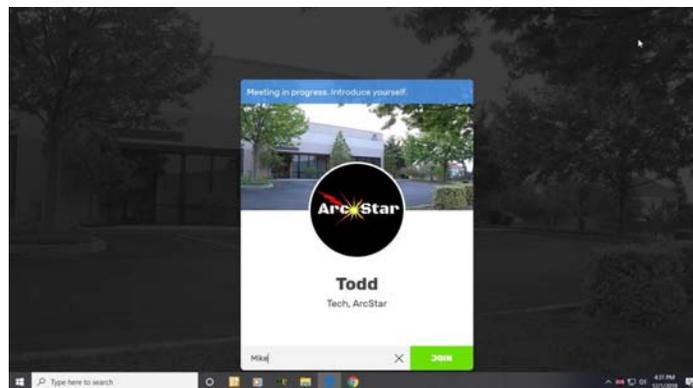# How to Join Online Training Sessions
Version 8.26

This article describes how to join the ArcStar online training sessions. ArcStar uses Join.Me software to host their weekly online training programs. To join an ArcStar training session, type the following into your computer browser:

join.me/ArcStarPlasma

The first step is the welcome screen. Click the green 'JOIN' button:

It may take a moment for us to accept your join notification. Once we accept, you should see something similar to this:

Note the five green circles at the top of the screen. The five green circles at the top are your controls. From left to right, they are:

      Audio icon - Controls your audio source (computer or phone)
      Chat bubble - Initiates online chat
      Share Screen button - This shares your screen with the group
      Participants - List the number and names of participants
      Tools - Control settings

Note that the audio icon has an X next to the speaker. You need to establish an audio connection so that you can communicate with us. Clicking the Audio icon should produce
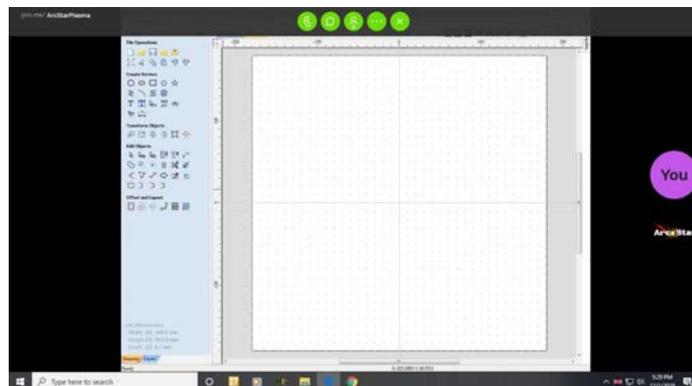
the 'How will you talk and listen?' box, as below:

For audio, you can either use your computer microphone (if equipped), or if you don't have this, you can use your phone and dial in for audio. Select 'Computer Settings' only if you have a computer microphone. If not, clicking 'Phone' will bring up the following screen:

On your phone, dial the phone number. When prompted, key in the Conference ID number, followed by the pound sign (#). Once we accept your incoming call, you should see the Vectric software screen:

Congratulations, you're connected. As always, if you have any questions regarding this process, we're always here to help.