

GoToWebinar Webcast Quick-Start GUIDE FOR PARTICIPANTS

Equipment Needed

- Computer or Laptop
- High-Speed Internet Connection
- Computer Speakers
- Google Chrome (Recommended)

You can test your equipment before the webcast by visiting:

<https://support.goto.com/webinar/system-check-attendee-av>

Audio

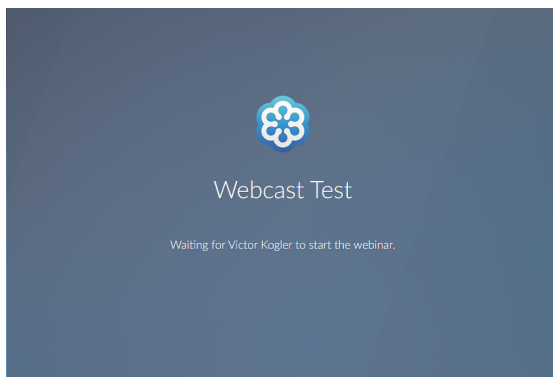
Attendees can only connect to audio via VoIP (Computer audio). There is no phone option available, so please be sure that your computer has working speakers.



Please note: Attendees are entered in listen-only mode and cannot be unmuted.

Waiting Room

If you join the webcast early, you will be placed into a “waiting room” until the webcast starts. Once the host joins, you will be automatically placed into the webcast.



Joining a GoToWebinar Webcast

1. On your Email Confirmation or Email Reminder, click “**Join Webinar**” under “**How to Join the Webinar**”.
2. You will then be directed to the browser-based Instant Join app regardless of your operating system.
3. If you are not directed, please be sure your pop-up blocker is disabled.

No Software Needed!

There is no software needed when joining a GoToWebinar webcast. This is especially beneficial for users who are having trouble installing the desktop app or are in locked-down environments that can't download software.

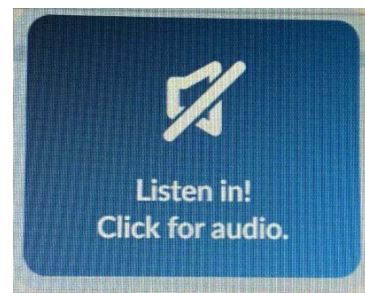


Technical Support During the Webinar

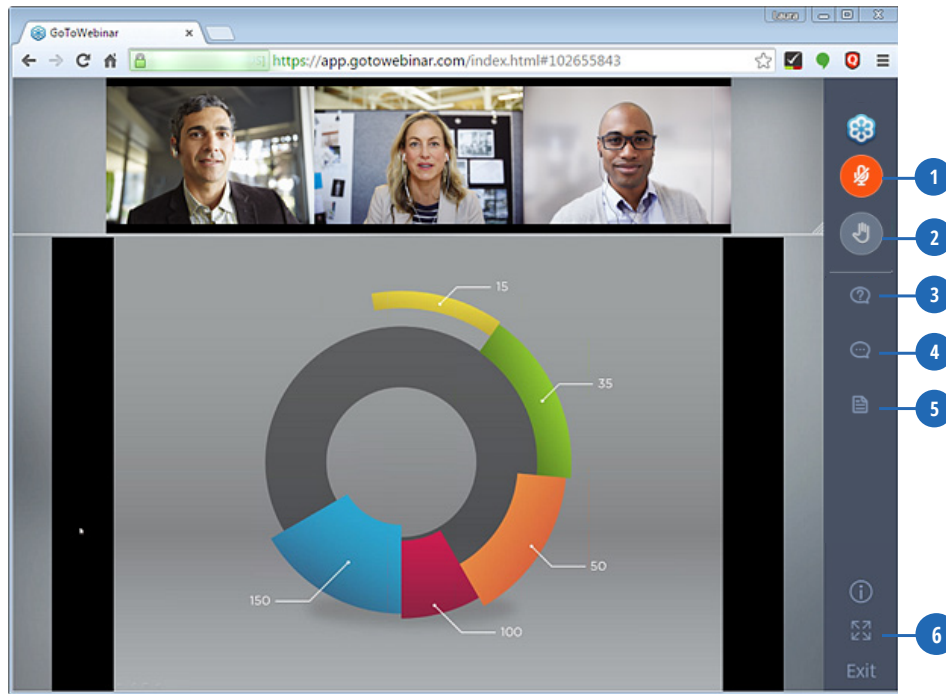
You can find many solutions to your problems by visiting the GoToWebinar Support Center at: <https://support.goto.com/webinar>.



You can also ask any questions you may have during the webcast by using the Questions box.

When you join the webinar there will be an audio symbol with a line through it. **CLICK** on the symbol to enable the audio portion of the webinar. You will not hear anything until the webinar begins at 10:00 am!



Overview of Attendee Control Panel



1 Mute	Attendees are entered in listen-only mode and can only connect to audio via VoIP (Computer audio).
2 Raise Hand 	Use this feature to get the organizer's attention. The Hand icon will turn green while it is raised, and will return to gray once it is lowered by you or the organizer. <i>Please note: The organizer may respond using that chat feature.</i>
3 Questions	If you have a question for the host or organizer, type your question and click "Send". Your question will be answered privately or live with the audience.
4 Chat 	If needed, organizers will use the chat feature to communicate with attendees. You will only see this if the organizer chats with you first. If you have a question for the organizer, please use the Questions Box.
5 Handouts	If available, handouts will be shared and available for you to download.
6 Full Screen	Full Screen Layout

Webinar Tips for Participants

1. If this is your first-time accessing GoToWebinar, make sure that you are 5-10 minutes early to ensure your audio connection is working properly.
2. Pay attention to the presenter on screen, try not to multitask.
3. If you have a question, use the Questions Box or Raise Hand feature so the presenter can see it.