JOIN A WEBINAR

Joining a Webinar requires pre-registration.

▶ To register for a Webinar
1. Click on the registration link or button 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.*
   *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.
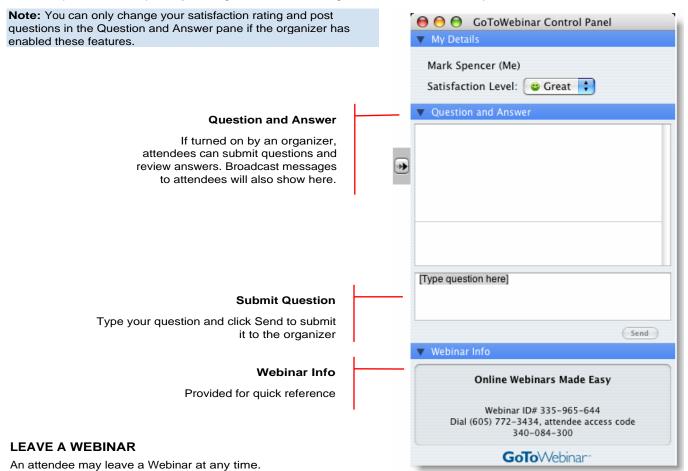
USE CONFERENCING SERVICE

Check your Webinar confirmation for the conference call service that the organizer has provided. Dial the conference call number and enter the access code (if provided).

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. The control panel contains two panes that can be expanded or collapsed by clicking the disclosure triangle 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.

Question and Answer

If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here.

Submit Question

Type your question and click Send to submit it to the organizer

Webinar Info

Provided for quick reference

LEAVE A WEBINAR

An attendee may leave a Webinar at any time.

▶ To leave a Webinar
1. From the Attendee Menu Bar, select GoToMeeting/GoToWebinar and then "Quit GoToMeeting/GoToWebinar."
2. On the Are you sure you want to leave the Webinar? confirmation dialog box, click OK.