GoToWebinar Instructional Guide

JOINING THE WEBINAR:

☐ To join the webinar, open the confirmation email sent from the CTCWebinar address, and select the "Join Webinar" link.

- **NOTE:** Each registered attendee is provided a unique link and phone number to access the webinar. These cannot be shared with other attendees, as they are registered to a specific attendee.

☐ After selecting "Join Webinar", the following pop up will appear. Select "Open GoToOpener". This may take several seconds for the webinar to successfully open.

☐ Once you have successfully joined the webinar, the Organizer's presentation will appear, and the "Computer Audio" option will be preselected for all attendees.
   ▪ Should you want to switch to the phone call option, expand the "Audio" tab in the webinar panel (located on the right-hand side of your screen), and select "Phone Call". Dial the phone number provided, along with the Access Code and Pin as directed by the automated system.
   ▪ **NOTE:** In order to listen and participate, an audio option **must** be selected.
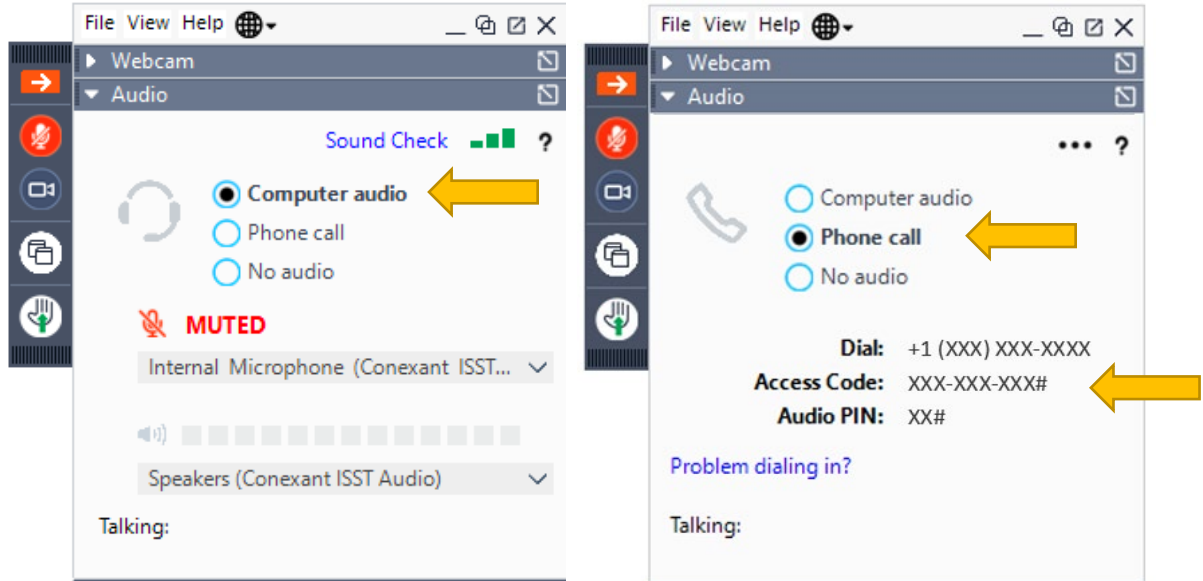
PARTICIPATING IN WEBINAR:

☐ Should you have any questions or comments, use one of the following options:
   ▪ Send it through the "Questions" tab in the webinar panel for the Organizer to read, OR
   ▪ Select the hand icon to alert the Organizer that you would like to be unmuted.
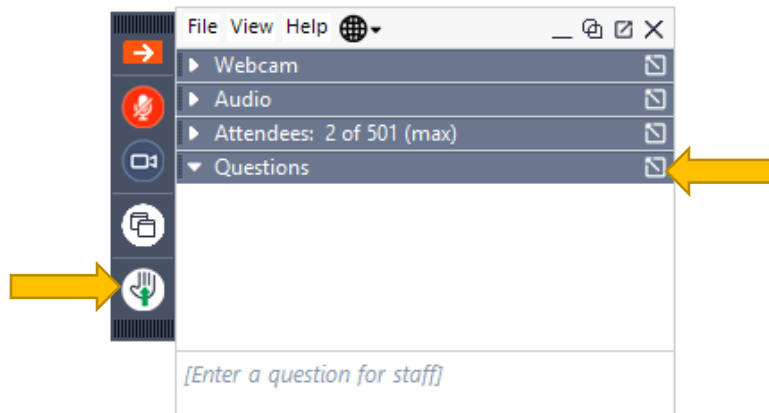
☐ Once the webinar has ended, the Organizer will end it for all participants. In the even you would like to leave the meeting prior to the end, select File, and "Exit Webinar".