

## HOW TO JOIN WEBINAR

A webinar is a seminar or training session delivered over the web (online) – hence the name Webinar. As long as you have internet and phone connection, you can attend a webinar from anywhere. In order to participate you need to dial in using the phone number and access code provided to you in an email – see below for more information.

### STEP 1

**If you receive a Webinar Link via an email,** you will see information similar to that shown below.

See instructions in RED which show you how to book via the link

**REGISTER NOW**

**Space is limited.**

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/729560043>

Click the link you receive to book your place

This webinar will include:

- \* The Desktop
- \* Applications and Commands
- \* Managing Files/File Manager
- \* Switching Windows (active and inactive)
- \* Application and File Icons
- \* File Extensions

Example only - Each webinar will differ so make sure you book the correct one

**Title:** *Getting to know your Computer*

**Date:** Monday, June 15, 2009

**Time:** 7:00 PM - 8:00 PM GMT

Note date and time and check for email confirmation

After registering you will receive a confirmation email containing information about joining the Webinar.

**Space is limited.**

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/729560043>

Click on the link as shown in the above instructions

## STEP 2

### Register for webinar

Once you have completed Step 1, you will be taken to a page similar to the one below.

See instructions shown in RED and register for Webinar

Mon, Jun 15, 2009 7:00 PM - 8:00 PM GMT

[Show time in my time zone](#)

* <b>First Name:</b> <input type="text"/>	* <b>Last Name:</b> <input type="text"/>
* <b>Email Address:</b> <input type="text"/>	* <b>City:</b> <input type="text"/>
* <b>Country:</b> Choose one... ▼	

\* Indicates a required field

Register Now

[View system requirements](#)

Complete details as requested. This is an example only and other webinars may request other information from you in order to register

Once information completed, click to register

## **STEP 3**

Once registered you will receive a Thank You email with the webinar details. (See notes in RED for more info)

### **Thank you for registering**

#### **Registration Complete**

You have successfully registered for the following Webinar:

#### **Getting to know your Computer**

Monday, June 15, 2009 7:00 PM - 8:00 PM GMT

[Add to your Outlook calendar.](#)

If you have Outlook, click to add this Webinar to your calendar as all the login info and links shown on this page will be saved there.

A confirmation email has been sent to you.

1. At the time above, click this link to join the Webinar:

<https://www2.gotomeeting.com/join/729560043/106242577>

Click this link a few minutes before the webinar is due to start

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United Kingdom: +44 (0) 161 660 8220

Access Code: 538-115-753

Audio PIN: Shown after joining the Webinar

UK number is shown as an International number. When dialling from UK dial number as 0161 660 8220 (number shown is example only and will differ for each webinar). Once connected, dial the Access Code then the Audio Pin

Webinar ID: 729-560-043

#### **System Requirements**

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees

Required: Mac OS® X 10.4 (Tiger®) or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

## **STEP 4**

**Confirmation email will be received and will have link to use when the webinar is due to start. (click on the link a few minutes prior to start time)**

**See notes in RED for more info about this.**

### **JOIN WEBINAR**

**Join us on Monday, June 15, 2009 7:00 PM - 8:00 PM GMT**

Dear Eileen,

Thank you for registering for:

#### **Getting to know your Computer**

Monday, June 15, 2009 7:00 PM - 8:00 PM GMT

1. Click here to join:

<https://www2.gotomeeting.com/join/729560043/106266190>

Link to click when webinar is due

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United Kingdom: +44 (0) 161 660 8220

Access Code: 538-115-753

Audio PIN: Shown after joining the Webinar

Phone Number and Access Code needed to join Webinar by telephone

Webinar ID: 729-560-043

Please send your questions, comments and feedback to: [emeez1@zoominternet.com](mailto:emeez1@zoominternet.com)

#### **System Requirements**

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

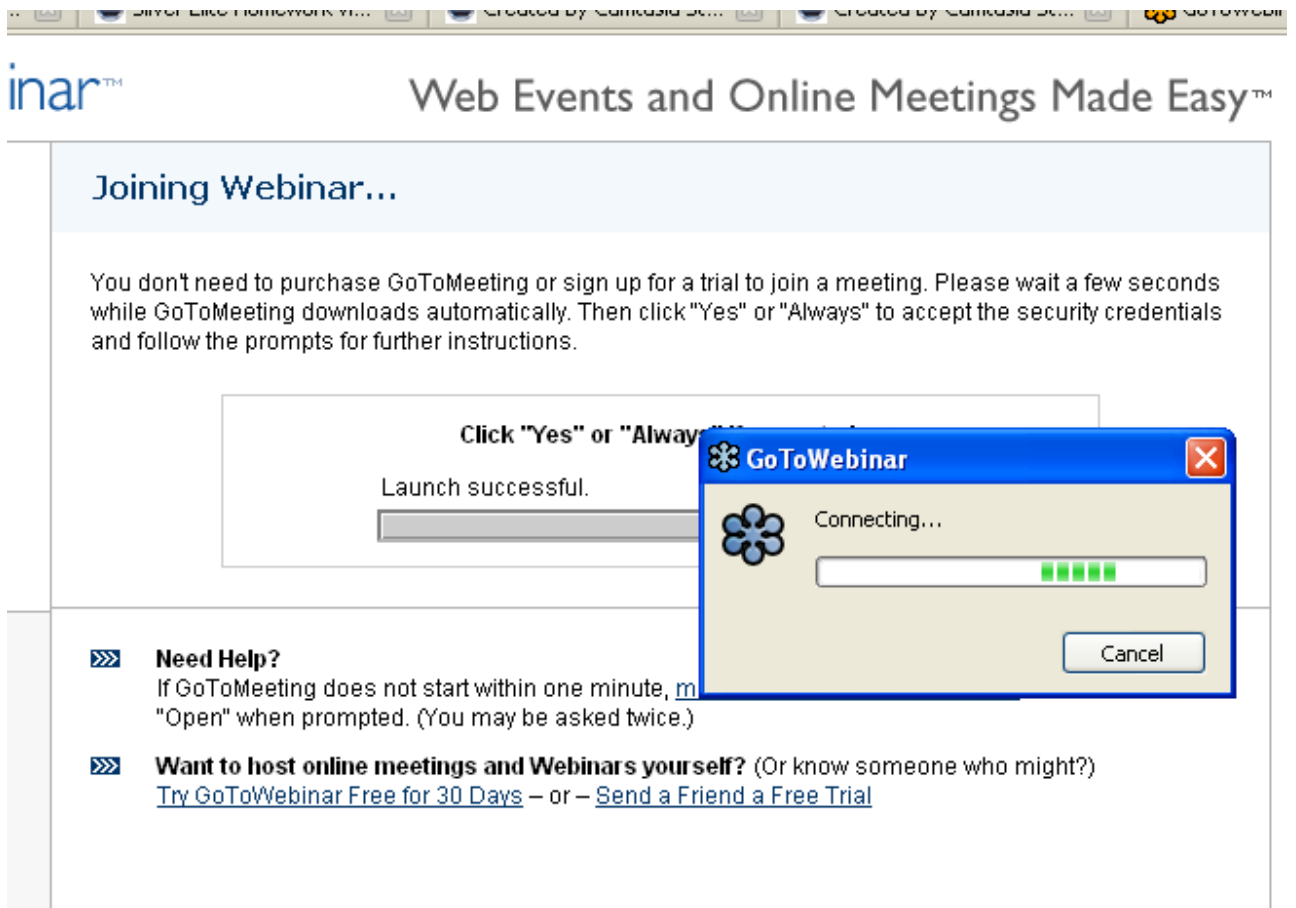
## **STEP 5**

### **Joining the Webinar**

Once you click the link as shown above you get a page similar to this

The screenshot shows the GoToWebinar website interface. At the top left is the GoToWebinar logo, and at the top right is the tagline 'Web Events and Online Meetings Made Easy™'. A left-hand navigation menu includes links for Log In, Home, Product Overview, How it Works, Business Case, Free Trial, Buy Now, Pricing, Press & Awards, and Support & FAQs. The main content area is titled 'Joining Webinar...' and contains the following text: 'You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.' Below this text is a box containing the instruction 'Click "Yes" or "Always" if prompted.' and a progress bar with the text 'Launch successful.' underneath it. At the bottom of the main content area, there are two sections: 'Need Help?' with instructions on what to do if the software doesn't start, and 'Want to host online meetings and Webinars yourself?' with links to a free trial and a referral program. The footer contains various links like 'Recommend Us', 'About Us', 'Become a Partner', 'Site Map', and 'Anti-Spam Policy', along with the Citrix logo and the text '©1997-2009 Citrix Online, LLC. All rights reserved. Terms of Service | Privacy Policy'.

.....then the connecting page looks like this.....



The screenshot shows a web browser window with the inar logo and the title 'Web Events and Online Meetings Made Easy™'. The main content area is titled 'Joining Webinar...' and contains the following text: 'You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.' Below this text is a button labeled 'Click "Yes" or "Always"' and a progress bar labeled 'Launch successful.'. A 'GoToWebinar' dialog box is overlaid on the page, showing 'Connecting...' with a progress bar and a 'Cancel' button. In the bottom left corner, there are two help links: 'Need Help?' and 'Want to host online meetings and Webinars yourself? (Or know someone who might?)' with sub-links for 'Try GoToWebinar Free for 30 Days' and 'Send a Friend a Free Trial'.

**Joining Webinar...**

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Click "Yes" or "Always"

Launch successful.

**GoToWebinar**

Connecting...

Cancel

»» **Need Help?**  
If GoToMeeting does not start within one minute, m  
"Open" when prompted. (You may be asked twice.)

»» **Want to host online meetings and Webinars yourself?** (Or know someone who might?)  
[Try GoToWebinar Free for 30 Days](#) – or – [Send a Friend a Free Trial](#)

## **STEP 6**

**Screen seen once you are in the webinar. This is an enlarged view of what is shown in the Right Hand Side of the screen.**

**See the RED notes about how to use the HAND and how to enter Audio PIN**

The screenshot shows the GoToWebinar audio interface. On the left, there is a vertical toolbar with a hand icon. A red box highlights this icon with the text: "HAND - click on it to Raise and to Lower". A red arrow points from this box to the hand icon. Below this, another red box contains the text: "Once this screen is shown, you need to enter the PIN i.e #69#". A red arrow points from this box to the "Audio PIN: 69" text in the audio panel. The audio panel itself displays the following information: "Audio Mode: Telephone", "Dial: +44 (0) 161 660 8220", "Access Code: 285-848-351", "Audio PIN: 69", and "If you're already on the call, press #69# now. (and [additional numbers ..](#))". Below the audio panel is a "Questions" section with a "Questions Log" containing the message "Welcome to your Silver Elite call" and a text input field with the placeholder "[Enter a question for staff]". At the bottom of the interface, it says "Money Gym - Silver Elite Webinar ID: 291-657-100" and the "GoToWebinar™" logo.

**How to retrieve the Main Screen if it suddenly disappears.  
(See notes in the Red Box)**

