



GoToWebinar

DRCOG Board Work Session

Attendee User Guide

This guide describes how to use the GoToWebinar service to attend a DRCOG Board Work Session.

Table of Contents

Step 1 - Register for the Meeting.....	1
Step 2 - Install the <i>GoToWebinar</i> Program	2
Step 3 - Connect to the Meeting.....	3
Step 4 - During the Meeting.....	6
Minimize the Control Panel	6
Mute and Unmute Yourself	6
View in Full Screen Mode.....	7
Raise Your Hand	7
Step 5 - Leave the Meeting	8
Apple Mac Users	8

Step 1 - Register for the Meeting

- Open the e-mail containing the meeting invitation
- Click on the link under *Register now!* (Item 1, Figure 1)

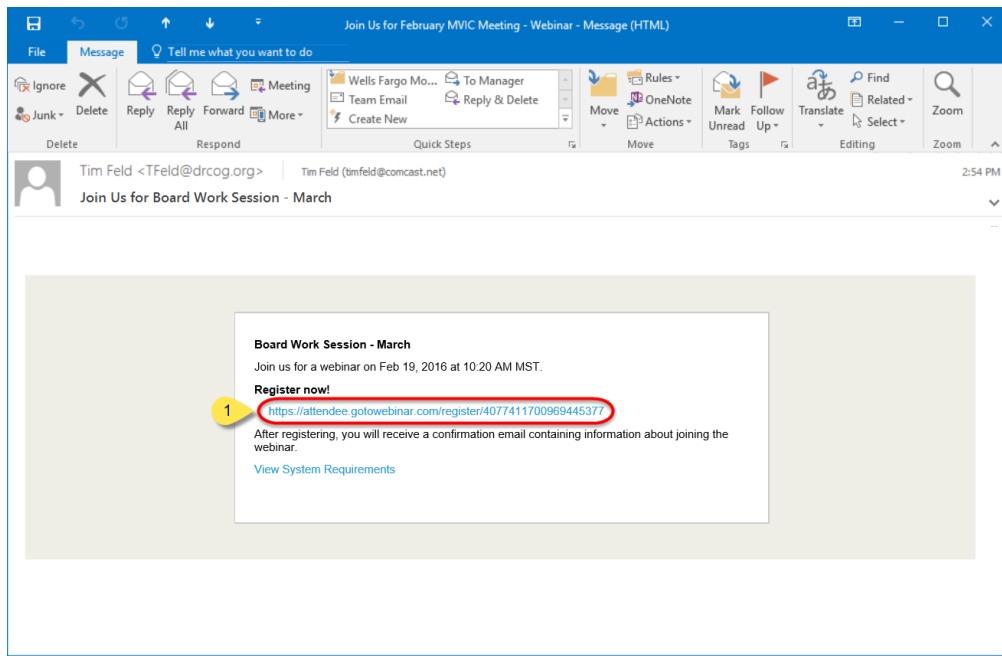


Figure 1

- The meeting registration page opens (Figure 2)
- Enter your name and e-mail address (Items 2,3, and 4 in Figure 2)
- Click on *Register* (Item 5 in Figure 2)

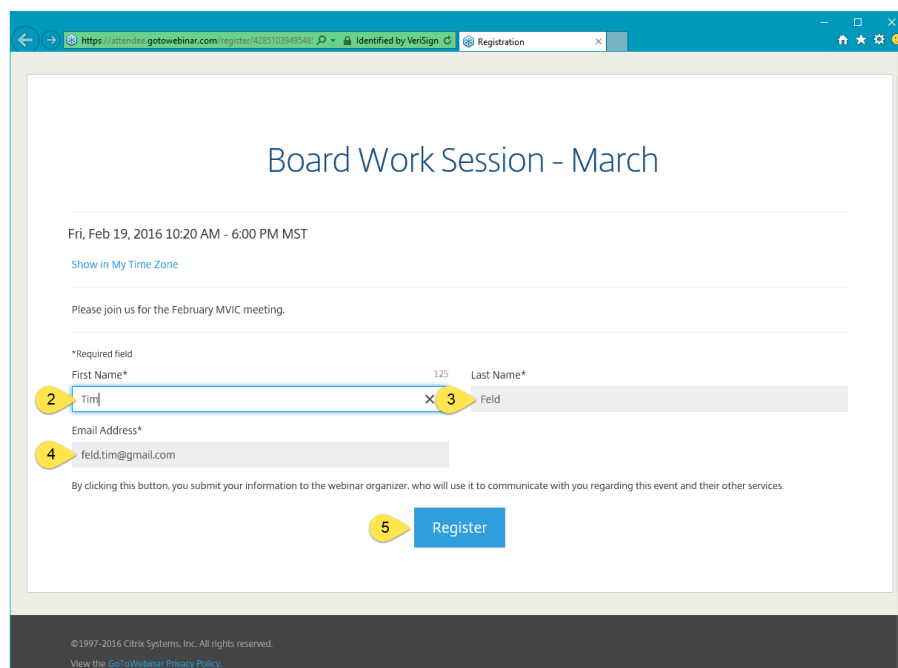


Figure 2

- A registration confirmation page opens (**Figure 3**)
- When it is time for the meeting to start, click on *join the webinar* (**Item 6** in **Figure 3**)

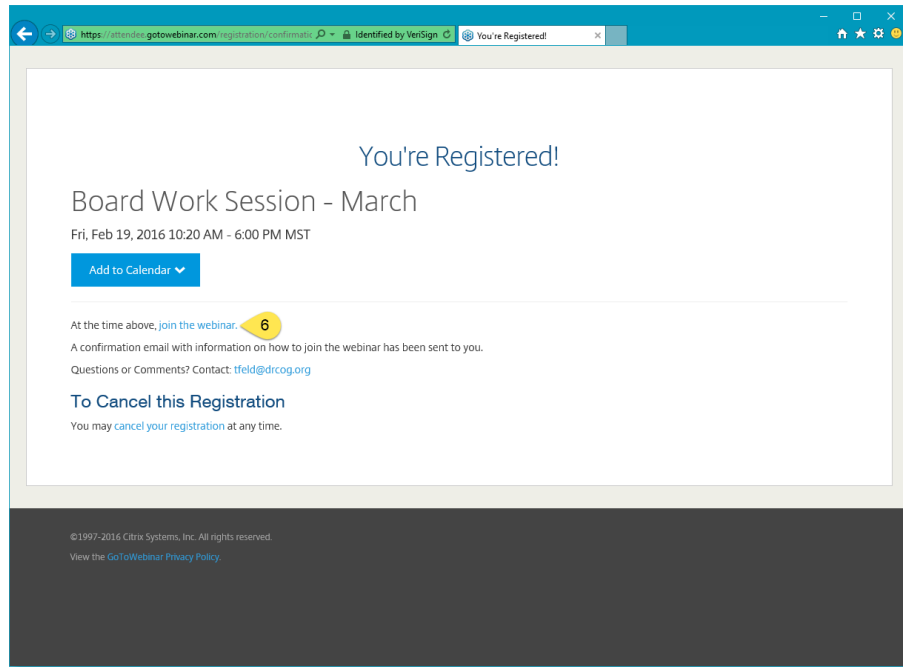


Figure 3

Step 2 - Install the *GoToWebinar* Program

If it is the first time *GoToWebinar* is used on your PC, the browser will prompt you to install the *GoToWebinar* program. Follow the prompts to install the *GoToWebinar* program.

Note – The prompts will look different for each browser.

Step 3 - Connect to the Meeting

- After you click on “join the webinar”, GoToWebinar will begin the connecting process (**Figure 4**)

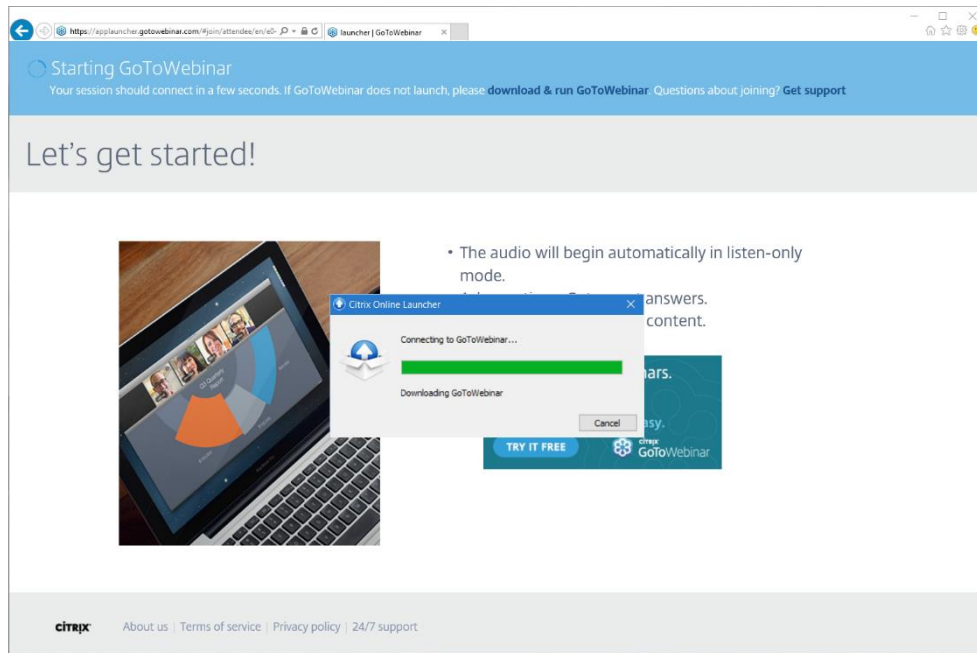


Figure 4

- If the meeting has not yet started, you will see the window below (**Figure 5**)
- Click in the circle to the left of *Phone call* (**Item 7** in **Figure 5**)

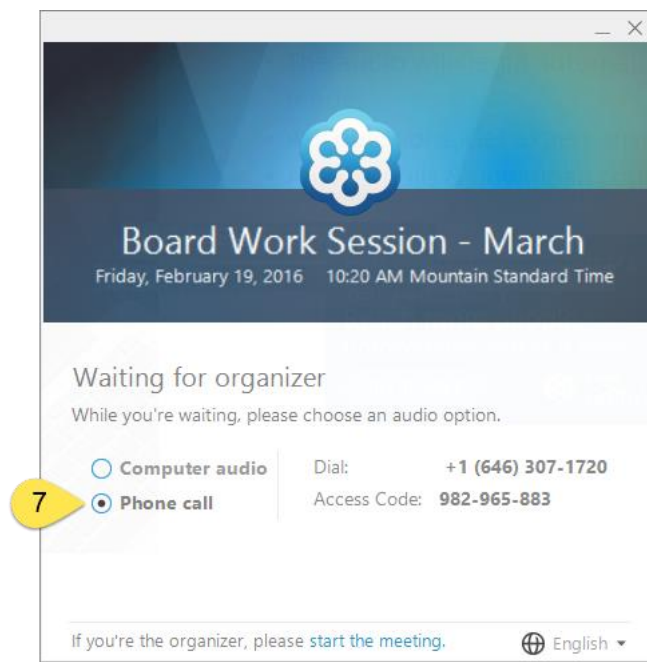


Figure 5

- When the meeting starts, the *GoToWebinar Viewer* window and the *GoToWebinar Control Panel* automatically appear (**Figure 6** and **Figure 7**)
- The *GoToWebinar Viewer* window (**Figure 6**) is where you will see the presenter's PowerPoint presentation
- The *GoToWebinar Control Panel* (**Figure 7**) contains the buttons and information that allow you to participate in the meeting
- On your phone, dial the number shown on the *Control Panel* (**Item 8** in **Figure 7**)
- When prompted on the phone, enter the *Access Code* shown on the *Control Panel* (**Item 9** in **Figure 7**) followed by the # key
- When prompted on the phone, enter the *Audio PIN* shown on the *Control Panel* (**Item 10** in **Figure 7**) followed by the # key
- You should now be able to hear the audio portion of the meeting

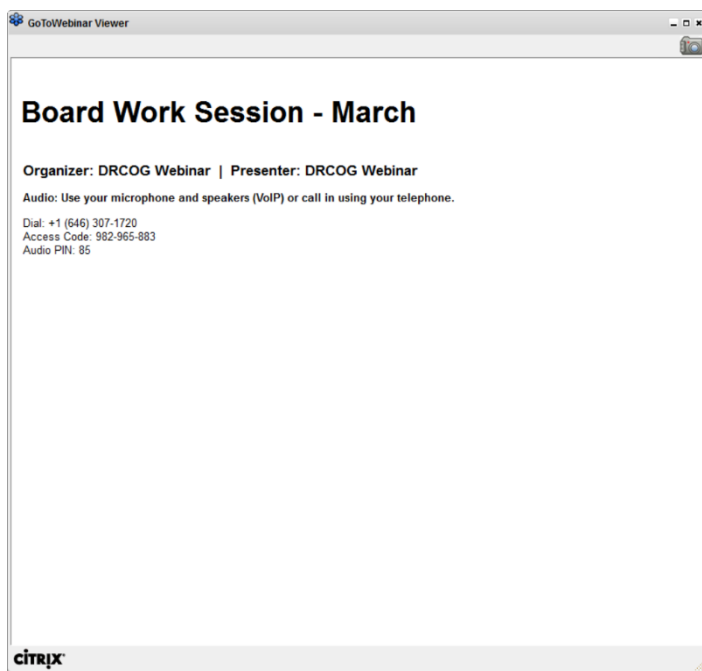


Figure 6

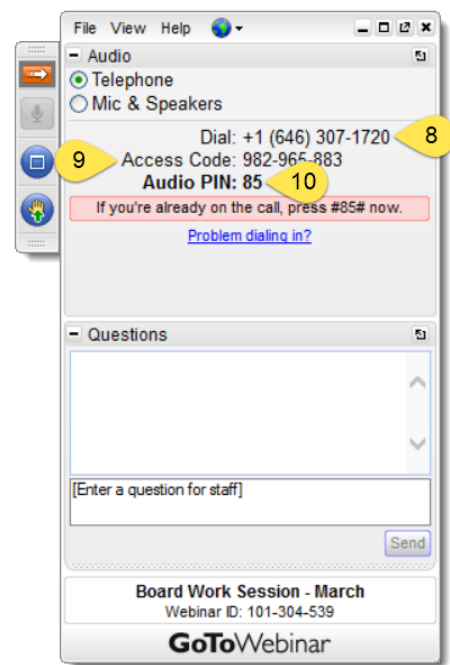


Figure 7

- The *Control Panel* will update to indicate audio is connected (**Item 11 in Figure 8**)

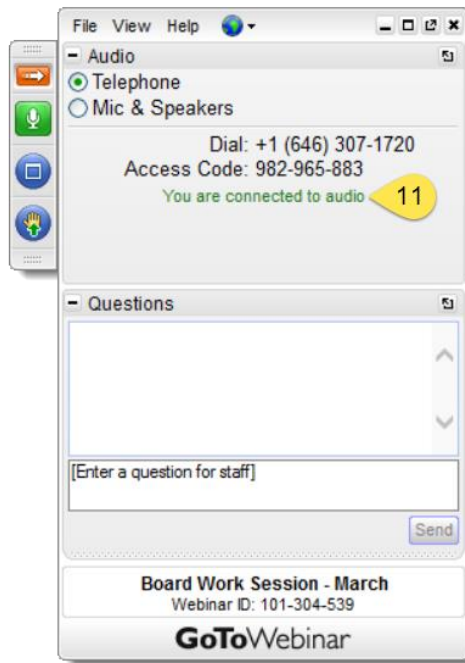


Figure 8

- When a presentation (e.g. *PowerPoint* slides) is being shown, it will appear in the *GoToWebinar Viewer* window (**Figure 9**)

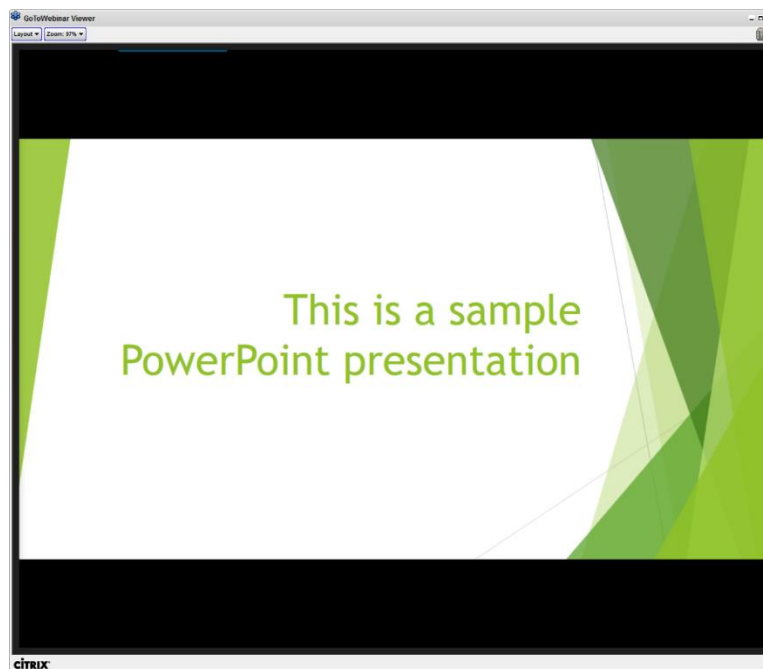


Figure 9

Step 4 - During the Meeting

Minimize the Control Panel

- If the *Control Panel* is in the way, you have the option of minimizing it
- To minimize the *Control Panel*, click once on the white and orange arrow (**Item 12** in **Figure 10**)
- To restore the size of the *Control Panel*, click again on the white and orange arrow (**Item 13** in **Figure 11**)

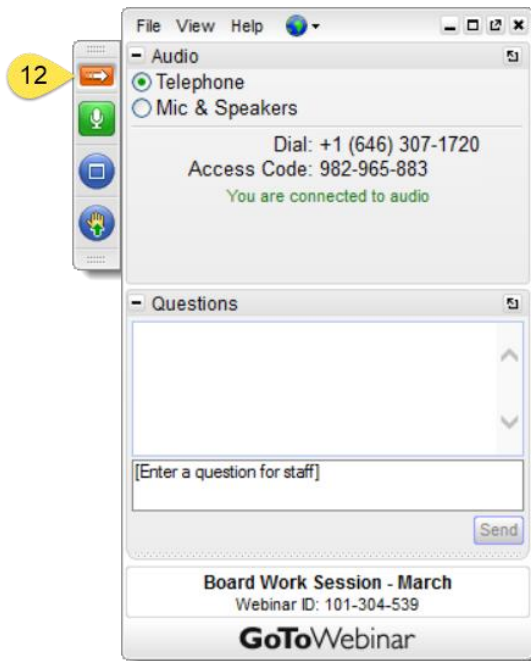


Figure 10



Figure 11

Mute and Unmute Yourself

- When you are not talking you can mute yourself by clicking once on the *Mute* button (**Item 14** in **Figure 12**)
- To unmute yourself, click again on the *Mute* button (**Item 15** in **Figure 13**)



Figure 12



Figure 13

View in Full Screen Mode

- To view the *GoToWebinar* Viewer window in *Full Screen* mode, click once on the *Full Screen* button (**Item 16** in **Figure 14**)
- To exit *Full Screen* mode, click again on the *Full Screen* button (**Item 17** in **Figure 15**)



Figure 14



Figure 15

Raise Your Hand

- If you would like to speak and the *GoToWebinar* meeting facilitator has muted you, click once on the *Raise Hand* button (**Item 18** in **Figure 16**) to request to be unmuted



Figure 16

Step 5 - Leave the Meeting

- To leave the meeting, click once on the **X** in the upper right corner of the *Control Panel* (**Item 19** **Figure 17**)
- Click once on the Yes button to leave the meeting (**Item 20** in **Figure 18**)

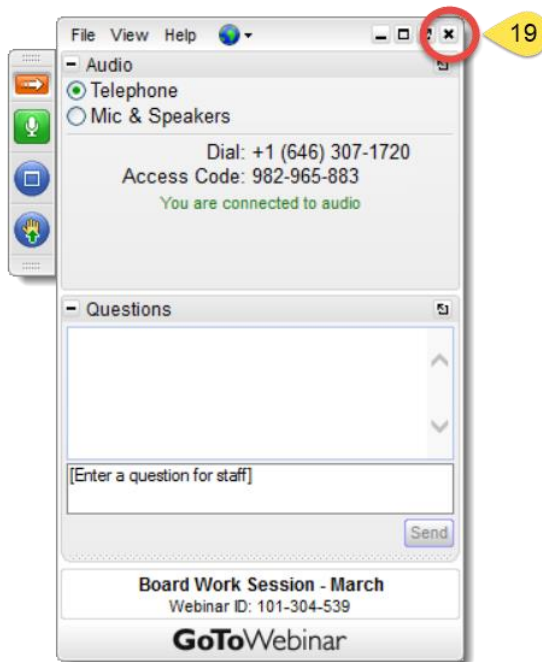


Figure 17

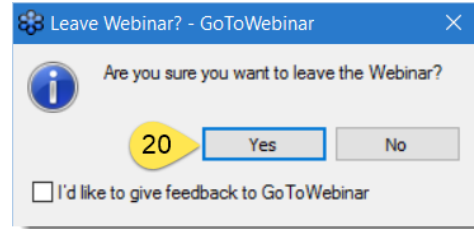


Figure 18

Apple Mac Users

Although visually different, *GoToWebinar* works the same on a Mac computer. **Figure 19** illustrates the *GoToWebinar Control Panel* on a Mac running Mac OS version 10.11 (*El Capitan*).

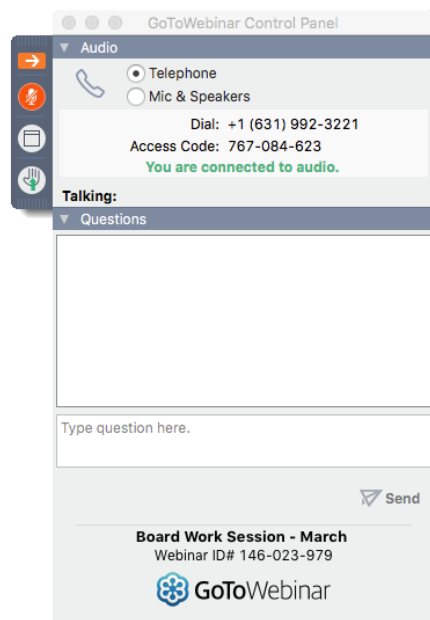


Figure 19