

# Getting Started With



**GoTo** Webinar  
by **CITRIX**<sup>®</sup>



Professional  
Development  
&  
Educational  
Operations  
Department

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# JOINING A WEBINAR

1. You will receive an email from the webinar instructor which will contain the information needed to attend the webinar. The information will look similar to that included in the box below.

## Sample Invitation for Staff to Supervisor Webinar

1. **Please join my meeting.**

<https://www4.GoToWebinar.com/join/923868591>

2. **Join the conference call:**

Conference call number: **1(877) 273-4202**

Participant code: **4238973**

Meeting ID: **923-868-591**

GoToWebinar®

Online Meetings Made Easy™



From Staff To Supervisor 2012 A.pdf

2. Click on the link provided in the invitation to join the meeting. For example,

1. Please join my meeting.



<https://www4.GoToWebinar.com/join/923868591>

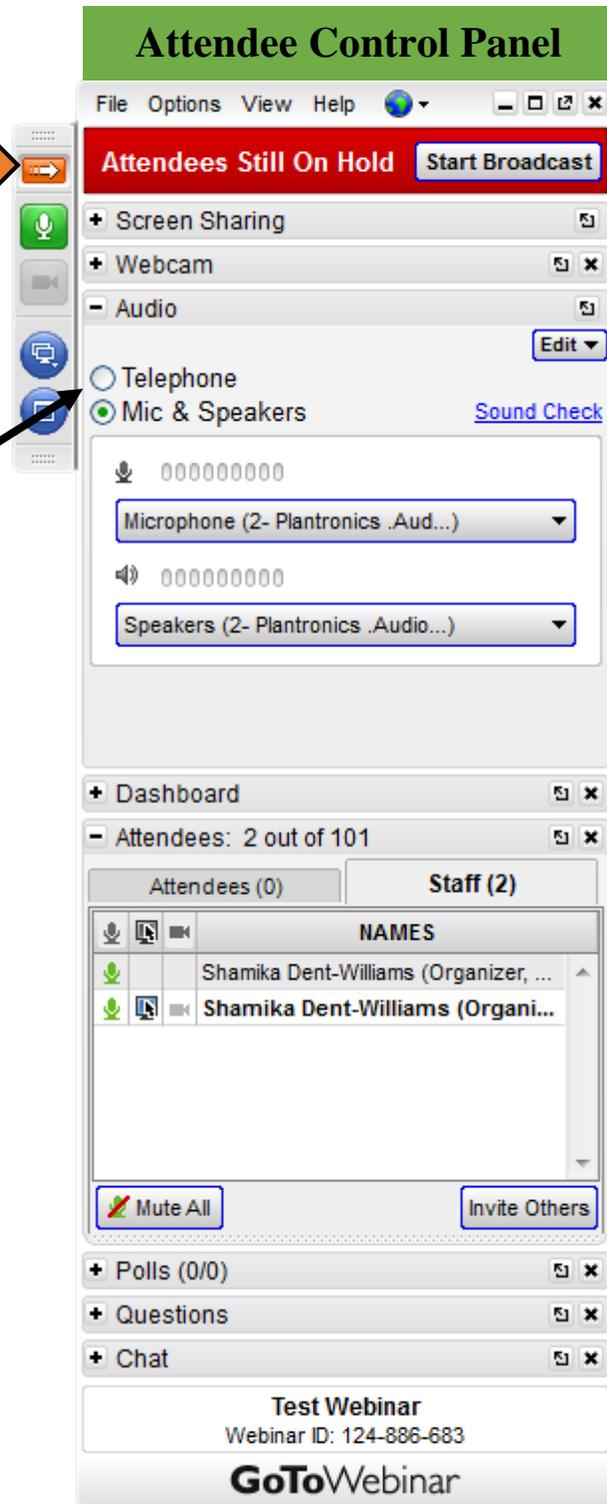
3. If prompted, click **Yes, Grant, or Trust** to accept the download of the actual **GoToWebinar** software.
4. You will be asked to enter **Meeting ID Number** into the system. Please be sure you have your email from the webinar instructor in front of you when you are connecting for quick reference.
5. When prompted, type in your name, then click on OK.

6. When you enter the webinar, you will see the Attendee Control Panel which is image below.

This orange arrow minimizes the entire panel.

Under Audio, you can receive audio two ways:

- Via telephone conference call
- Directly GotoWebinar with a mic and speakers.



### Importation Note:

*Webinars are designed to be engaging and interactive, similar to in-person trainings. In order to do so, you not only need hear the instructor but also communicate with another attendees. There are two options available for connecting audio, telephone or microphone and speakers (even a headset, works!).*

## USING A TELEPHONE CONNECTION

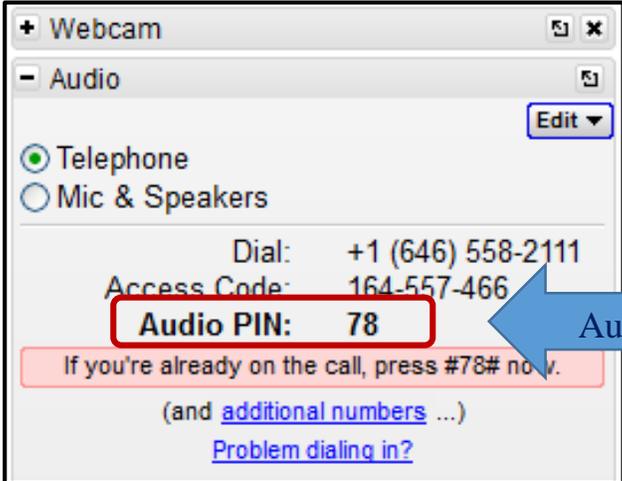
1. The first thing you should do is click on the link that leads to the webinar.
2. Simply look for the phone number and dial it on your phone. A voice may ask for other numbers which are also included the email you received from the webinar instructor.

**Sample Invitation for  
Staff to Supervisor  
Webinar**

3. **Please join my meeting.**  
<https://www4.GoToWebinar.com/join/923868591> ← Link to Webinar

4. **Join the conference call:**  
Conference call number: **1(877) 273-4202** ← Phone number  
Participant code: 4238973  
  
Meeting ID: 923-868-591  
  
GoToWebinar®

3. Joining audio through the telephone: Make sure “Telephone” is selected in the Audio pane of the Control Panel. Enter your Audio PIN as it appears in the Audio



The screenshot shows the 'Audio' pane of the GoToWebinar control panel. The 'Telephone' option is selected with a radio button. Below it, the dialing information is displayed: 'Dial: +1 (646) 558-2111' and 'Access Code: 164-557-466'. The 'Audio PIN: 78' is highlighted with a red box, and a blue arrow points to it from the right with the label 'Audio PIN'. Below the PIN, there is a red box containing the text 'If you're already on the call, press #78# now.' and a blue link '(and additional numbers ...)'. At the bottom, there is a blue link 'Problem dialing in?'.

## CONNECTING WITH A MICROPHONE & SPEAKERS (HEADSET)

*It is recommended that you if wish to use a microphone and speakers option, it is best to use a headset preferably one that uses a USB port connection.*

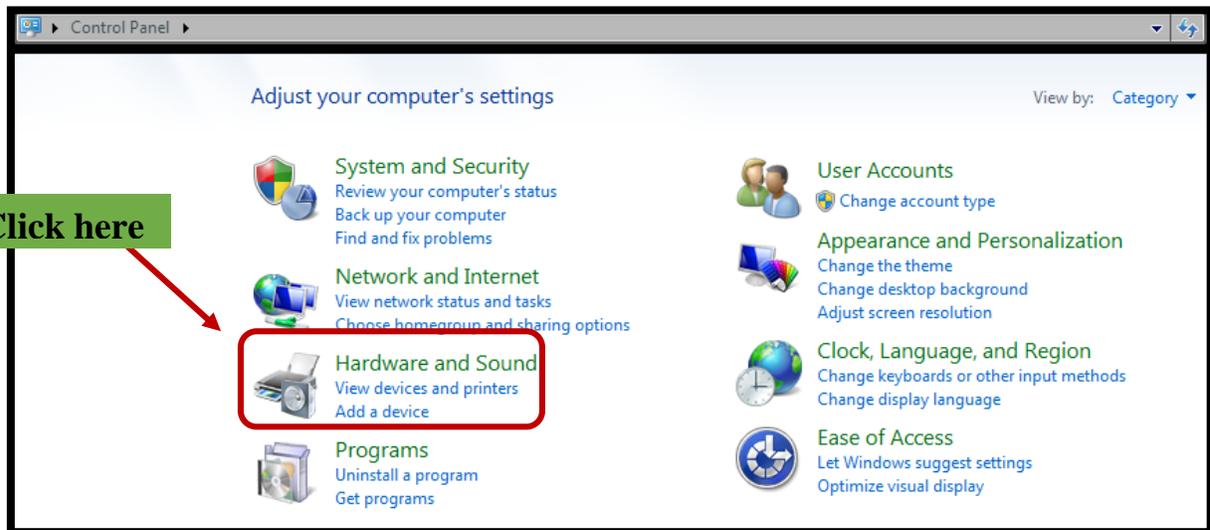


**Remember:** *You have to speak as well as hear the webinar. Therefore, the headset must have a microphone connected. The cost for USB headsets with microphone currently starts around \$25 and goes up.*

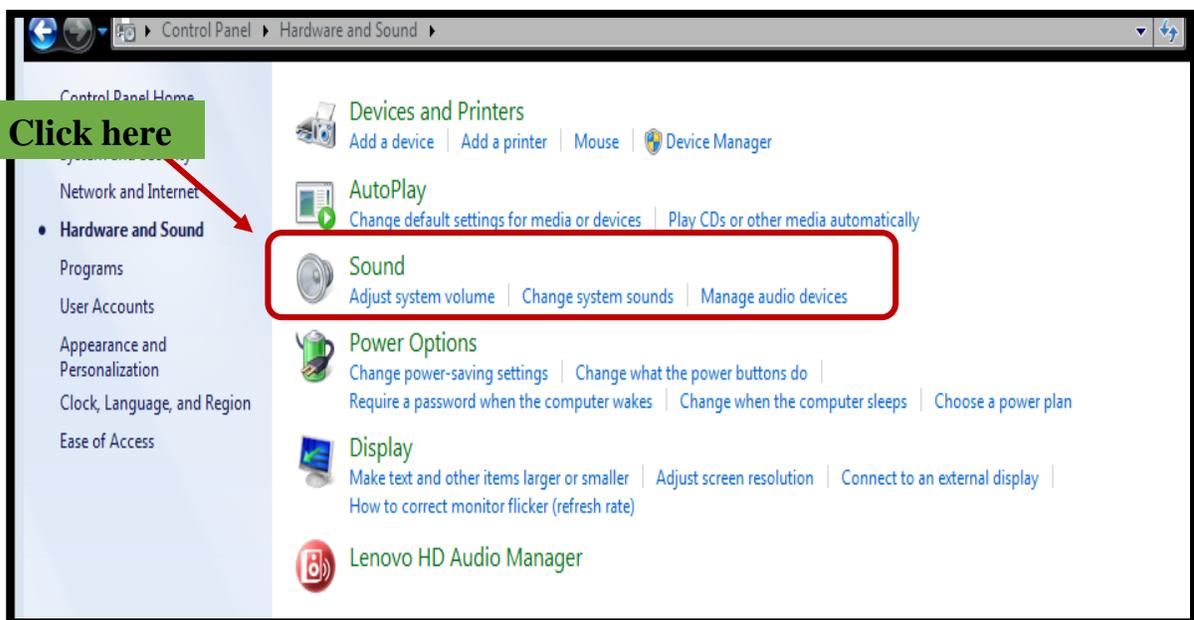
*Plug the headset USB Connector into your computer's USB port. Your computer should immediately recognize that a new device has been connected to the computer. You can now adjust your headset and microphone volume as needed.*

# SETTING UP YOUR HEADSET ON YOUR COMPUTER

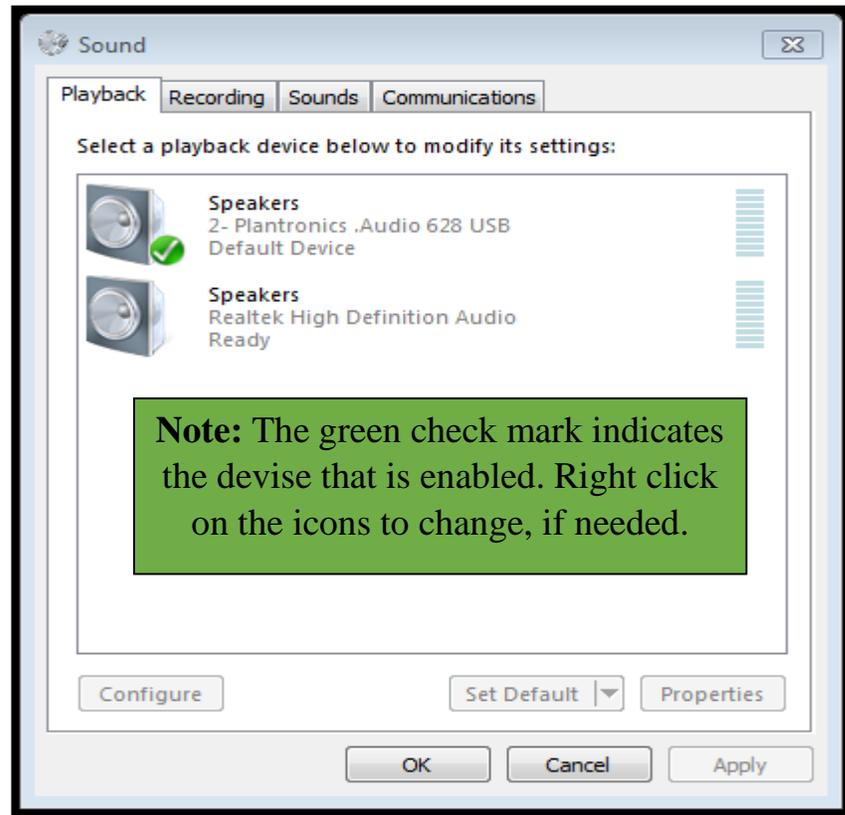
1. Click on the **Start Menu** 
2. Choose **Control Panel**
3. Click on **Hardware and Sound**



4. On the next screen select **Sound**.



5. A **Sound** pop up window will appear. Check the **Playback** and **Recording** tabs have the headset listed as connected or enabled.



**Or call 1-410-260-1114**

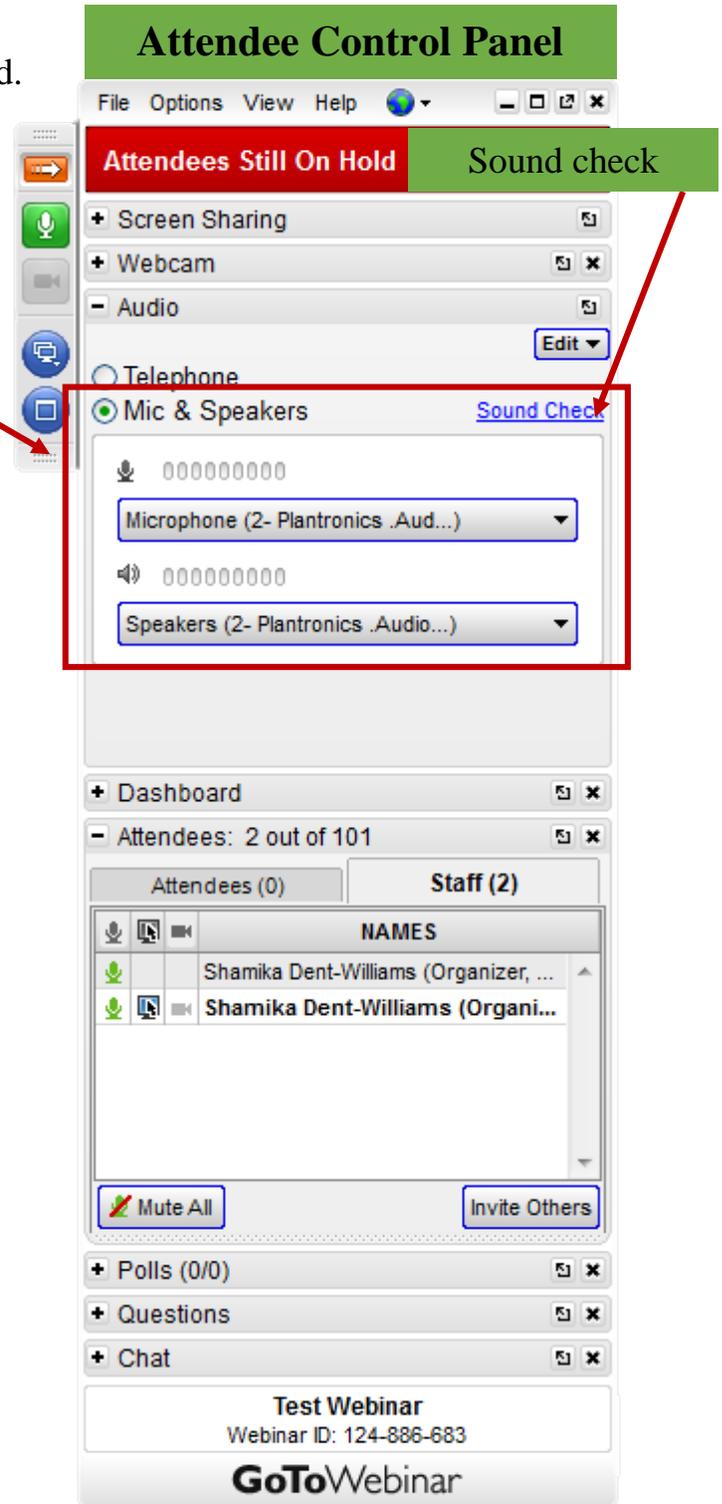
**JIS Helpdesk and tell them you need  
help from MICRO to install your  
headset.**

\*The age of your computer will determine if you need to perform the above procedure. The newer computers do not require this procedure to be performed.

# ACTIVATING YOUR HEADSET IN GoToWebinar

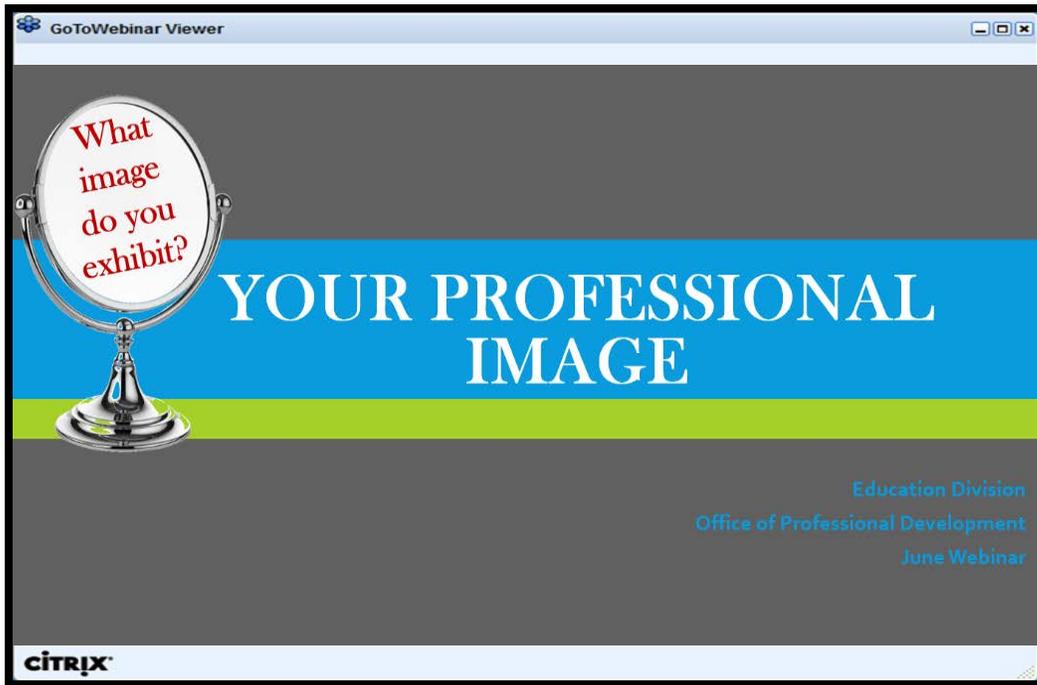
1. In the GoToWebinar **Attendee Control Panel** click on **Audio**.
2. Select **Mic & Speakers**
3. A sound check is available, if needed.

Your headset will be displayed here.

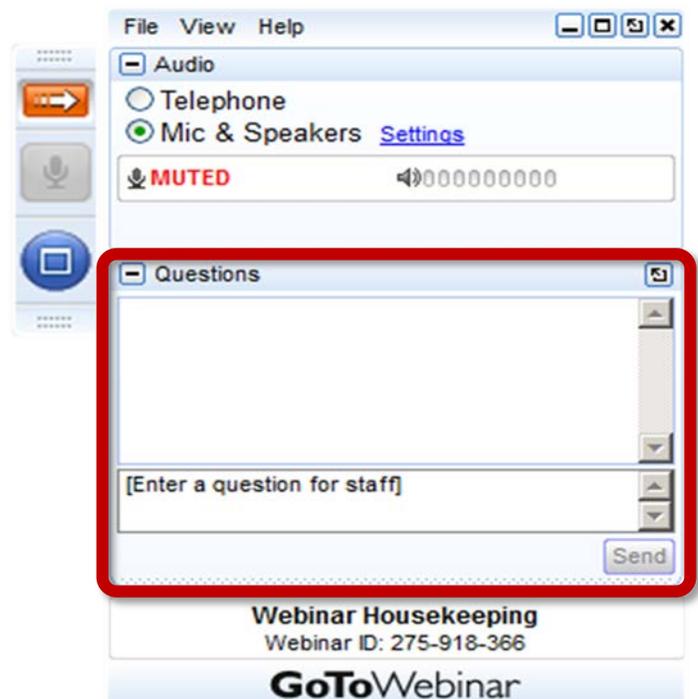


# GETTING STARTED

1. Now that your audio is connected you are ready get started with the interactive lesson. Besides, the **Attendee Control Panel** a **GoToWebinar Viewer** will appear. This is where you can see the presentation, whether the instructor is sharing a MS PowerPoint, his/her desktop screen, etc.



2. There will be times that you may need to submit written questions or responses. In this case you will use the **Questions** section of the **Attendee Control Panel**.



3. Also, you may need to “raise your hand” to ask a question for clarification or in response to a question asked by the instructor/peer. You can use the **Hand Raising** icon shown below available in the **Attendee Control Panel**.

