

JOIN A WEBINAR

Joining a Webinar requires pre-registration.

► To register for a Webinar

1. Click on the registration link or button provided on a registration Web site or in an invitation email.
2. Complete the registration form. (Please note there may be some required fields.)
3. You will receive an email confirming your registration for the Webinar along with the option to add the Webinar information to your Outlook® Calendar.*

***Some Webinars may require organizer approval prior to the delivery of a confirmation email.**

► To join a Webinar

1. Open the Webinar confirmation email.
 2. Click the **Join Webinar** link provided in the confirmation email.
 3. If prompted, click **Yes** or **Grant** to accept the download.
 4. If requested, enter the *Webinar password* provided by your Webinar organizer.
- You will be entered into the Webinar, and the Attendee Control Panel and GoToWebinar Viewer Window will appear.

Note: When joining a Webinar, remember to also conference in using the information provided by your Webinar organizer.

USE CONFERENCING SERVICE

Check your Webinar confirmation for the conference call service that the organizer has provided and dial in to the conference call.

Note: You may be joining the conference call in a listen-only mode. To communicate with the organizer, please use the Question and Answer feature shown below.

CONTROL PANEL FEATURES

Once you have joined the Webinar you will see the GoToWebinar Control Panel and Grab Tab. The control panel contains three panes that can be expanded or collapsed by clicking the arrow on the left side of each pane.

Note: You can only change your satisfaction rating and post questions in the Question and Answer pane if the organizer has enabled these features.

The screenshot shows the Attendee Control Panel with a menu bar (File, View, Tools, Help) and three main sections:

- My Details:** Shows the attendee name (Anson Barr (Me)) and a satisfaction rating.
- Webinar Info:** Displays the webinar title "Give Punch to Online Presentations", a registration link, Webinar ID# 100-345-110, and dial-in information: Dial 605 772 3322, access code 106805420.
- Question and Answer:** Contains a "Question and Answer Log" and a text input field for questions with a "Send" button.

Red arrows point from descriptive text on the left to the corresponding sections in the screenshot:

- My Details:** Shows the attendee name and Satisfaction Rating. Attendees can change their Satisfaction Rating by clicking on the drop-down arrow.
- Webinar Info:** Provided for quick reference.
- Grab Tab:** Enables attendees to move Grab Tab up or down, hide or display Control Panel and toggle between full screen and window mode.
- Question and Answer:** If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages from an organizer will also show here.

LEAVE A WEBINAR

An attendee may leave a Webinar at any time.

► To leave a Webinar

1. From the Attendee Control Panel File Menu, select **Exit – Leave Webinar**.
2. On the *Leave Webinar?* confirmation dialog box, click **Yes**.