

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.

**Click on or copy and Paste
Into Your Browser**

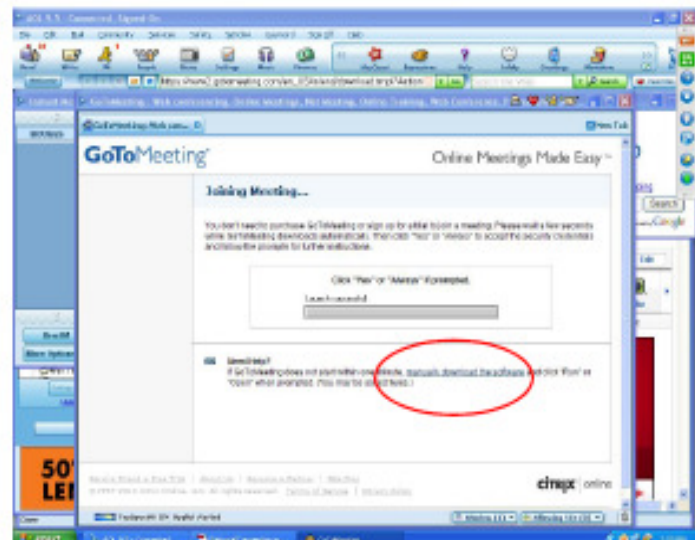
1. Please join my meeting, Sunday, March 21 at 1:00 PM Central Daylight Time.

<https://www2.gotomeeting.com/join/878465234>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.
Dial 712-338-7146
Access Code: 878-465-234
Audio PIN: Shown after joining the meeting
Meeting ID: 878-465-234

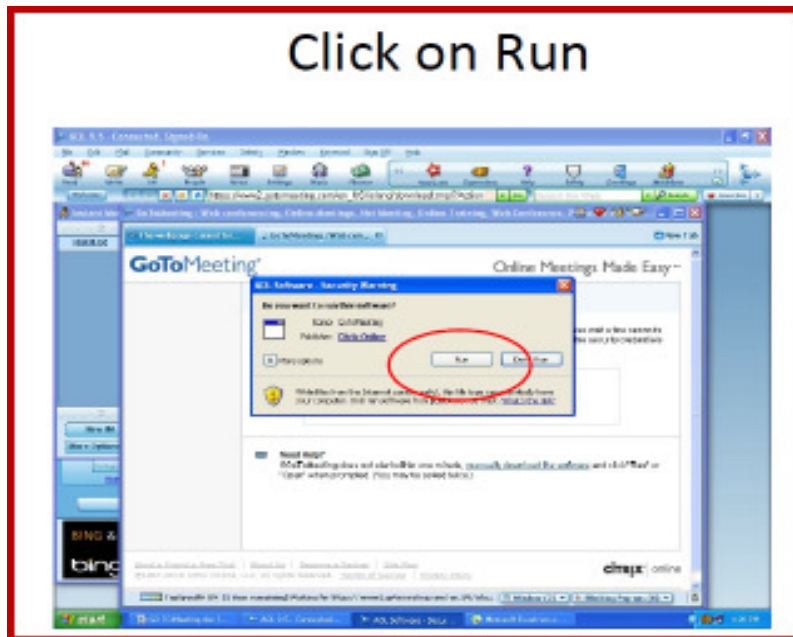
3. Download and Run the GoToMeeting/Webinar software. After that the session should automatically start.

Click on Manual to Start Download



The screenshot shows a web browser window displaying the GoToMeeting website. The page title is "Joining Meeting...". Below the title, there is a section for "Identified" with a red circle around the "Manual" link. The text below the link reads: "If GoToMeeting does not prompt you to download, manually download GoToMeeting and click 'Join' or 'Join' what appears. This may be all you need." The browser's address bar shows the URL "https://www2.gotomeeting.com/join/878465234".

Then Click on “Run”.



Helpful Hint

- 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.