



## HorizonCareLink Web Bulletin

# New Web Highlight: Webinars

**R**egister...sign in ...sit back and learn! It's that easy with Horizon Health's newest communication feature – the webinar – a seminar/workshop that you “attend” right on your computer.

Horizon Health's webinars are live presentations on some of today's most interesting and important topics. You can view and participate in a webinar at your desk or even at home using your computer and phone. You will have an opportunity to ask questions too. It's free, requires only that you register, and takes only 20-30 minutes out of your busy day.

### Register On-Line

Look for the registration link on your EAP homepage. The topic of the month will be listed as well as dates and times available. Follow instructions to register for the date and time that works best for you.

### Keep your E-Mail Registration Confirmation

An email confirmation will be sent directly to you at the email address you enter when you register. The registration confirmation has important information that you will need in order to participate. You will also receive a reminder email on the day of event, 30 minutes before the webinar is to begin.

### Attending the Webinar

Webinars are presented using MicroSoft's LiveMeeting application. First-time registrants will receive a page offering two options for attending the webinar:

- A one-time download and installation of software that shows the webinar. This option shows the content in the best format. Please join the meeting early so the download has time to complete. Just click on the Accept, Download and Join button.
- Using a browser to view the content. Click on the Accept and Join button.

The webinar uses your phone for the audio portion of the webinar. A toll-free number is used. When you join the webinar, you will be prompted to allow the webinar audio system to call you at your phone number. Enter your phone number and you will get a call.

### Miss an Event?

All webinars will be audio archived for future access.

### Getting Help

Call your Employee Assistance Program if you need assistance with the web site. Your (EAP) can offer additional help and recommend appropriate resources. The EAP is confidential and voluntary. It offers professional assessment, short-term counseling, and referral services for you, your co-workers and family members 24 hours a day, 7 days a week.

## 2008 Webinar Titles

### APRIL

Identity Theft

### MAY

Balancing Work and Life

### JUNE

Taking Care of Yourself as a Caregiver

### JULY

Summer Safety Tips

### AUGUST

College Admissions Survival Tips for Parents

### SEPTEMBER

Suicide Awareness

### OCTOBER

Communicating with Teens

### NOVEMBER

Improving Communications with Your Elder

### DECEMBER

Managing Holiday Stress