

I. JOINING THE WEBINAR

1. The webinar link will be included at the top of each meeting agenda, along with call-in information. Follow the link to join the webinar.
2. If you're using a desktop computer, you may need to download the Citrix Online Launcher file to join the session. You can also download the GoToMeeting app for Android or iOS and join the webinar on-the-go via phone or tablet.

II. CONNECTING AUDIO

1. Once you have joined the session, you will see a pop-up window for selecting an audio option. If you don't see the pop-up window, you can access audio options via the right-hand control bar.
2. You can connect to the audio through:
 - a. **Telephone**
 - i. You can dial in using a telephone number and access code. The information will be displayed on your screen once you select the "telephone" audio connection and can be found at the top of each meeting agenda.
 - b. **VoIP**
 - i. You can connect to audio using your computer mic and speakers. Please note that for optimum sound quality, we recommend the use of a headset.
 - ii. If you are using the Android or iOS app, you can connect via your device.

III. CONTROL PANEL FEATURES

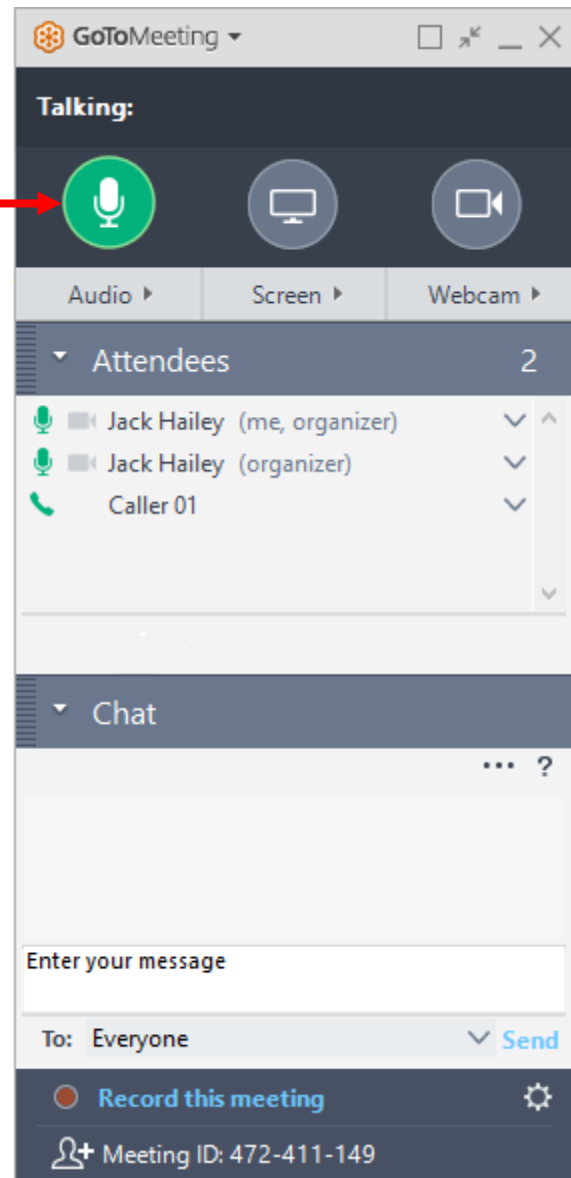
Mute and unmute yourself. *Please note that the moderator can mute attendees at any time.*

Manage audio connection.

See who else is participating.

Ask questions or make comments anytime via the chat feature.

Manage who sees your comments or questions.



A detailed guide to using GoToMeeting is available [here](#).

If you need technical assistance, please contact Mariya at (916) 832-8019 or Mariya@GACInstitute.org.