3 Easy Steps To Attend A Webinar

1. Click the "Register" link in the e-mail invitation to the webinar and fill out registration information.
2. Open e-mail that you received after you have registered and click on the link to join the session at the appropriate day and time of the session.
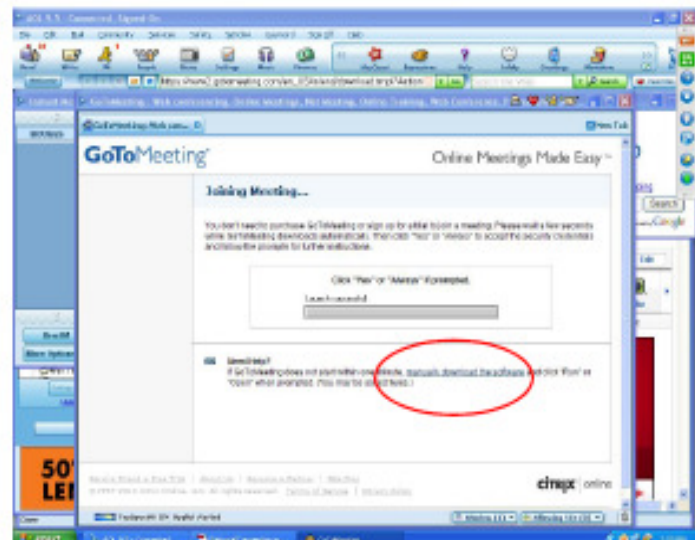
3. Download and Run the GoToMeeting/Webinar software. After that the session should automatically start.

Then Click on "Run".

Click on Run
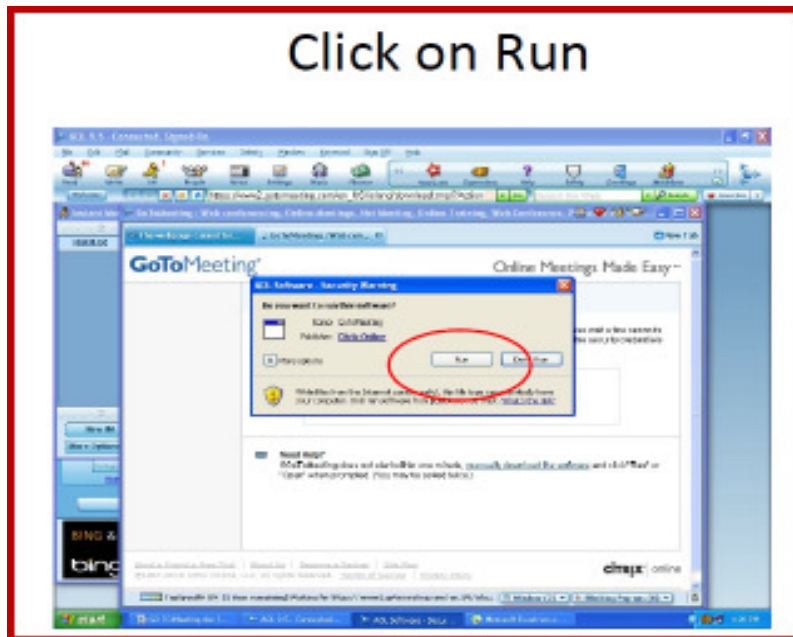
<u>Helpful Hint</u>

- For audio, a USB headset with a microphone and speakers connected to your computer works the best, but there are other options that will work as well (See attached "Audio Device Recommendations" handout).
- If you do not have a microphone, you can type your questions into the "question" pane on the attendee control panel.
- If you will be using a phone and dial in for the audio portion of the session, you can use "*6" to mute/unmute yourself. Be sure to have unlimited long distance phone service when using this option because the phone number provided will be long distance.
- After you have entered the session, check to make sure that the appropriate bullet ("Use Telephone" OR "Use Mic & Speakers") is selected in the "Audio Mode" pane of the attendee control panel.