

I. JOINING THE WEBINAR

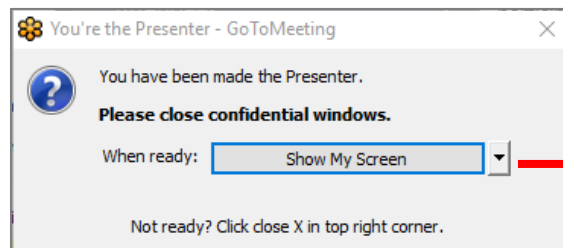
1. You will be provided with a link to join the webinar.
2. If this is your first time using GoToMeeting, you may need to install the Citrix Online Launcher file to join the session.
3. While a GoToMeeting app is available for Android and iOS, we urge all presenters to use a computer for optimal quality.

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.
 - b. **VoIP**
 - i. You can connect to audio using your computer mic and speakers. Please note that for optimum sound quality, we urge all panelists who connect using this option to use a headset.

III. SHARING MATERIALS

1. If you have a presentation or handouts that you would like to share, please insure that it is available on your desktop.
2. When it is your turn to present the organizer will change your participation mode to “presenter” and will insure that you are unmuted. A pop-up screen will appear:

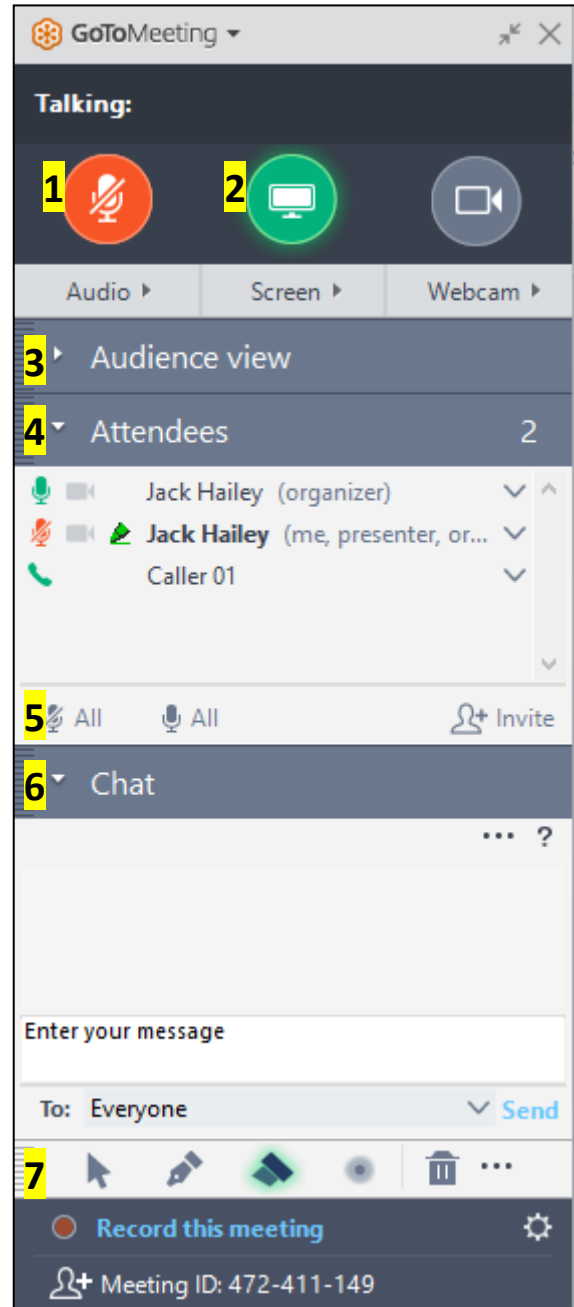


If you have a presentation or handout, please prepare to share your screen. **CLOSE ANY CONFIDENTIAL WINDOWS** at this time.

- a. *If you do not have materials to share, please close the pop-up by hitting “X” in the top right-hand corner. Your screen will not be shared.*
3. At this time, your screen is visible to all attendees. You can navigate through your handout or presentation as you would, using your computer. When you are done presenting, the organizer will remove presenter permissions.

IV. Other Features

1. **Mute and unmute yourself.**
2. **Manage screen sharing** – pause, start or stop.
3. **See a snapshot of what your audience can see.**
4. **See a list of participants.**
Right-click on an individual to mute or unmute them.
5. **Mute or unmute ALL attendees.** *Please note that a moderator will be on to manage feedback and background noise.*
6. **Chat with attendees.**
Participants may send comments or questions via the chat feature.
7. **Highlight items in your presentation** using the pen, highlighter, or spotlight tool. To clear your makings, click on the trash bin icon.



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.