provided

Note: OTN does **not** provide user names and passwords to session participants.

### Using OTN’s Webcasting Archived Events Search Tool Options:

- a. Enter a key word in “Search text” box and click “Find Presentation”
- b. Select host organization from drop down “Presenter” button and click “Find Presentation”
- c. Enter start date and end date to define search length and click “Find Presentation” to identify desired presentation