

Webinar basics



1. To use GoToWebinar, you will need the following:

- Windows or Mac computer
 - or you can attend sessions on your iPad, iPhone, iPod touch or Android smartphone or tablet if you download the appropriate GoTo app for your device
- Internet connection (broadband is best)
- Speakers (built-in or USB headset)
- Microphone (If you'd like the option to speak to the webinar leader)

Most computers have built-in speakers and microphones, but you will get much better audio quality if you use a headset or handset. You can also make calls on your landline or mobile device.

If you do not have a microphone, you can still listen to the webinar and type your questions via GoToWebinar Q & A feature.

1. You will receive an email inviting you to participate in a webinar. The email will go to your smilesamericorps account and contain a link to register for the webinar. An example is shown below.

a. Please register for Webinar on Nov 1, 2012 1:00 PM EDT at:

<https://attendee.gotowebinar.com/register/5005591902692019968>

2. After registering, you will receive a confirmation email containing information about joining the webinar.

Test Confirmation

Joyce Fosdick <customercare@gotowebinar.com>

Sent: Thu 11/1/2012 10:54 AM

To: jwelton@smilesamericorps.org

Dear Bob,

Thank you for registering for "Test".

Please send your questions, comments and feedback to: webinar@smilesamericorps.org

How To Join The Webinar

Thu, Nov 1, 2012 1:00 PM - 2:00 PM EDT

[Add to Calendar](#)

1. Click the link to join the webinar at the specified time and date:

<https://global.gotowebinar.com/join/5005591902692019968/436702221>

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

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States

Toll: +1 (646) 307-1716

Access Code: 768-965-827

Audio PIN: Shown after joining the webinar

Webinar ID: 129-286-451

[View System Requirements](#)

3. The link listed in #1 will be the link you use to go to the webinar on the day and time of the event.

4. During the webinar, you will be muted until the presenter indicates he/she will take questions. During that time, you may use the Q & A feature, or speak into your microphone to ask a question.