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## **Webinar: HOW TO ORDER GENERAL OFFICE SUPPLIES via OFFICEMAX ONLINE TOOL**

You are invited to attend the webinar “*How to Order General Office Supplies via OfficeMax On-Line Tool.*” The webinar will take place July 12, 2012 at 10 a.m. and is scheduled to last one hour. This invitation contains all of the information you will need to participate.

### **About the webinar technology:**

The webinar has both a visual and an auditory component, and you will need to log in to a website to view the presentation. You will need access to a computer with a sound card and speakers to hear the audio. Alternatively, you may dial into the webinar audio at a number specified upon registration with a PIN provided during login. *You may incur long-distance charges using the dial-in option.*

### *Preparing for the webinar:*

In order to participate in the webinar, you will need to download the GoToMeeting software.

- To do this, select the link below and follow the prompts to download the webinar program.
- It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the webinar or perform the download in advance.
- If the webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right corner of your screen.

### *Attending the webinar:*

The day of the webinar, you will be able to enter a session 15 minutes before the start time.

- Register **in advance** at the link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.

### **Registration information:**

Please register in advance to attend the webinar at:

<https://www1.gotomeeting.com/register/850959681>

*If you have technical difficulties logging into the webinar, please contact the DOAS Webinar Help Desk number at 404-657-6000.*