

GoToWebinar

A quick how-to guide for attendees using a smartphone or tablet.

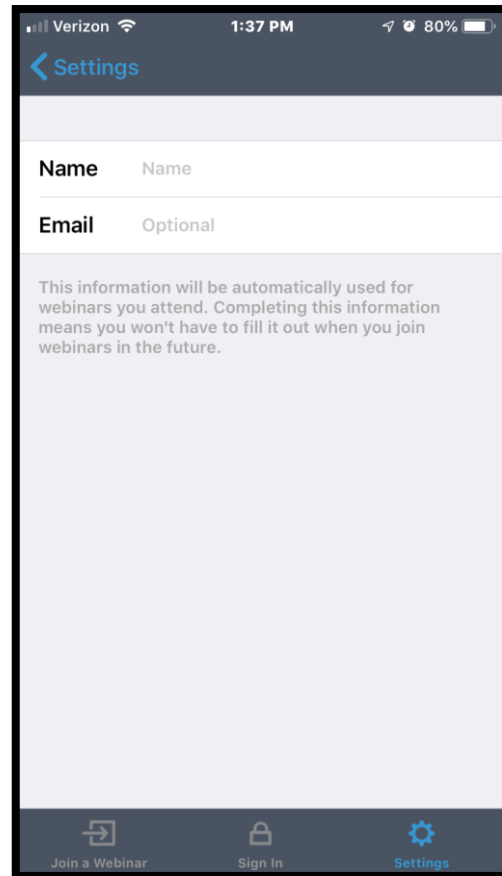
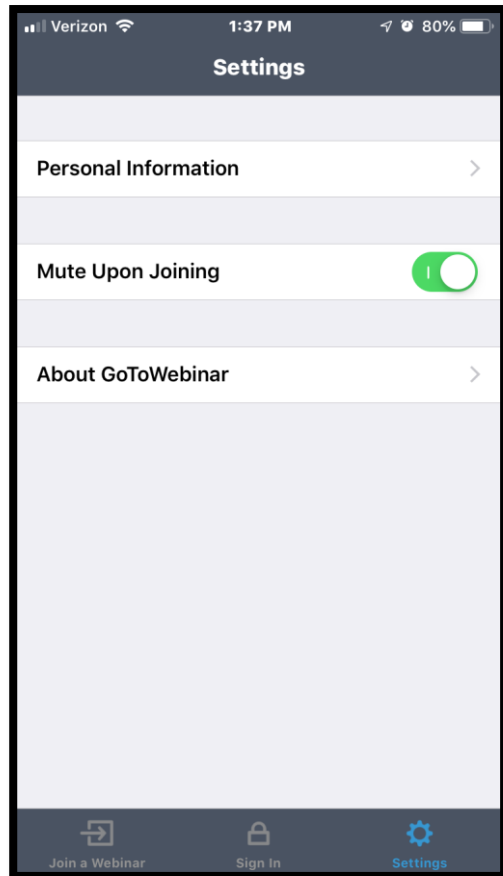
Using an IOS (Apple) or Android Tablet or Smartphone

- ▶ Please download the free GoToWebinar app from the Apple App Store or Google Play Store.
- ▶ Joining via smartphone or tablet uses your phone's internal microphone and speakers to connect.
- ▶ You also have the option of plugging in headphones to your phone or tablet to listen to the webinar.
- ▶ The app may ask permission to use your microphone. To use the "Hand Raised" feature and participate in live Q&A, you must tap "Accept" to enable your microphone.
- ▶ During the webinar you will automatically be muted unless you request to speak by tapping the "Hand Raised" icon. To be unmuted, the organizer must first unmute you.



Setting Up the App

- ▶ Open the GoToWebinar app on your device.
- ▶ Tap the “Settings” button in the lower right hand corner.
- ▶ Select “Personal Information” and enter your name and email address. Tap “Done” when finished.
- ▶ Tap the “Join a Webinar” button in the lower left hand corner to return to the main screen.



Joining Using the App

- ▶ Locate the 9 digit webinar ID number at the bottom of your registration confirmation email.

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

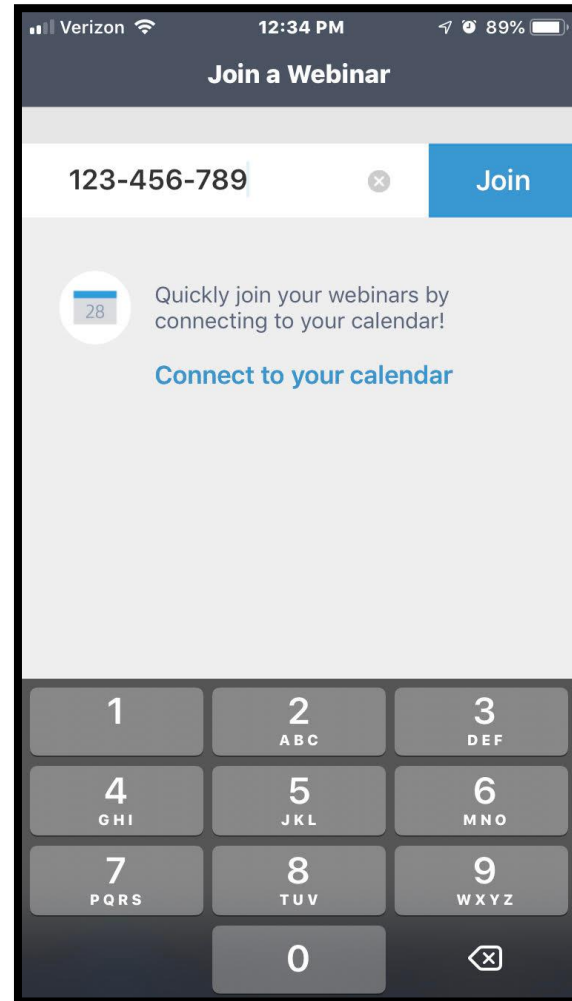
Webinar ID: 945-002-211 ←

To Cancel this Registration

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

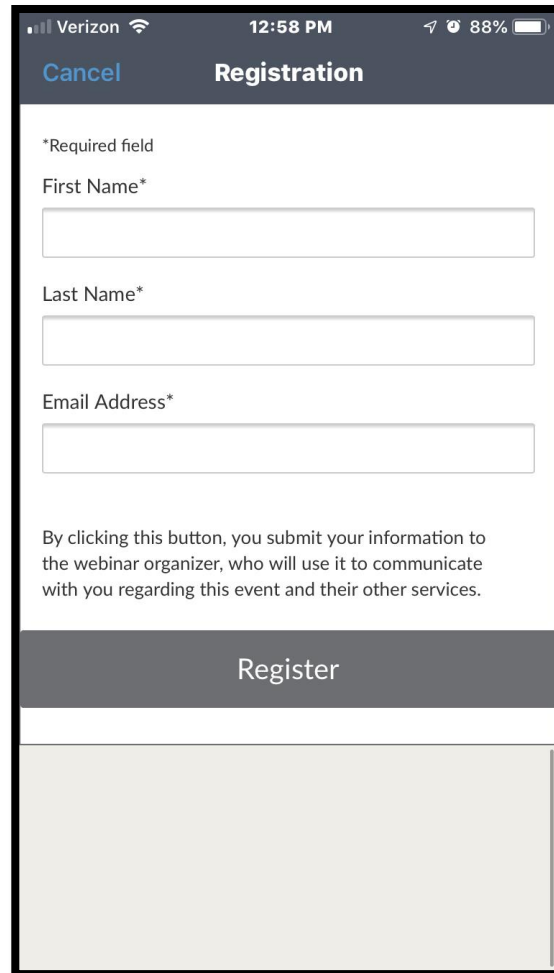
Joining Using the App

- ▶ Enter the number in the text field of the “Join a Webinar” screen, and tap “Join”.



Joining Using the App

- ▶ You may be asked to register for the webinar using your “First Name”, “Last Name” and “Email Address”. Enter this information and tap “Register”.



The screenshot shows a mobile app interface for registration. At the top, the status bar displays "Verizon", signal strength, Wi-Fi, time "12:58 PM", location, and battery "88%". Below the status bar is a dark header with "Cancel" on the left and "Registration" in the center. The main content area has a light background and contains three text input fields, each with an asterisk indicating it is a required field. The fields are labeled "First Name*", "Last Name*", and "Email Address*". Below the fields is a paragraph of text: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services." At the bottom of the form is a dark button labeled "Register".

Verizon 12:58 PM 88%

Cancel Registration

*Required field

First Name*

Last Name*

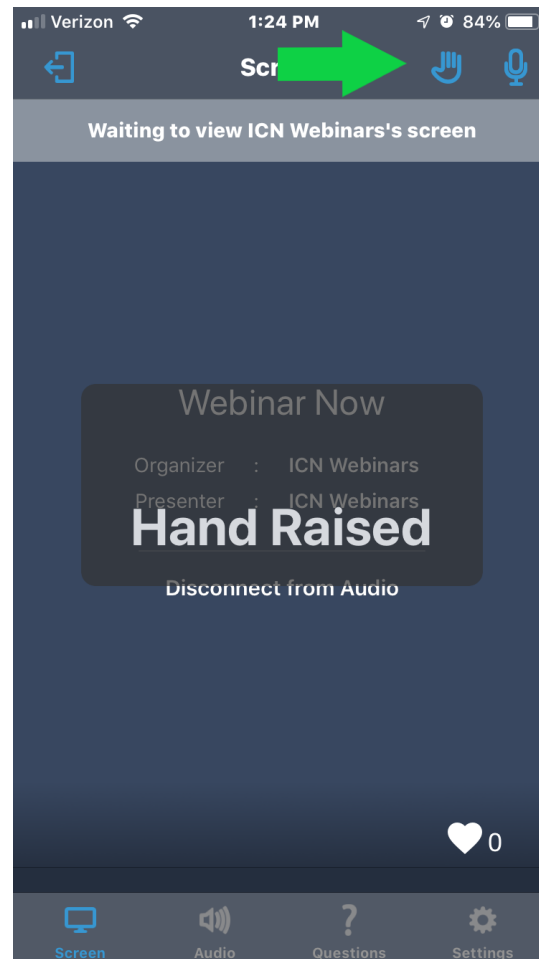
Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

Using the Mobile App Interface

- ▶ A series of features are available to the attendee within the webinar.
- ▶ **Raise your hand:** A “Hand Raised” message will show on your screen if this is tapped. If pressed by accident, tap this icon again to lower your hand. We will use this feature in Q&A. If you raise your hand, the organizer will be notified. We will call on you, unmute your microphone, and allow you to ask a question.



Using the Mobile App Interface

- ▶ **Questions (Chat Box):** 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.

