

GoToWebinar

A quick how-to guide for attendees using a desktop or laptop computer.

Using a Desktop or Laptop Computer

- ▶ Locate your webinar registration confirmation email.
- ▶ Click the “Join Webinar” button.

How To Join The Webinar

Mon, Nov 5, 2018 4:11 PM - 5:11 PM CST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar



Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (914) 614-3221

Access Code: 523-394-228

Audio PIN: Shown after joining the webinar

Webinar ID: 945-002-211

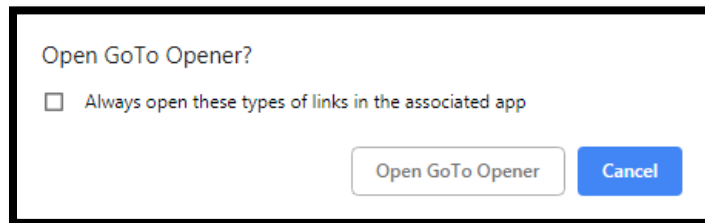
To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

Using a Desktop or Laptop Computer

- ▶ A pop-up screen will ask you to open the program. Depending on the web browser you use, the pop-up may vary. These variations are listed below.

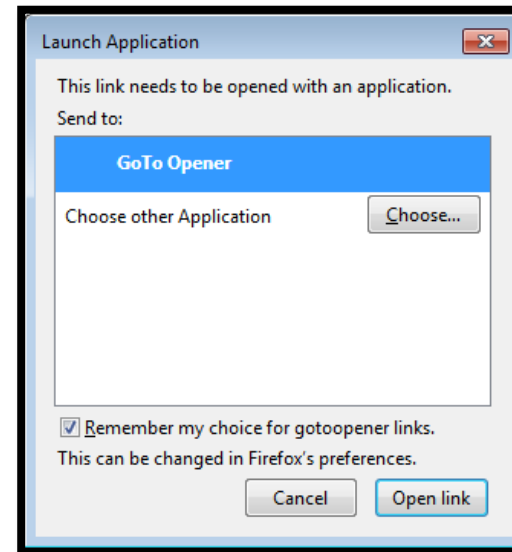
- ▶ **Google Chrome:** Click “Open GoToOpener”.



- ▶ **Internet Explorer:** Click the “Run” button at the bottom of the page.

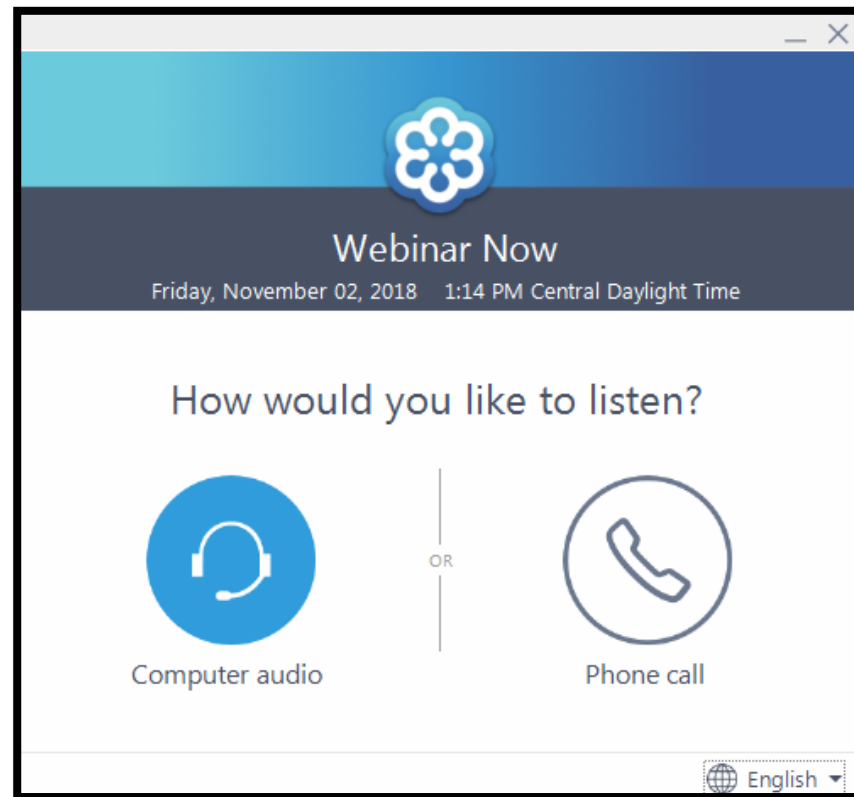


- ▶ **Firefox:** Select “GoToOpener in the list and click “Open Link” at the bottom right of the pop-up.



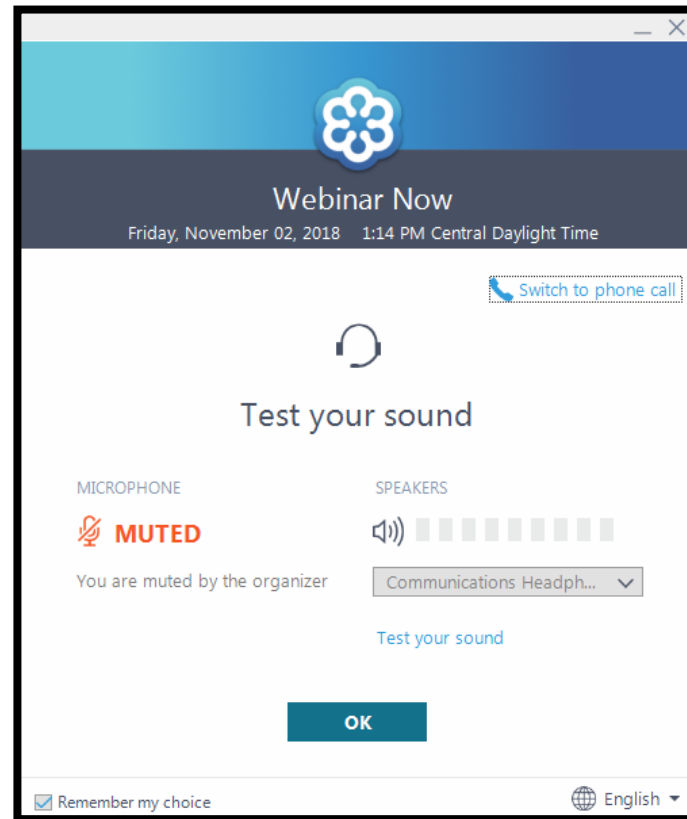
Choosing Audio (Computer Audio)

- ▶ There are two ways to listen to the webinar: **Computer audio** and **Phone call**.
- ▶ **Computer Audio:** You must have speakers connected to your computer to listen using computer audio. To speak during Q&A, you must have a microphone connected to your computer. We suggest using a headset with a built-in microphone when participating using computer audio.
- ▶ Click “Computer audio” as your choice to listen.



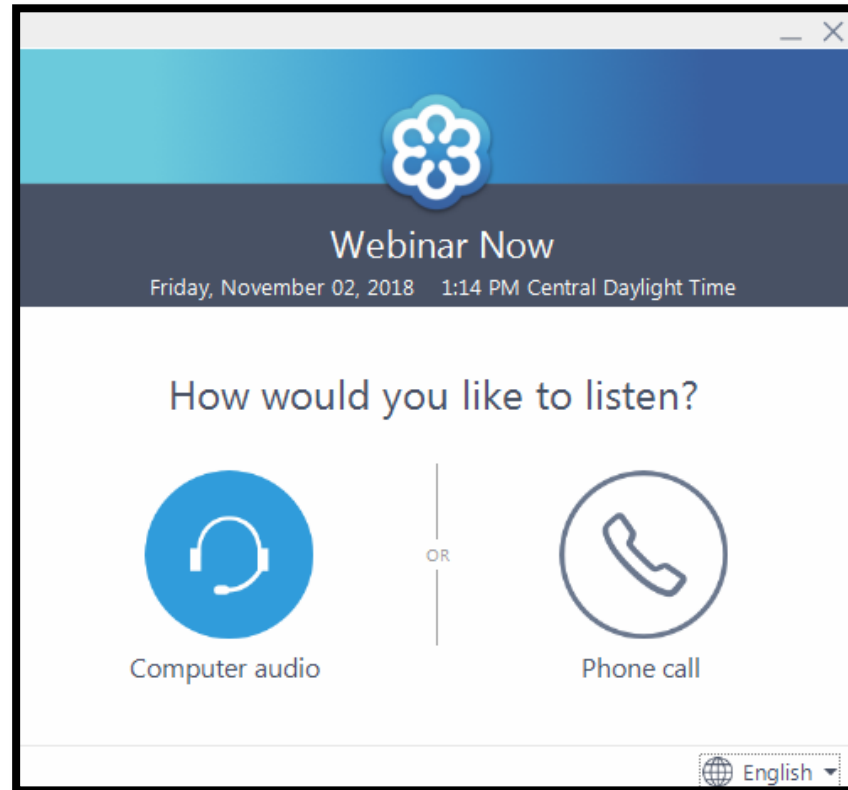
Choosing Audio (Computer Audio)

- ▶ Be sure your speakers are working by clicking the “Test your sound” link above the “OK” button.
- ▶ Click “OK” when you are ready to enter the webinar.



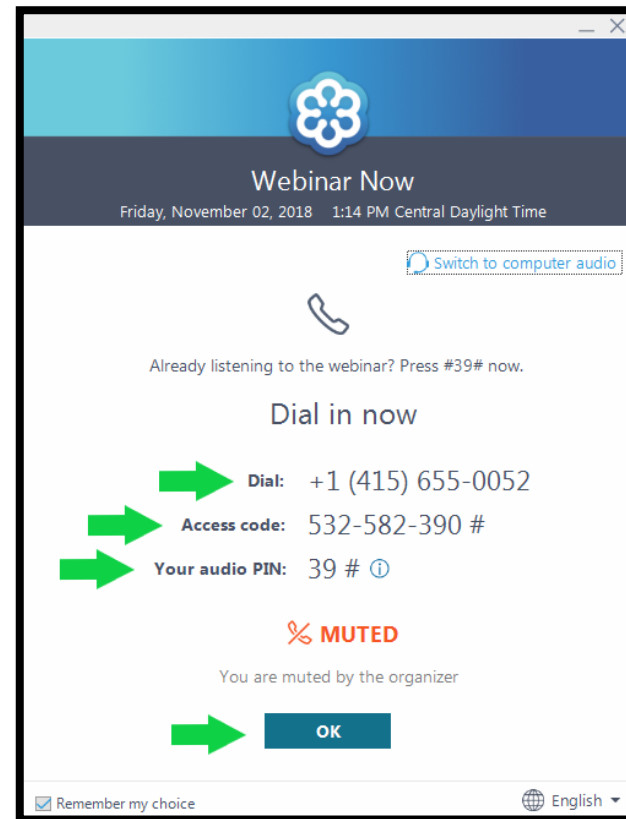
Choosing Audio (Telephone)

- ▶ To Dial in using your cell phone or land line, select “Phone Call”. *PLEASE NOTE*: If you are using a land line, THERE WILL BE LONG DISTANCE CHARGES INCURRED.



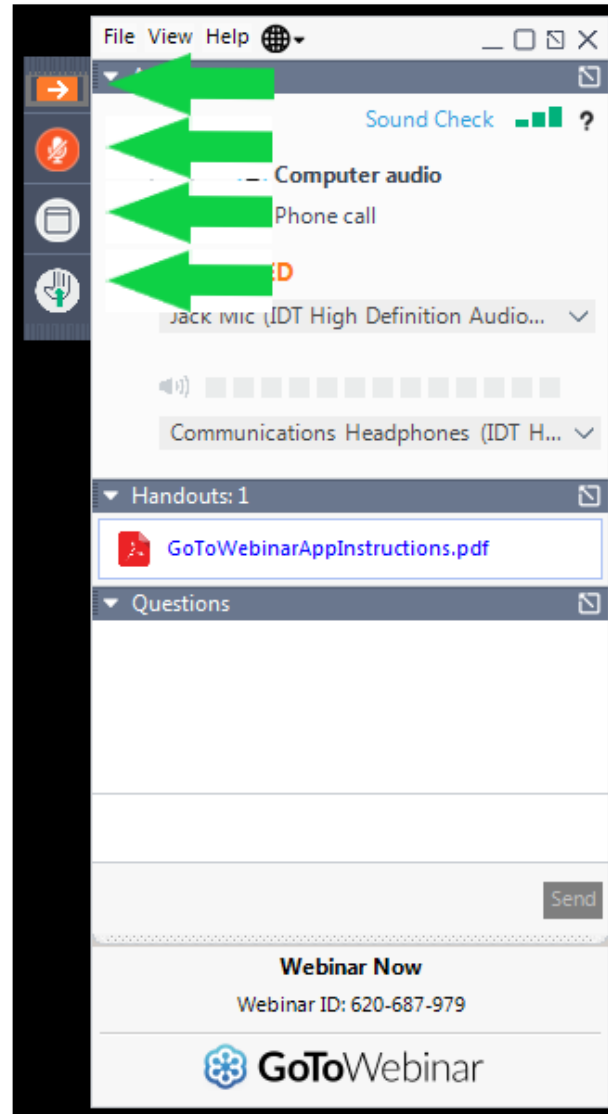
Choosing Audio (Telephone)

- ▶ Dial the listed telephone number and enter the “Access code” followed by the pound # sign.
- ▶ After entering the “Access code”, please enter “Your audio PIN” into the phone handset. The audio pin is located directly below the webinar access code. Please enter the audio pin exactly as it is listed with pound signs # included. For example: 39#
- ▶ After you have dialed into the webinar with your phone, click the OK button at the bottom to enter the webinar.



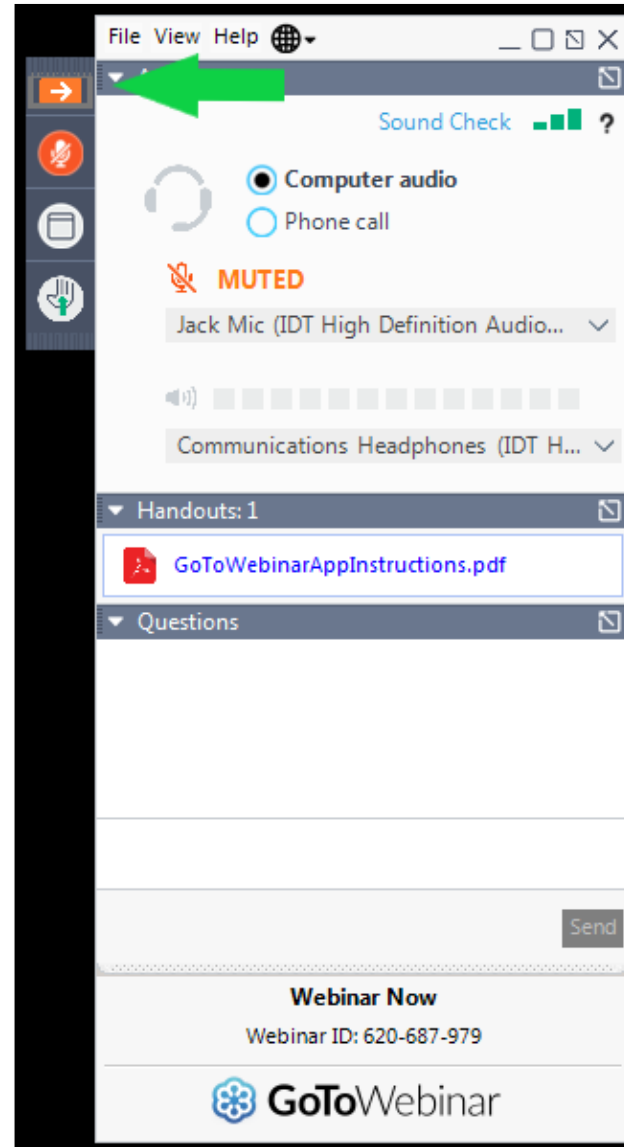
Navigating the Webinar Control Panel (Buttons)

- ▶ After entering the webinar, you will see the control panel on your screen.
- ▶ There are 4 buttons in the top left hand corner of the webinar panel: **Expand/Collapse**, **Microphone Mute/Unmute**, **Full Screen**, and **Hand Raise**.



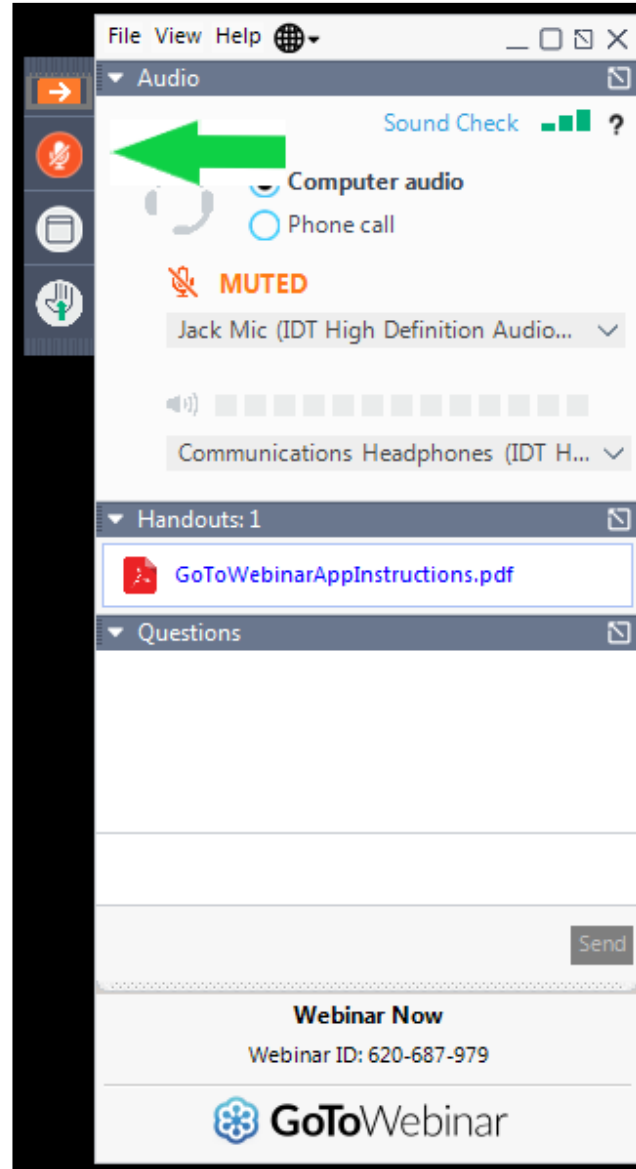
Navigating the Webinar Control Panel (Buttons)

- ▶ **Expand/Collapse (Orange Arrow):** This button makes the control panel smaller or larger for your viewing preference.



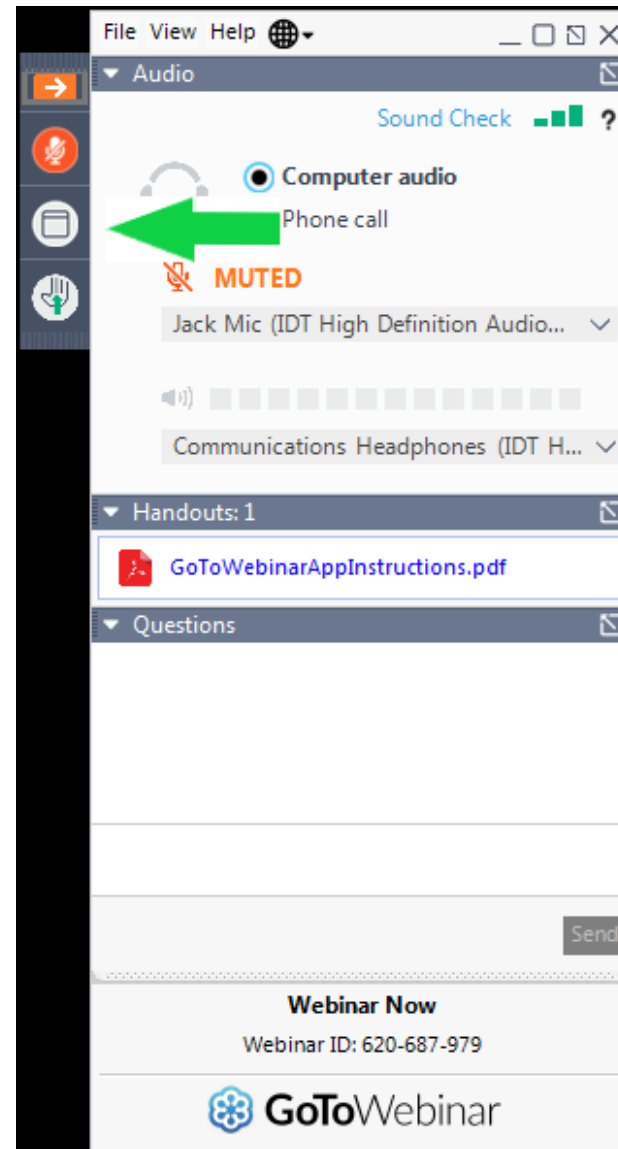
Navigating the Webinar Control Panel (Buttons)

- ▶ **Microphone Mute/Unmute (Orange Microphone):** This button mutes and unmutes your microphone when clicked. All attendees are muted and cannot unmute their microphones individually. The webinar organizer must unmute your microphone for you. If the organizer unmutes your microphone, this icon will turn green.



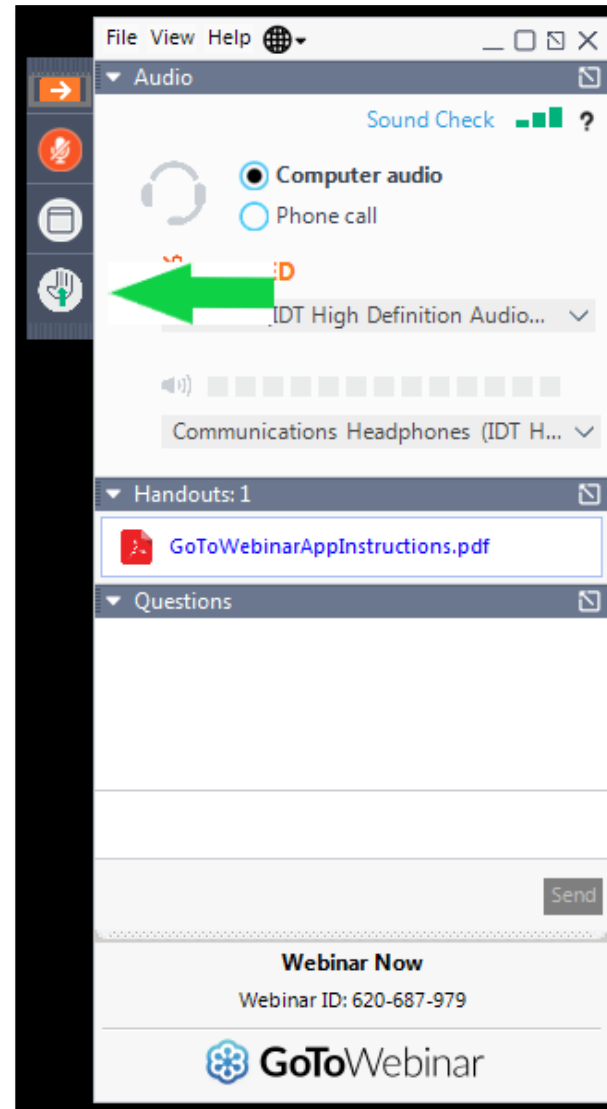
Navigating the Webinar Control Panel (Buttons)

- ▶ **Full Screen (White Square):** This icon minimizes or maximizes the presentation screen.



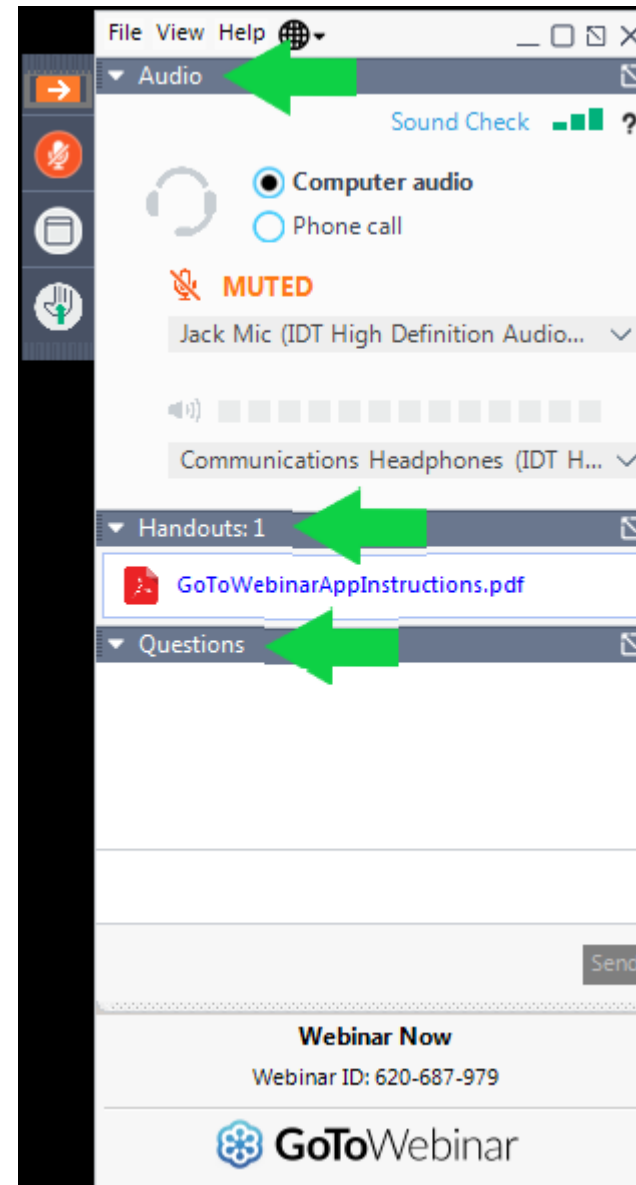
Navigating the Webinar Control Panel (Buttons)

- ▶ **Hand Raise (Hand with green arrow):** If clicked, ICN will see you have a question or comment. The organizer will identify who has the question, and that person's microphone will be unmuted to allow that person to speak.



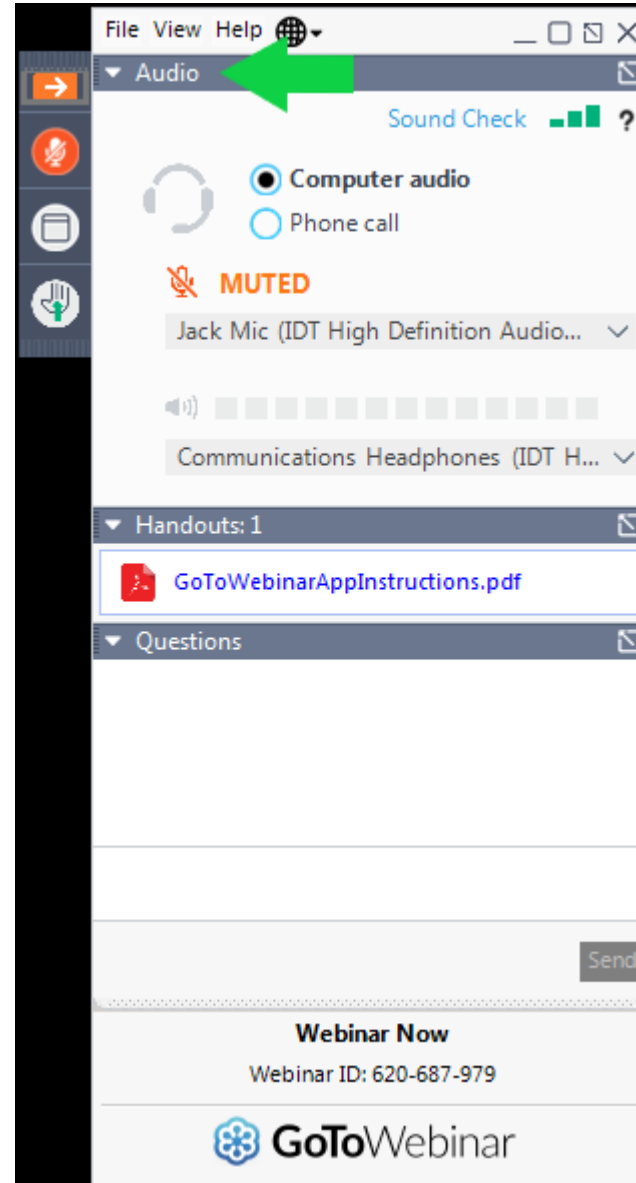
Navigating the Webinar Control Panel (Center)

- ▶ There are 3 sections in the middle of the webinar panel: **Audio**, **Handouts**, and **Questions**.



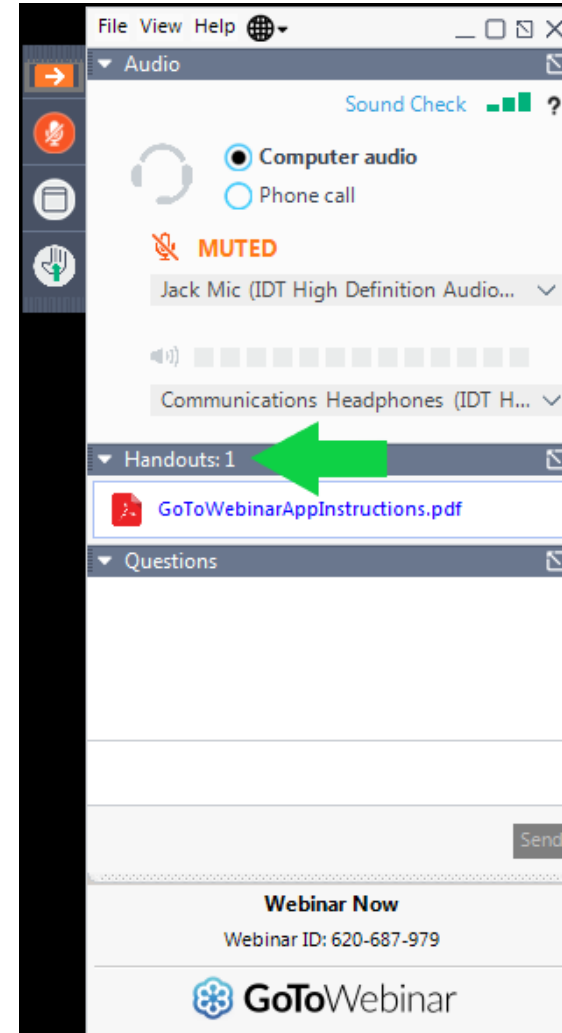
Navigating the Webinar Control Panel (Center)

- ▶ **Audio:** The audio section indicates if your microphone is muted or unmuted. If you are using Computer audio, you will see the speakers and headset you have plugged in along with the audio levels for each. If you are using your telephone and select phone call, you will see the phone number, access code, and audio pin information.



Navigating the Webinar Control Panel (Center)

- ▶ **Handouts:** If panelists use documents in the presentation, they may choose to add handouts for the attendees. The handouts section only shows if handouts are available. To download and view the handout, click the file name.



Navigating the Webinar Control Panel (Center)

- ▶ **Questions:** If you do not want to ask questions live, you may type them into the questions box. Click the “Send” button to send your question or comment. Please notice that priority response will be given to those using the hand raised button for live Q&A. If we are unable to get to your question, we will follow up with you after the conclusion of the webinar.

