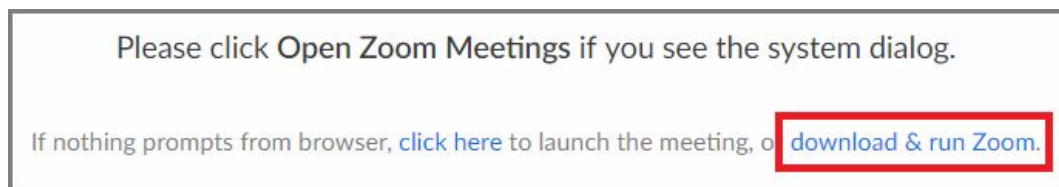


## Attending a Viva Live Webinar and Taking the CE Exam

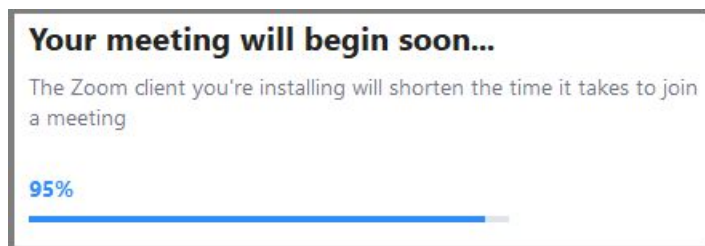
**Step 1 of 3:** Click **Enter Webinar** on the webinar classroom page. **Do not close the classroom page as this is where you will be taking your CE exam after the webinar has ended.**

**Step 2 of 3:** Launch the Zoom application

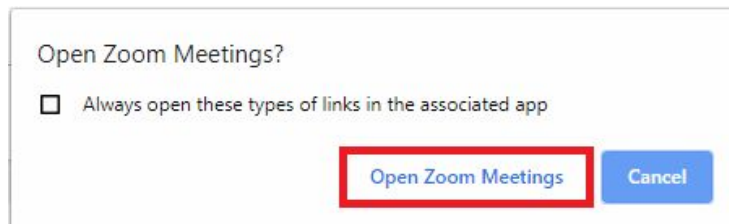
If you don't have Zoom installed, click the **download & run Zoom** link.



Open the installer to install Zoom. You will see the dialog box below.



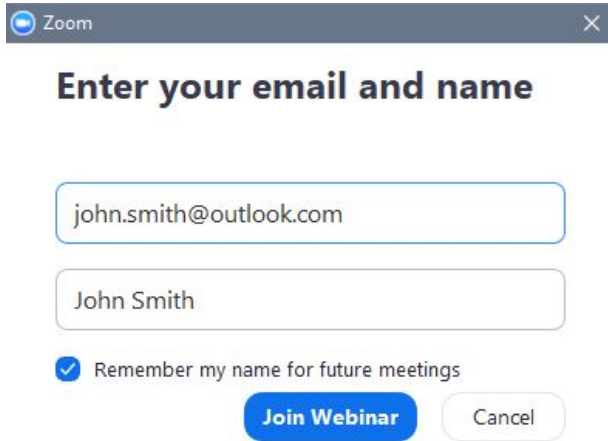
If you already have Zoom installed, you will be prompted to launch the Zoom application. Click **Open Zoom Meetings**



This dialog box may differ depending on your browser. You may need to click "Run," or "Save File."

**Continue on next page.**

**Step 3 of 3:** Once the Zoom application opens, you will see the dialog box below. Enter your **correct email and name** and click **Join Webinar**.



Zoom

### Enter your email and name

john.smith@outlook.com

John Smith

Remember my name for future meetings

**Join Webinar** Cancel

## Getting your CE credit:

**Once the CE webinar has ended:**

- Close all ZOOM windows (including all Zoom windows that pop up after the webinar ends)
- Return to the Viva classroom page and click **Take Exam**

If you cannot locate the classroom page:

- Go back to the Viva website where you registered and make sure you are logged in
- Look for one of these four links and click on it:  
***Pending Exams; CE in Progress; In Progress; My Account***
- Click the appropriate class title and it will take you to the classroom page where you can take the exam and earn CE credit

For all technical support, email: **support@vivalearning.com**