

HOW TO USE GOTOWEBINAR



SCREEN SHOTS

- ▶ In these slides are screen shots from the software with highlighted areas to help you navigate the software
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

HOW TO JOIN WEBINAR FROM EMAIL

The screenshot shows an Outlook email interface. The subject line is "Test Webinar for Staff Confirmation" from "AWCI Board <customer@gotowebinar.com>". The email body contains the following text:

Dear Jason,

Thank you for registering for "Test Webinar for Staff".

Please send your questions, comments and feedback to: jordan@awci.com

How To Join The Webinar

Mon, Mar 30, 2020 10:00 AM - 11:00 AM EDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

<https://nam11.safelinks protection.outlook.com/?url=https://global.gotowebinar.com/join/32109890825763003/685401401&date=010101&source=awci.com%40116d0cd8cd549ef66630d7d4ee7062f1829ff62a7c4c46ac81f63611c40b60d&colate=6aeh7/qapvyk6bmkpqn1suc&reserved=0>

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (415) 655-0060
Access Code: 131-942-005
Audio PIN: Shown after joining the webinar

Webinar ID: 483-085-571

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

LAUNCH APPLICATION

The screenshot shows a web browser window with the URL `applauncher.gotowebinar.com/#join/attendee/en_US/e0-44Oy6B8L0_p16FgqdyvWWk4op2ams/e0-44Oy6B8L0_p16FgqdyvWWk4op2ams8Of5m8cY5otDO13LQdQw7rin-0C6EZ3-0p9TINGM48dvAd_yfzwh-LPNKJLGF3-isGau9KZEF...`. The page has a blue header with the text "Allow GoToWebinar to launch" and "Click Open GoTo Opener if prompted by your browser. If GoToWebinar does not launch, please get support". Below the header is the text "Let's get started!".

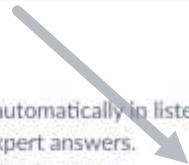
A dialog box titled "Open GoTo Opener?" is displayed in the center of the browser window. The dialog contains the text "https://applauncher.gotowebinar.com wants to open this application." and two buttons: "Open GoTo Opener" and "Cancel".

Below the dialog box, there is a list of bullet points:

- The audio will begin automatically in listen-only mode.
- Ask questions. Get expert answers.
- Answer polls & download content.

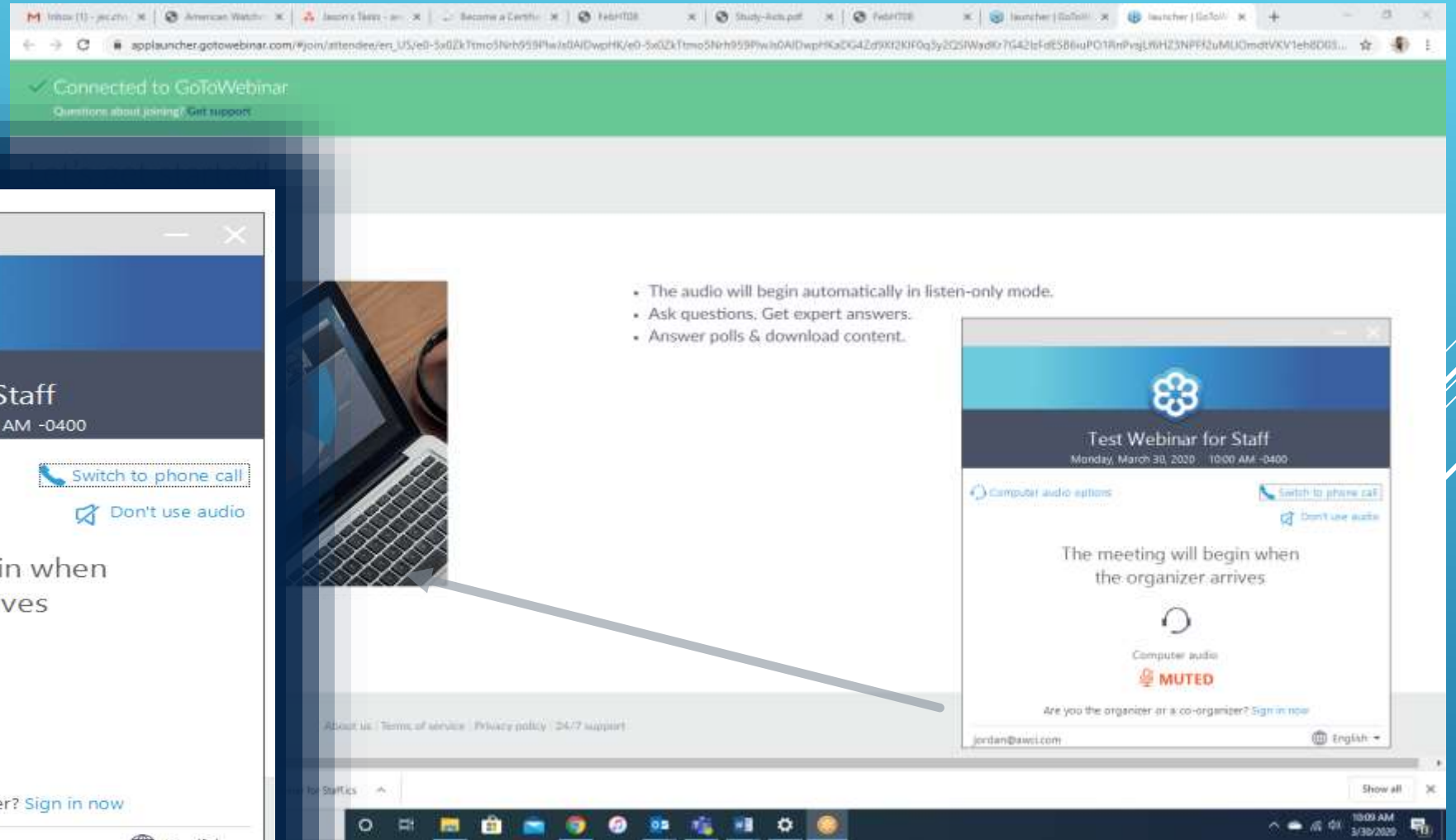
To the left of the list is an image of a laptop displaying a webinar interface with a pie chart and several small video thumbnails.

At the bottom of the browser window, there is a footer with the text "About us | Terms of service | Privacy policy | 24/7 support".



This is a zoomed-in view of the dialog box shown in the main screenshot. It features the same text and buttons: "Open GoTo Opener?", "https://applauncher.gotowebinar.com wants to open this application.", "Open GoTo Opener", and "Cancel".

APPLICATION OPEN



- The audio will begin automatically in listen-only mode.
- Ask questions. Get expert answers.
- Answer polls & download content.

Test Webinar for Staff
Monday, March 30, 2020 10:00 AM -0400

Computer audio options Switch to phone call
Don't use audio

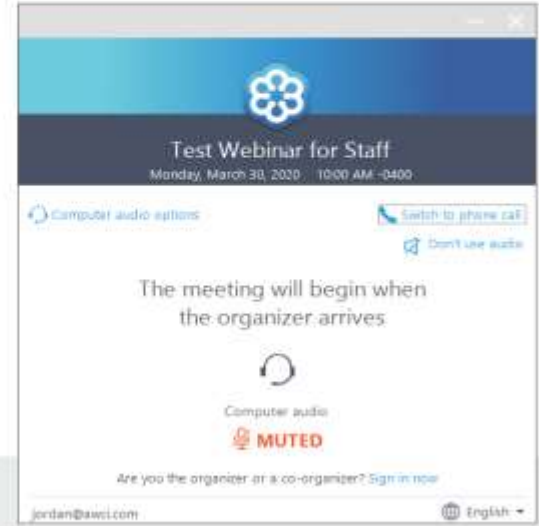
The meeting will begin when the organizer arrives

Computer audio
MUTED

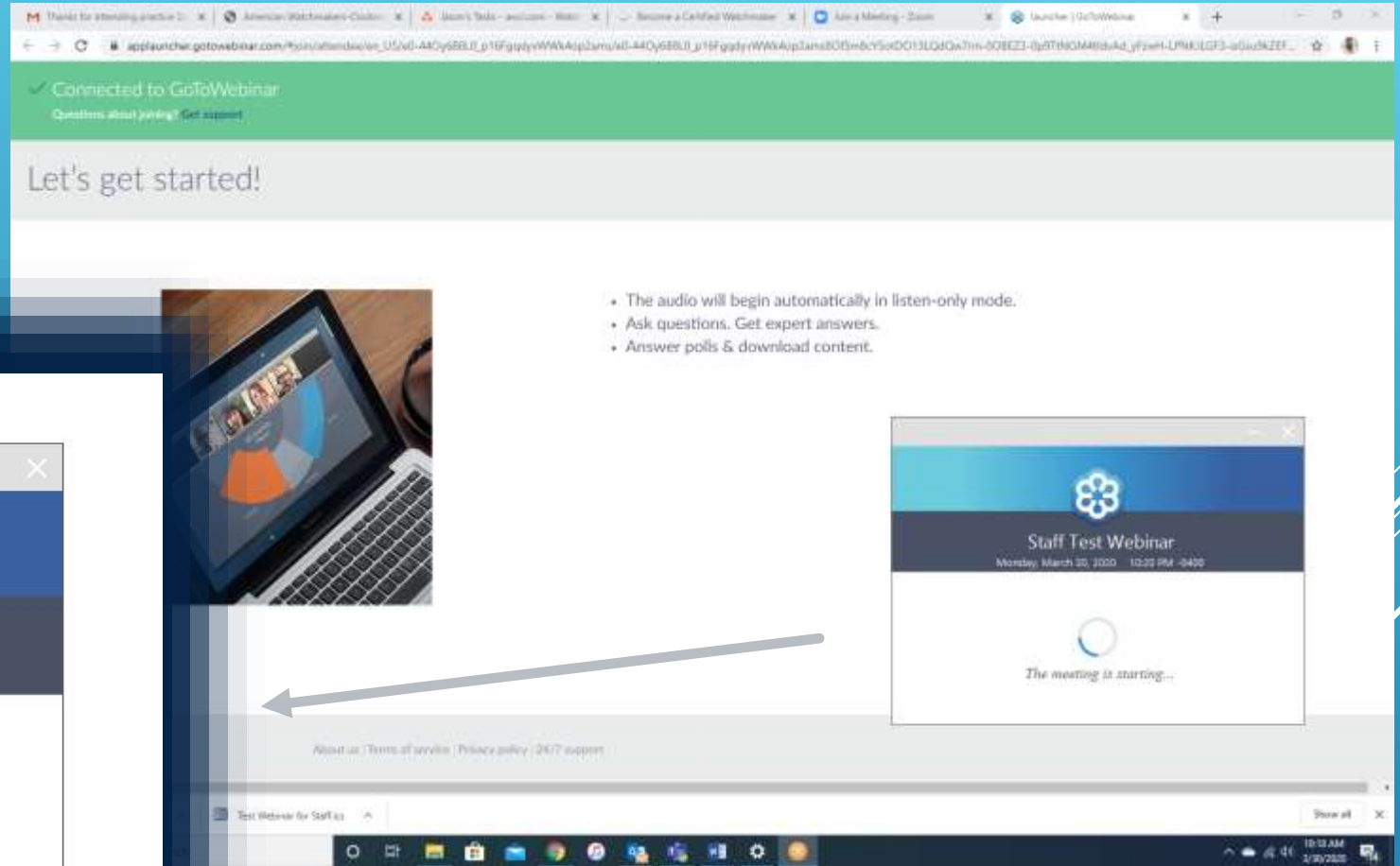
Are you the organizer or a co-organizer? [Sign in now](#)

jordan@awci.com

English



WEBINAR STARTING

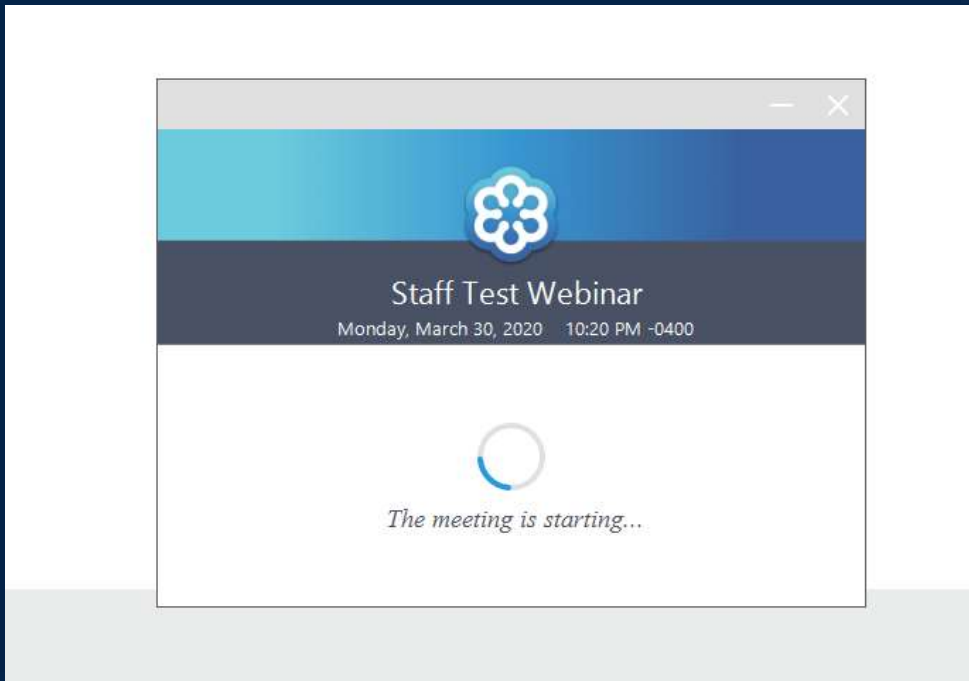


Connected to GoToWebinar
[Questions about joining?](#) [Get support](#)

Let's get started!

- The audio will begin automatically in listen-only mode.
- Ask questions. Get expert answers.
- Answer polls & download content.

[About us](#) | [Terms of service](#) | [Privacy policy](#) | [24/7 support](#)

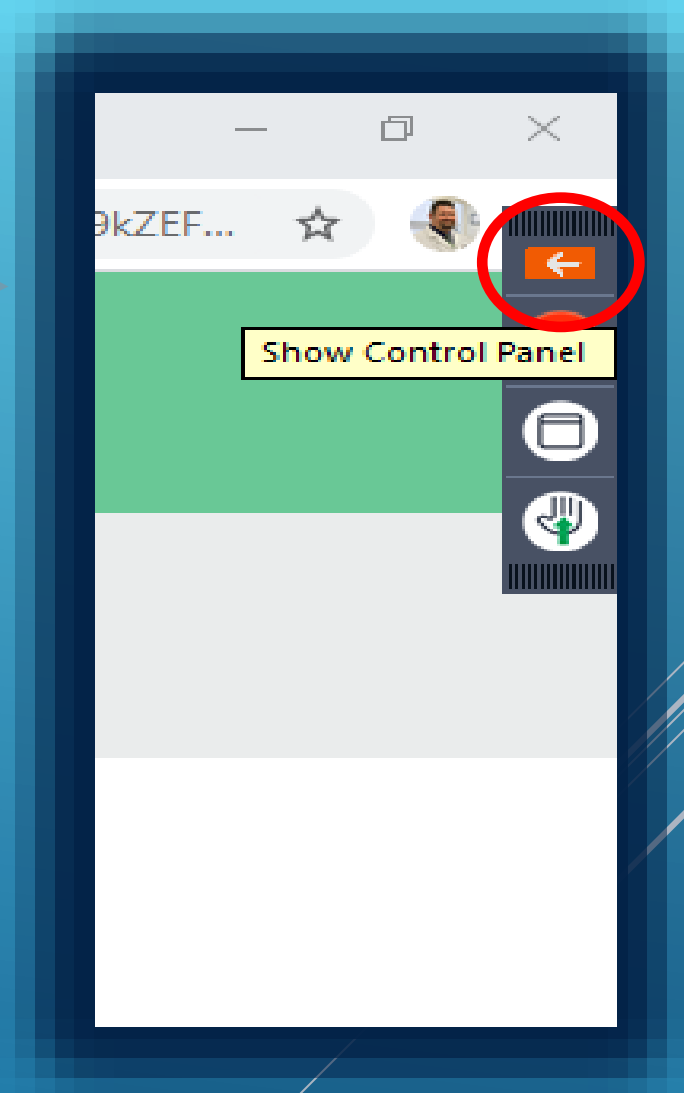
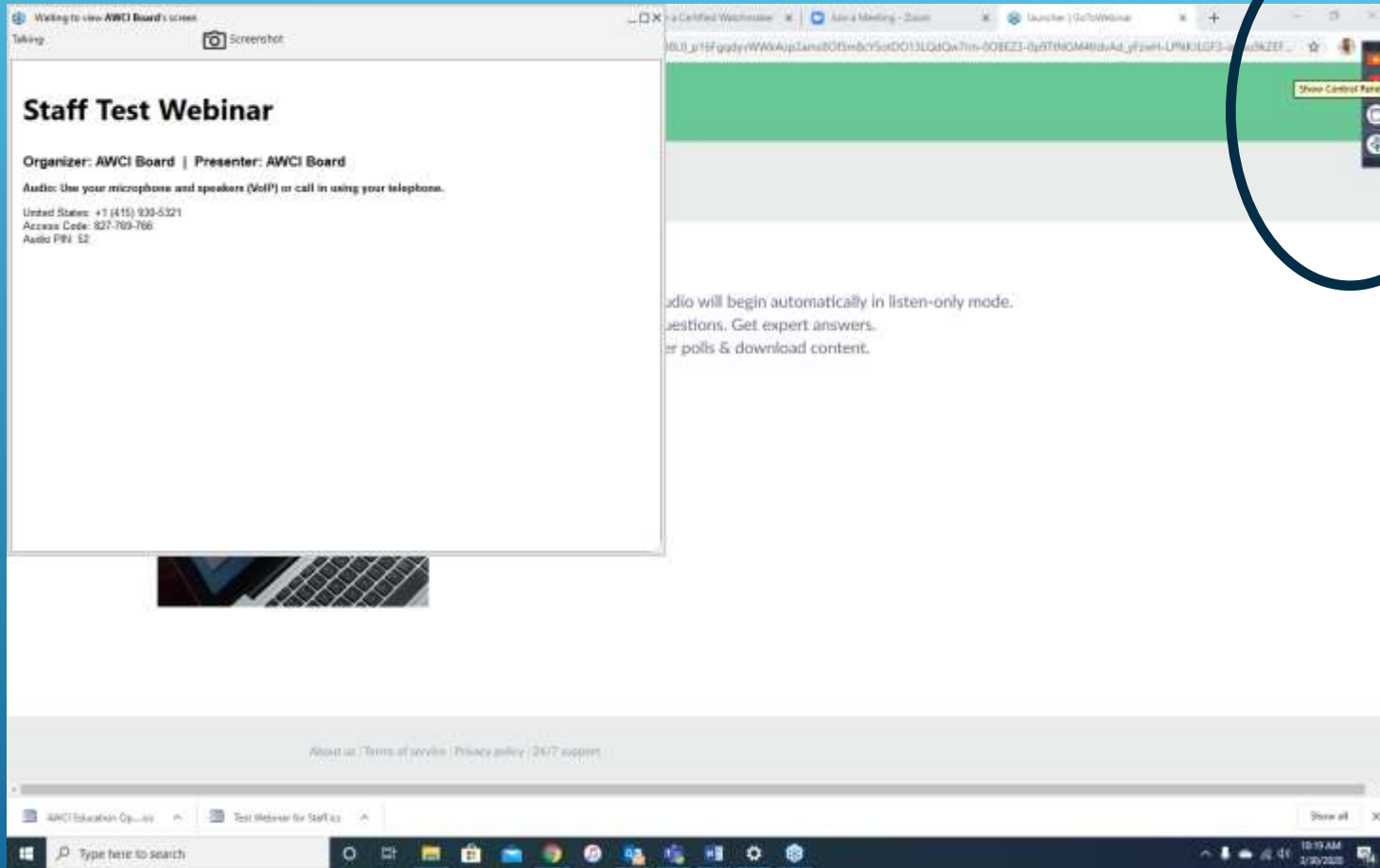


Staff Test Webinar
Monday, March 30, 2020 10:20 PM -0400

The meeting is starting...



CONNECTED VIEW OF WEBINAR



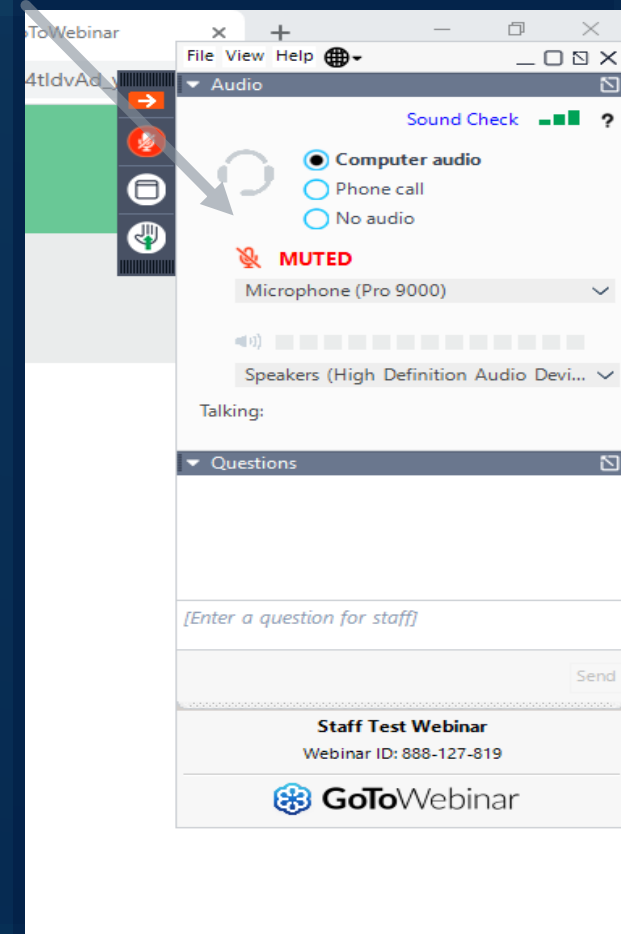
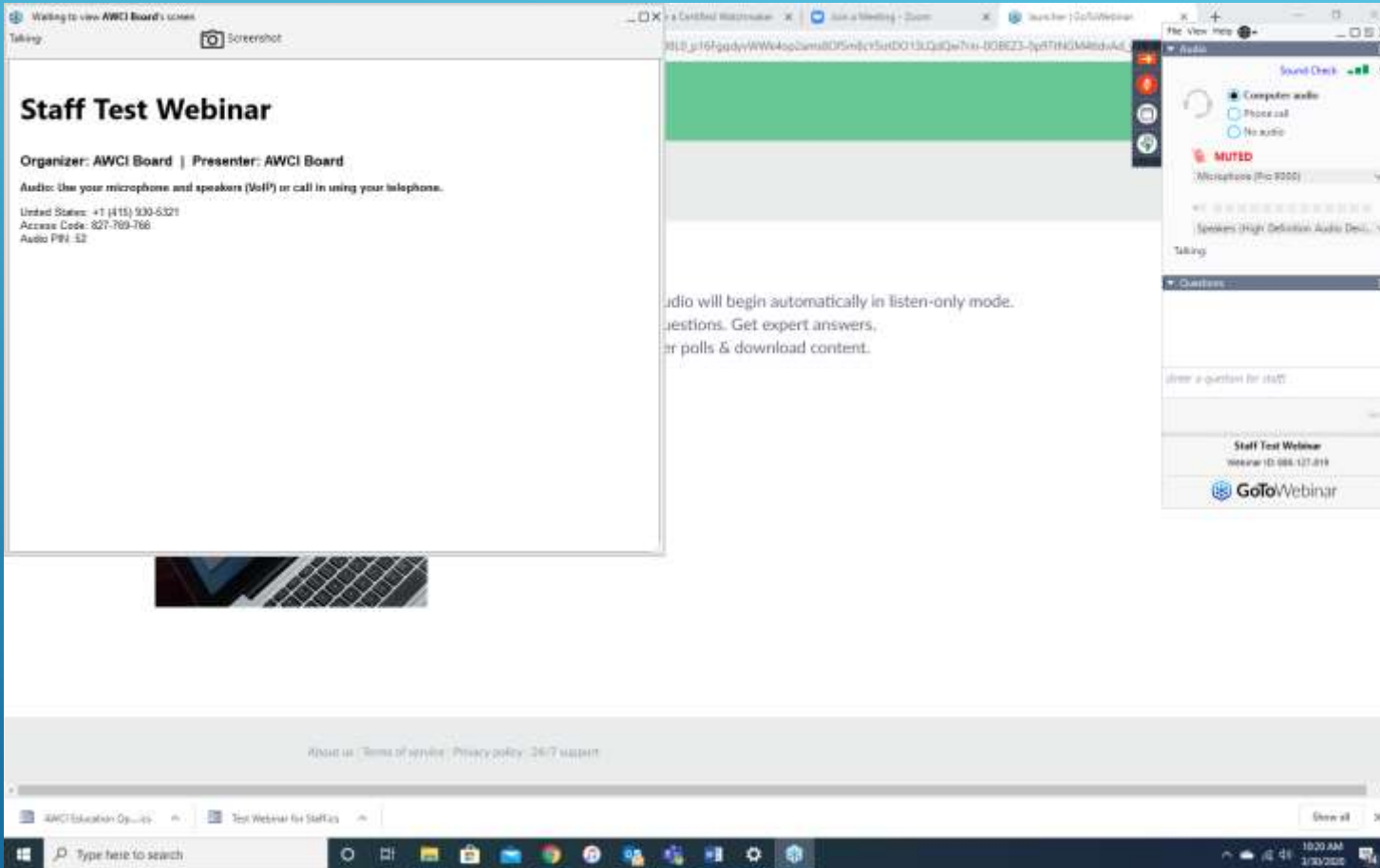
CONTROL PANEL EXPANDED

The screenshot shows a Windows desktop with a GoToWebinar control panel overlaid on a browser window. The browser window displays the "Staff Test Webinar" page, which includes the organizer and presenter information (AWCI Board), audio instructions, and a "Questions" section. The control panel, titled "Audio", is positioned on the right side of the screen. It features a "Sound Check" indicator with a green signal strength bar. Below this, there are radio buttons for "Computer audio", "Phone call", and "No audio", with "Computer audio" selected. A red "MUTED" status is displayed with a microphone icon. The "Microphone (Pro 9000)" is selected in a dropdown menu. A volume slider is visible, and the "Speakers (High Definition Audio Devi...)" are also selected in a dropdown. The "Talking:" section is currently empty. At the bottom of the control panel, there is a "Questions" section with a text input field containing "[Enter a question for staff]" and a "Send" button. The GoToWebinar logo and name are visible at the bottom of the control panel. The Windows taskbar at the bottom shows the time as 10:29 AM on 2/20/2025.

This close-up view of the GoToWebinar audio control panel highlights the "Audio" settings. The "Sound Check" indicator shows a green signal strength bar. The "Computer audio" option is selected with a radio button. Below it, the "MUTED" status is shown in red with a microphone icon. The "Microphone (Pro 9000)" is selected in the dropdown menu. A volume slider is visible, and the "Speakers (High Definition Audio Devi...)" are also selected in a dropdown. The "Talking:" section is currently empty. At the bottom of the control panel, there is a "Questions" section with a text input field containing "[Enter a question for staff]" and a "Send" button. The GoToWebinar logo and name are visible at the bottom of the control panel.

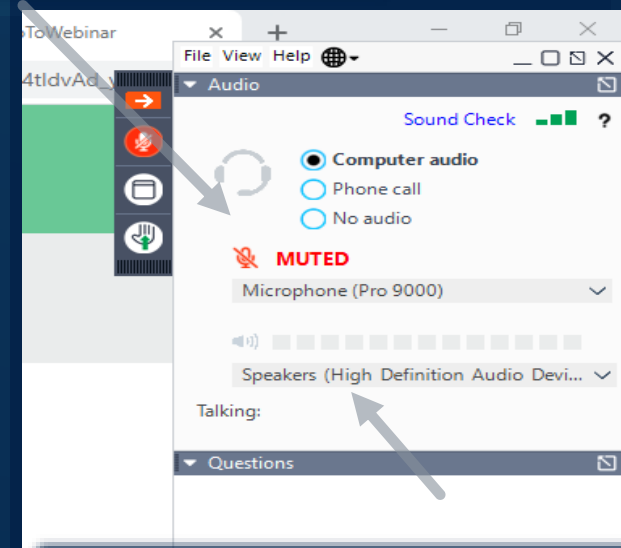
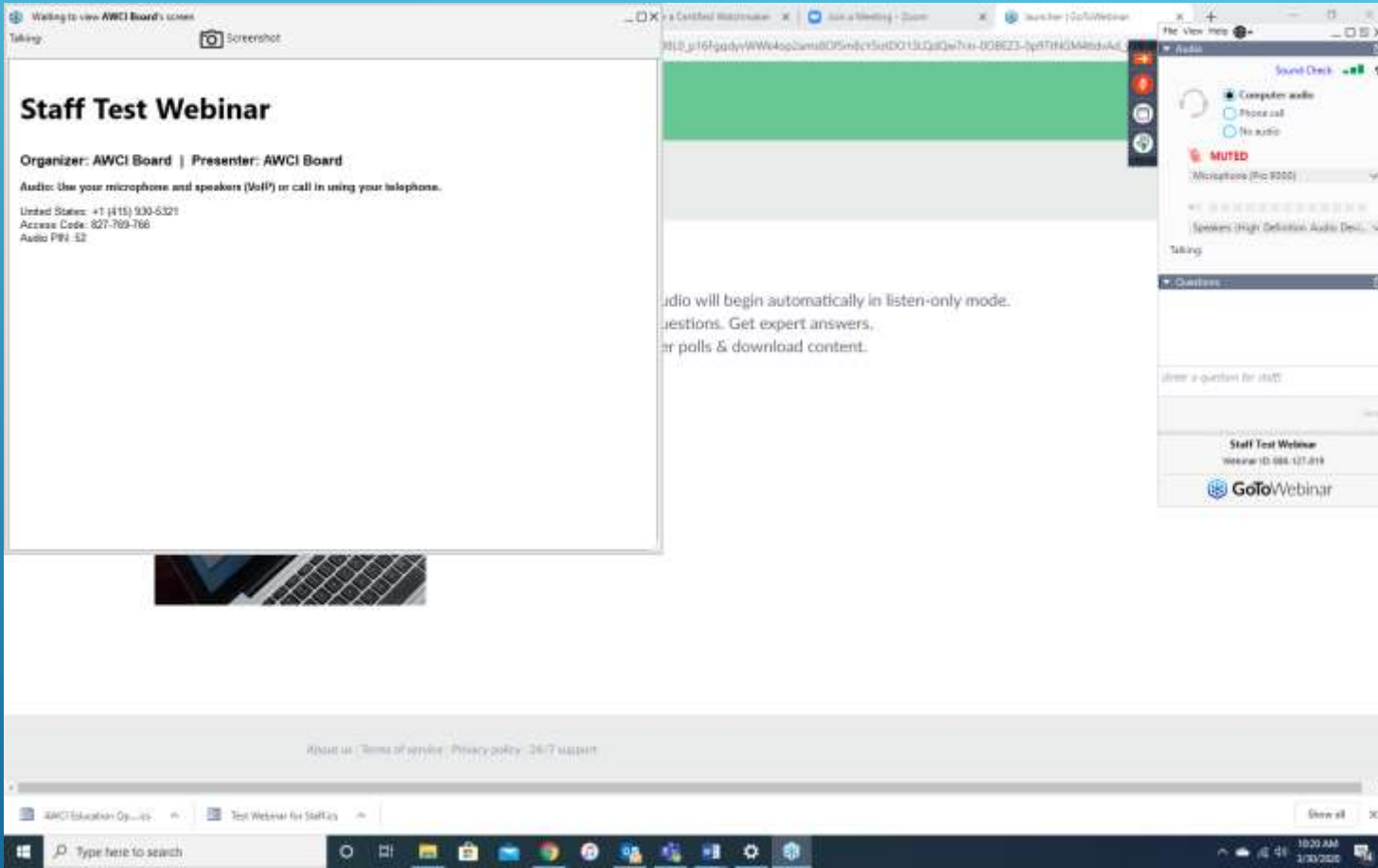
MICROPHONE MUTED

Note Microphone muted

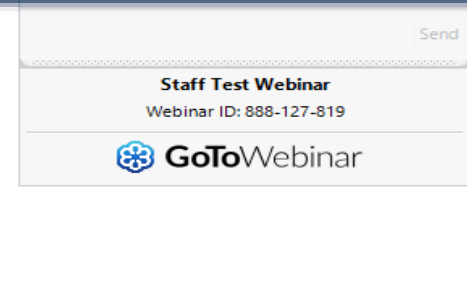


SPEAKERS LISTED

Note Microphone muted

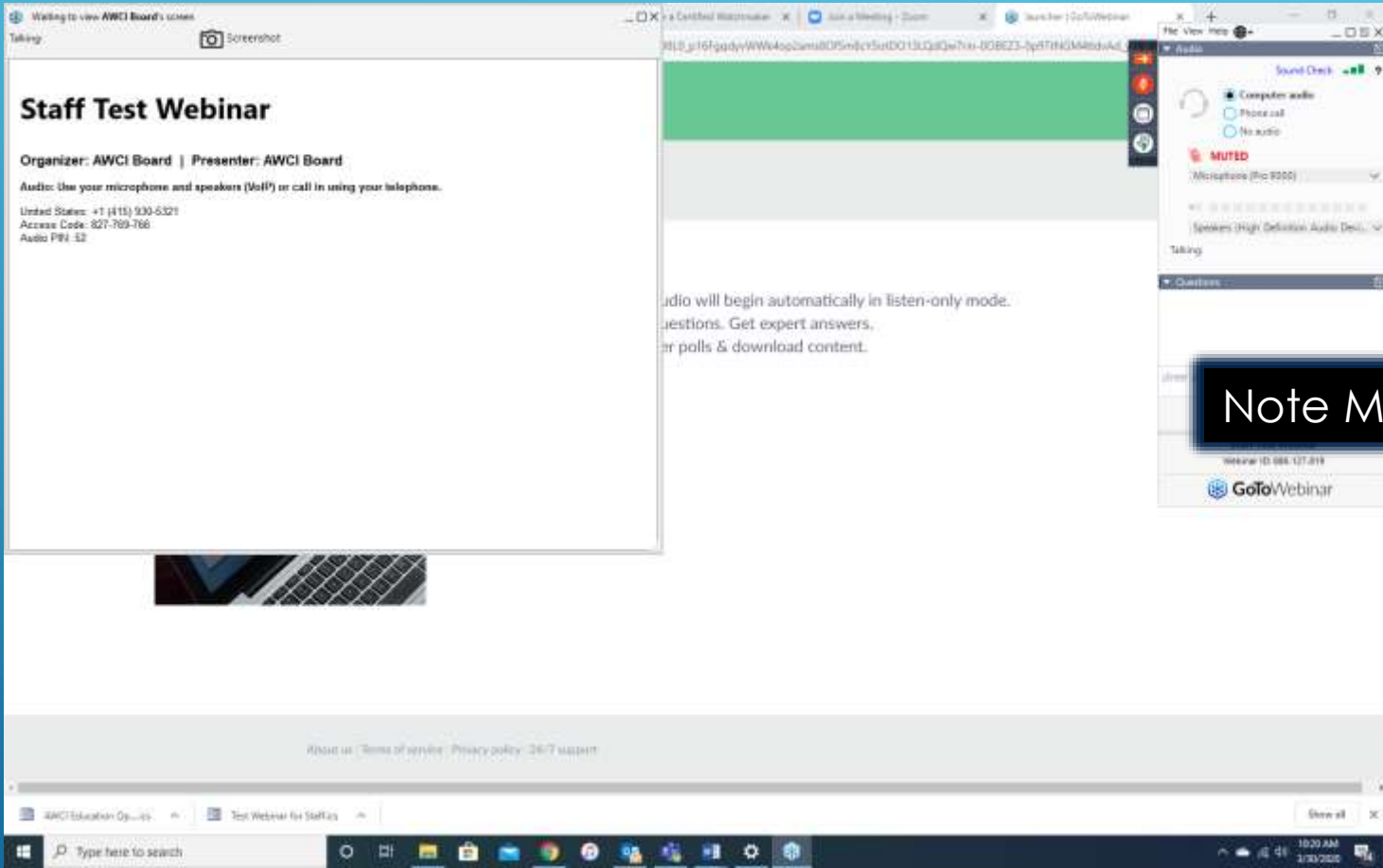


Note Speakers being used listed

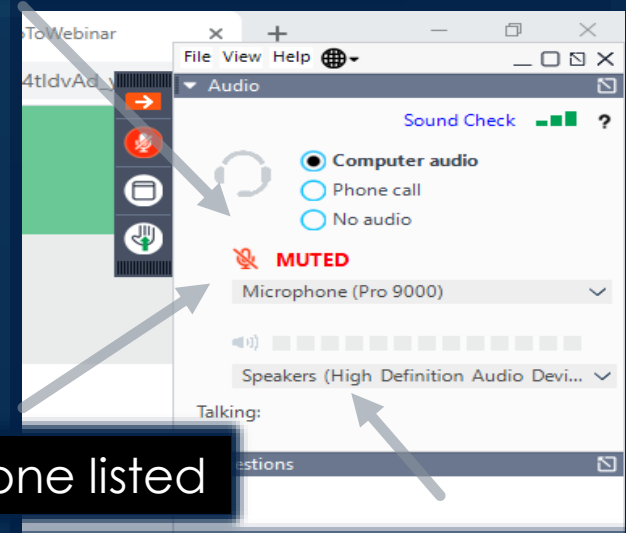


MICROPHONE LISTED

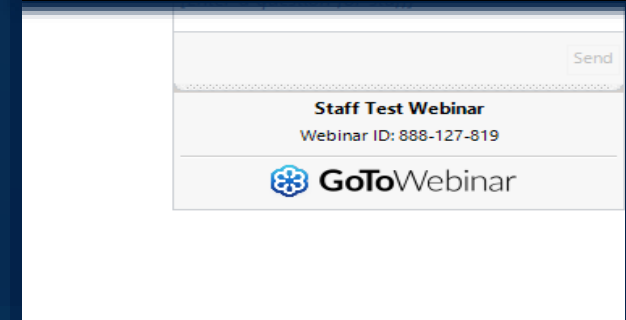
Note Microphone muted



Note Microphone listed



Note Speakers being used listed



IN CASE OF SPEAKER TROUBLE YOU CAN CHECK YOUR SOURCE OF SPEAKER AND MICROPHONE

The image displays several overlapping screenshots from the GoToWebinar application:

- Top Left:** A screenshot of the GoToWebinar interface showing the 'Audio' settings panel. A red circle highlights the 'Sound Check' button in the top toolbar. Below it, the 'Computer audio' section is highlighted with a yellow box, containing the text 'Set up and test your audio hardware'. The 'MUTED' status is also visible.
- Center:** A 'Microphone Setup' dialog box is shown, prompting the user to 'Select a device and speak into the microphone to test:'. It lists 'Microphone (Pro 9000)' as the selected device and includes a volume meter.
- Right:** A 'Speakers Setup' dialog box is shown, prompting the user to 'Select a device and click Play Sound to test:'. It lists 'Speakers (High Definition Audio Device)' as the selected device and includes a 'Play Sound' button and a volume slider.
- Bottom Right:** A 'Preferences - GoToWebinar' dialog box is shown, with the 'Audio' category selected. A red circle highlights the 'Microphone Setup' and 'Speakers Setup' sections. The 'Microphone Setup' section includes a dropdown for 'Microphone (Pro 9000)' and a volume meter. The 'Speakers Setup' section includes a dropdown for 'Speakers (High Definition Audio Device)', a 'Play Sound' button, and a volume slider. A checkbox for 'Show me audio options before connecting' is also present.

At the bottom of the interface, the text 'Staff Test Webinar' and 'Webinar ID: 888-127-819' is visible, along with the GoToWebinar logo.

SPEAKER AND MIC CHECK

Sound Check

Speakers (Speakers (High Definition Audio Device))

You're using these speakers.

Speakers (Digital Audio (S/PDIF) (High Definition Audio Device))

You can also [switch to Telephone mode](#) and use the dial-in information.

The screenshot shows the Windows Sound Check utility. It has a title bar with 'Sound Check' and window controls. Below the title bar are icons for speakers, microphone, settings, help, and error. There are two speaker selection options, each with a play button, a volume slider, and a level indicator. The first option is selected. At the bottom, there is a note about switching to Telephone mode.

Webinar

AVC Education Opportunities and COVID-19 Support

The screenshot shows a Zoom meeting window. A 'Sound Check' window is open in the foreground, partially obscuring a webinar slide. The slide has a blue background with the word 'Webinar' and text about 'AVC Education Opportunities and COVID-19 Support'. The Zoom interface includes a toolbar on the left and a bottom status bar.

File View Help

Audio

Sound Check

Computer audio

Set up and test your audio hardware

Phone call

No audio

MUTED

Microphone (Pro 9000)

Speakers (High Definition Audio Devi...)

Talking:

Questions/Chat

10:36 AM: I can see you Jordan, but now I don't have sound.

Q: wil show up here

Q: i am muted

[Enter a question for staff]

Send

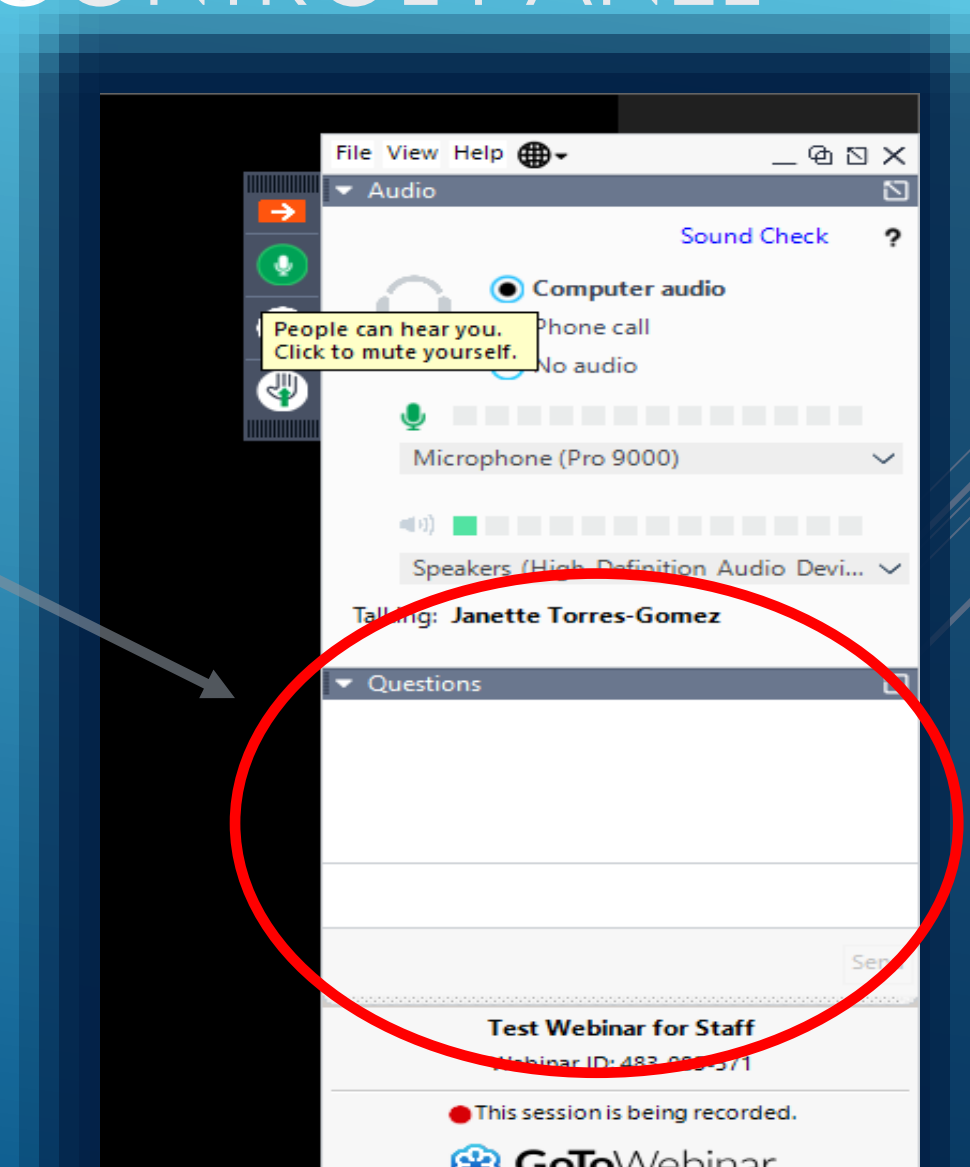
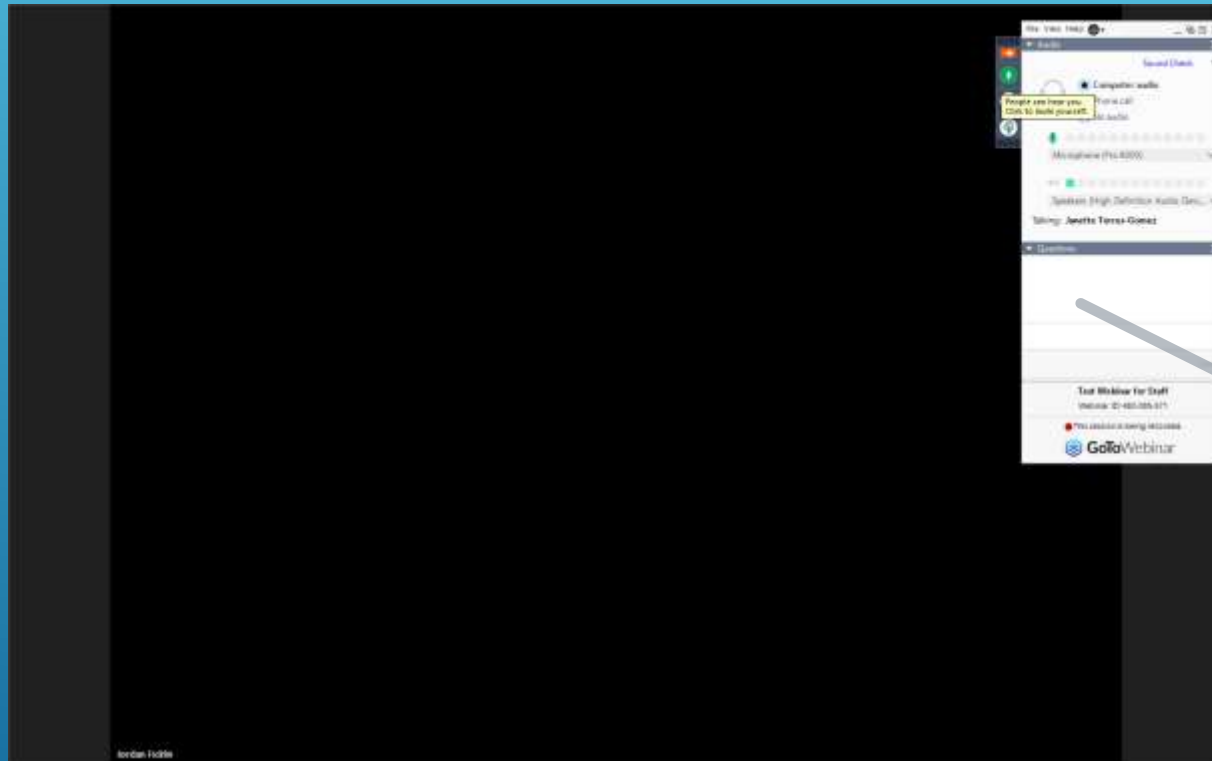
Staff Test Webinar

Webinar ID: 888-127-819

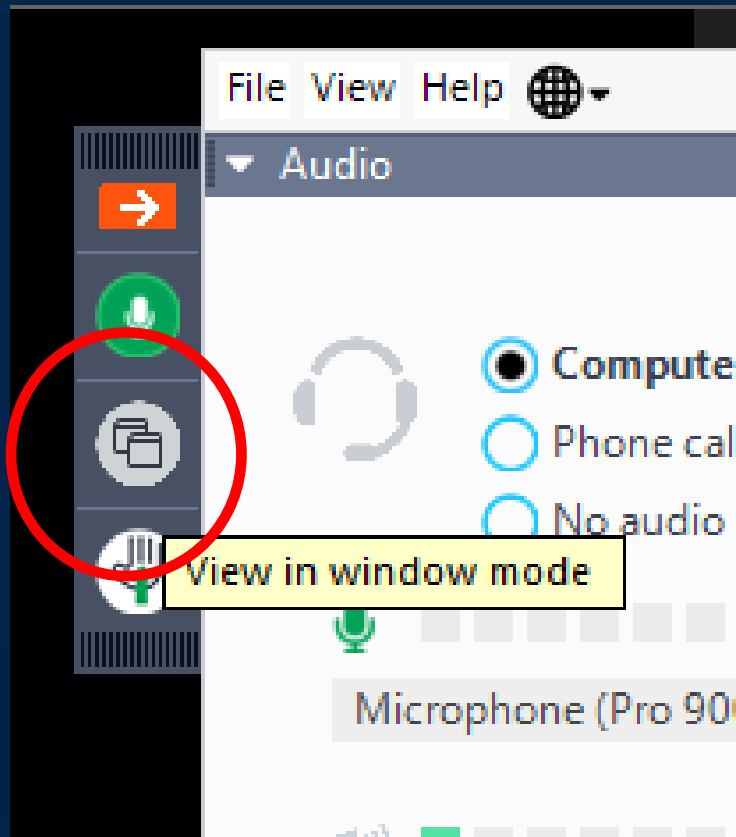
GoToWebinar

The screenshot shows the Zoom audio settings window. It has a title bar with 'File View Help' and window controls. The 'Audio' section is expanded, showing 'Sound Check' with a status bar. Below are options for 'Computer audio', 'Phone call', and 'No audio'. A 'MUTED' indicator is visible. There are dropdown menus for 'Microphone (Pro 9000)' and 'Speakers (High Definition Audio Devi...)'. A 'Talking:' section is also present. Below the audio settings is a 'Questions/Chat' window with a message: '10:36 AM: I can see you Jordan, but now I don't have sound.' and two questions: 'Q: wil show up here' and 'Q: i am muted'. At the bottom, there is a 'Send' button and a footer with 'Staff Test Webinar', 'Webinar ID: 888-127-819', and the 'GoToWebinar' logo.

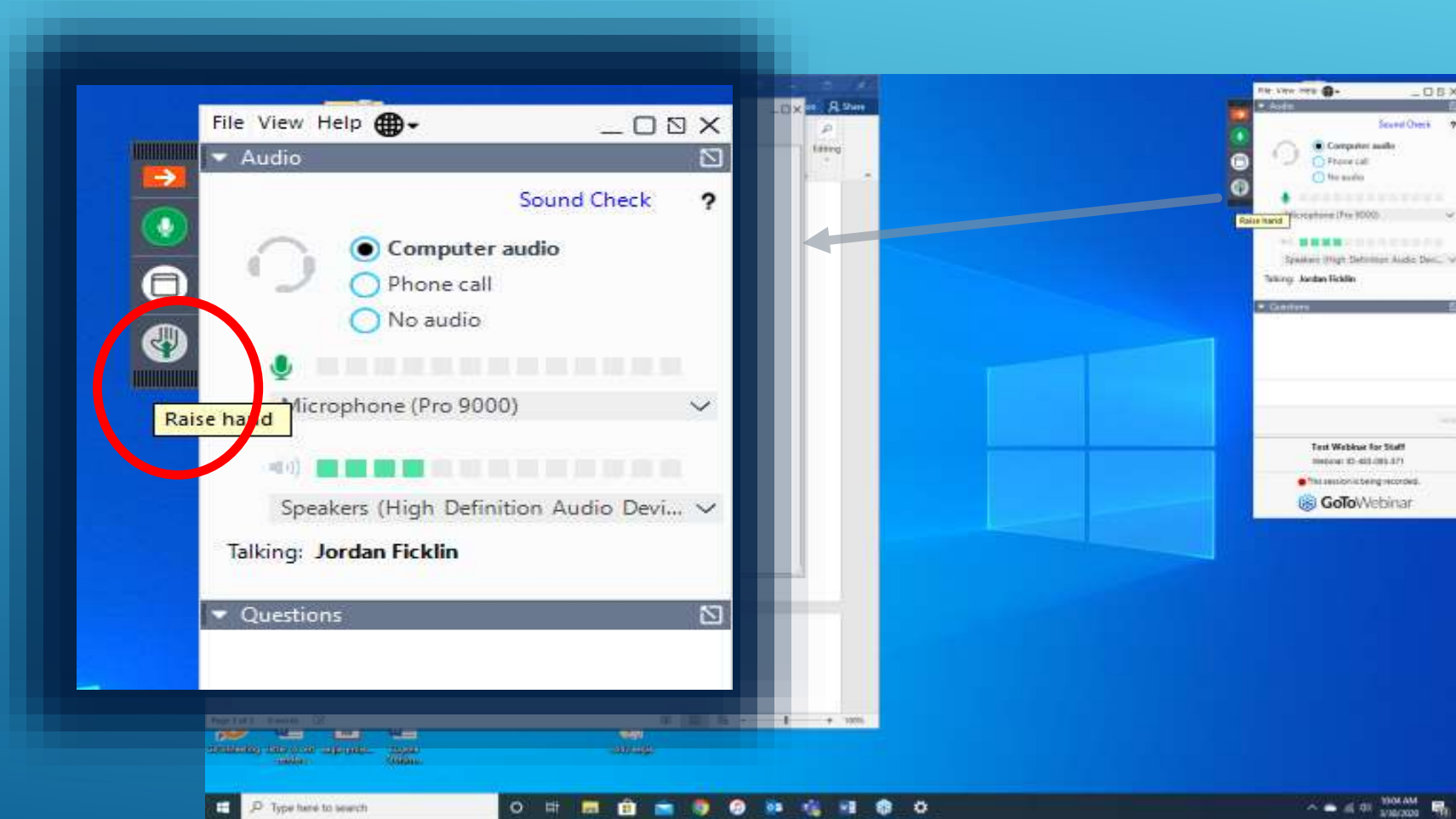
YOU CAN ASK QUESTIONS BY TYPING INTO THE QUESTION PORTION OF THE CONTROL PANEL



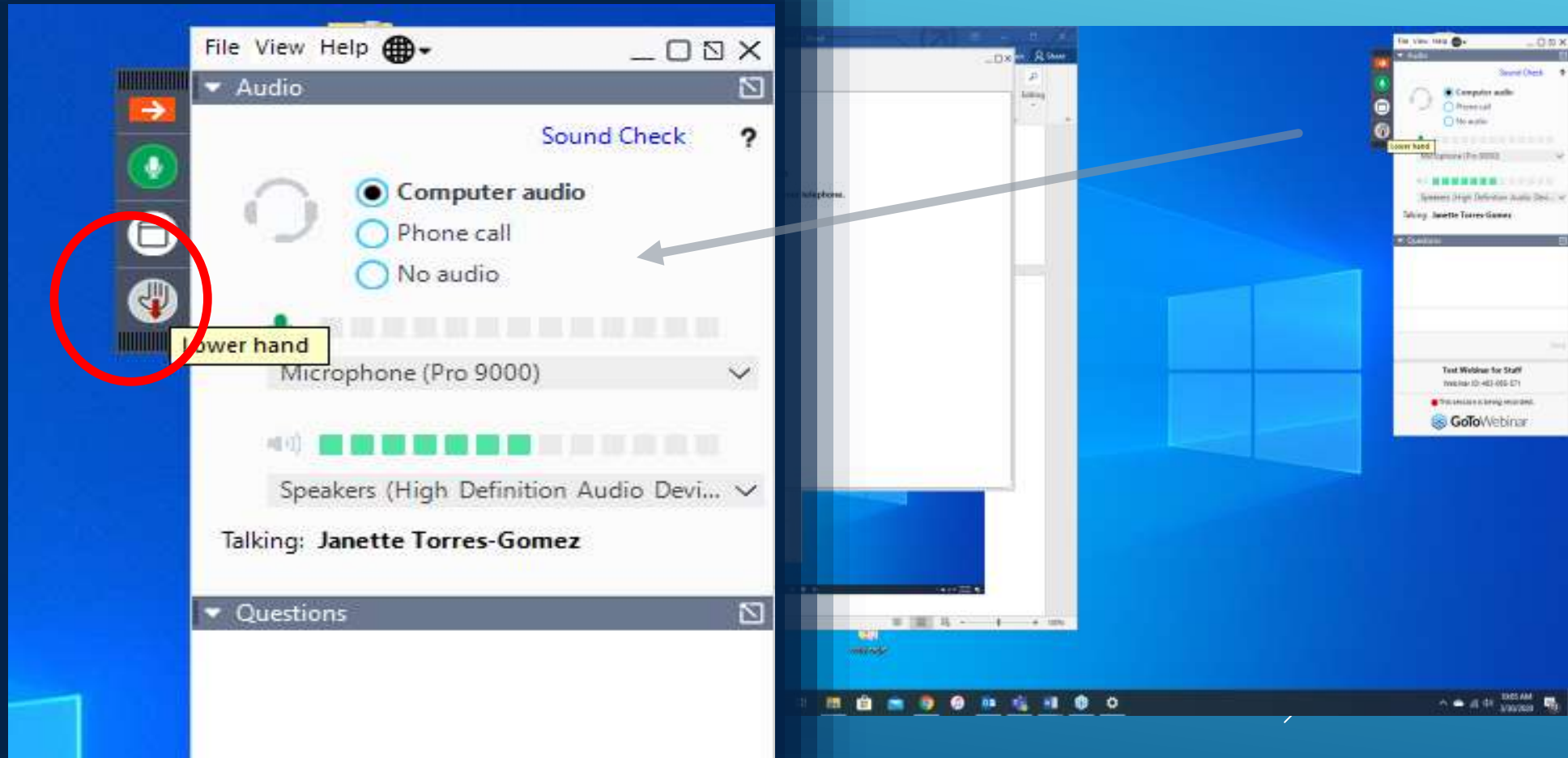
TO SEE LARGER VIEW OF PRESENTATION



YOU CAN ALSO RAISE YOUR HAND BY PRESSING THE RAISE HAND BUTTON



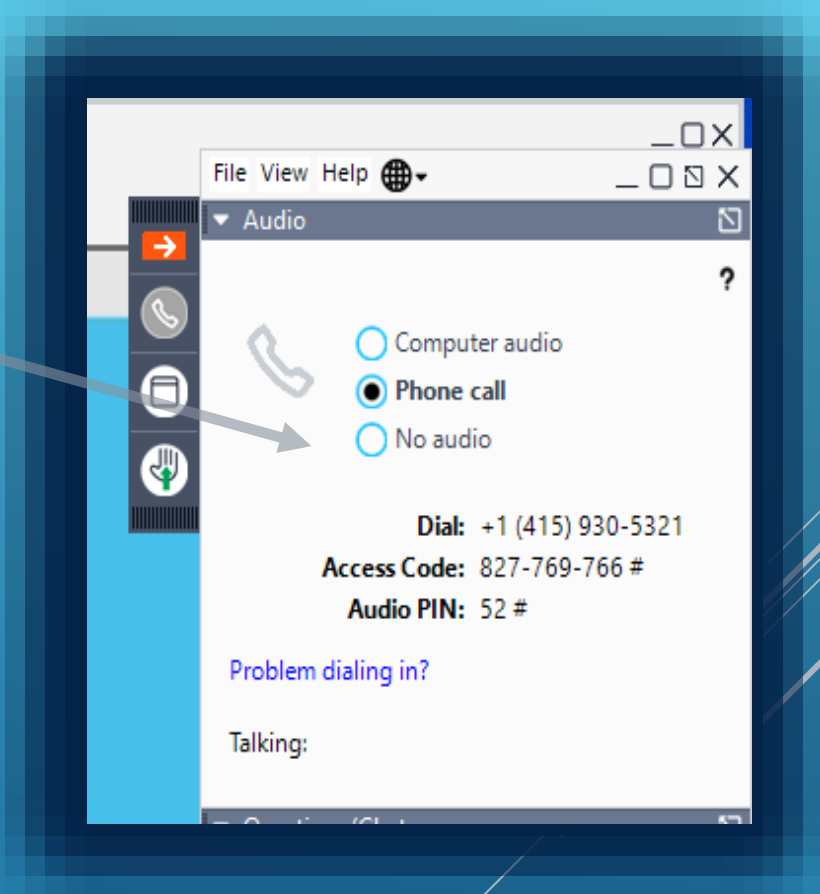
YOU CAN ALSO LOWER HAND IF QUESTION IS ANSWERED



IF INTERNET SIGNAL IS POOR, YOU CAN JOIN BY PHONE



The screenshot shows a Zoom meeting window. The main content is a slide titled "webinar" with the subtitle "AWCI Education Opportunities and COVID-19 Support". The slide features a blue background with a person wearing a headset and holding a tablet. In the bottom right corner of the slide is the AWCI logo. On the right side of the Zoom window, the "Audio" settings menu is open, showing options for "Computer audio", "Phone call", and "No audio". The "Phone call" option is selected. Below the options, the dialing information is displayed: "Dial: +1 (415) 930-5321", "Access Code: 827-769-766 #", and "Audio PIN: 52 #".



This is a close-up of the Zoom audio settings menu. The menu is titled "Audio" and has a "File View Help" header. It contains three radio button options: "Computer audio", "Phone call" (which is selected), and "No audio". Below the options, the dialing information is listed: "Dial: +1 (415) 930-5321", "Access Code: 827-769-766 #", and "Audio PIN: 52 #". There is also a link for "Problem dialing in?" and a "Talking:" indicator.