

How to Join Classic Webinars

Registering for & joining webinars for SWACO public meetings

1 Register first

If you've been invited to join a webinar, you'll first need to register for the session. You can do this ahead of time or right before joining the meeting.

1. Click the Registration link provided to open the Registration page.
2. Enter your contact information and fill out any other required fields, then click **Register**.
3. Once you've successfully registered, you'll see a Confirmation page.

2 Join the webinar

Once you've registered, you will receive a Confirmation email that includes specific join information. When the webinar is about to begin, you can use that information to get into session.

When it's time, you can join in either of the following ways:

- **Join link:** Click the Join link in your Confirmation email to be instantly launched into session.
- **Webinar ID:** If you don't have your Join link, go here (<https://www.gotomeeting.com/webinar/join-webinar>) and enter the 9-digit Webinar ID.



Fri 1/27/2017 10:07 AM

Liz Davis <customercare@gotowebinar.com>

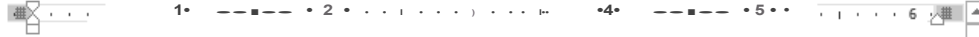
Liz's Monthly Demo Confirmation

To David Williams

Bing Maps

Suggested Meetings

+ Get more apps



Dear David,

Thank you for registering for "Liz's Monthly Demo".

Please join us for a monthly demo to see what we worked on this month and what we have coming up next!

Please send your questions, comments and feedback to: larpx@jedix.com

How To Join The Webinar

Thu, Feb 23, 2017 1:00 PM - 2:00 PM PST

Add to Calendar. [Outlook](#) | [Calendar](#) | [Google calendar](#)™ | [iCal](#)"

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

<https://global.gotowebinar.com/join/6115760031407024129/944768473>

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

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

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 (Toll-free): 1 866 952 8437

United States: +1 (213) 929-4221

Access Code: 612-966-631

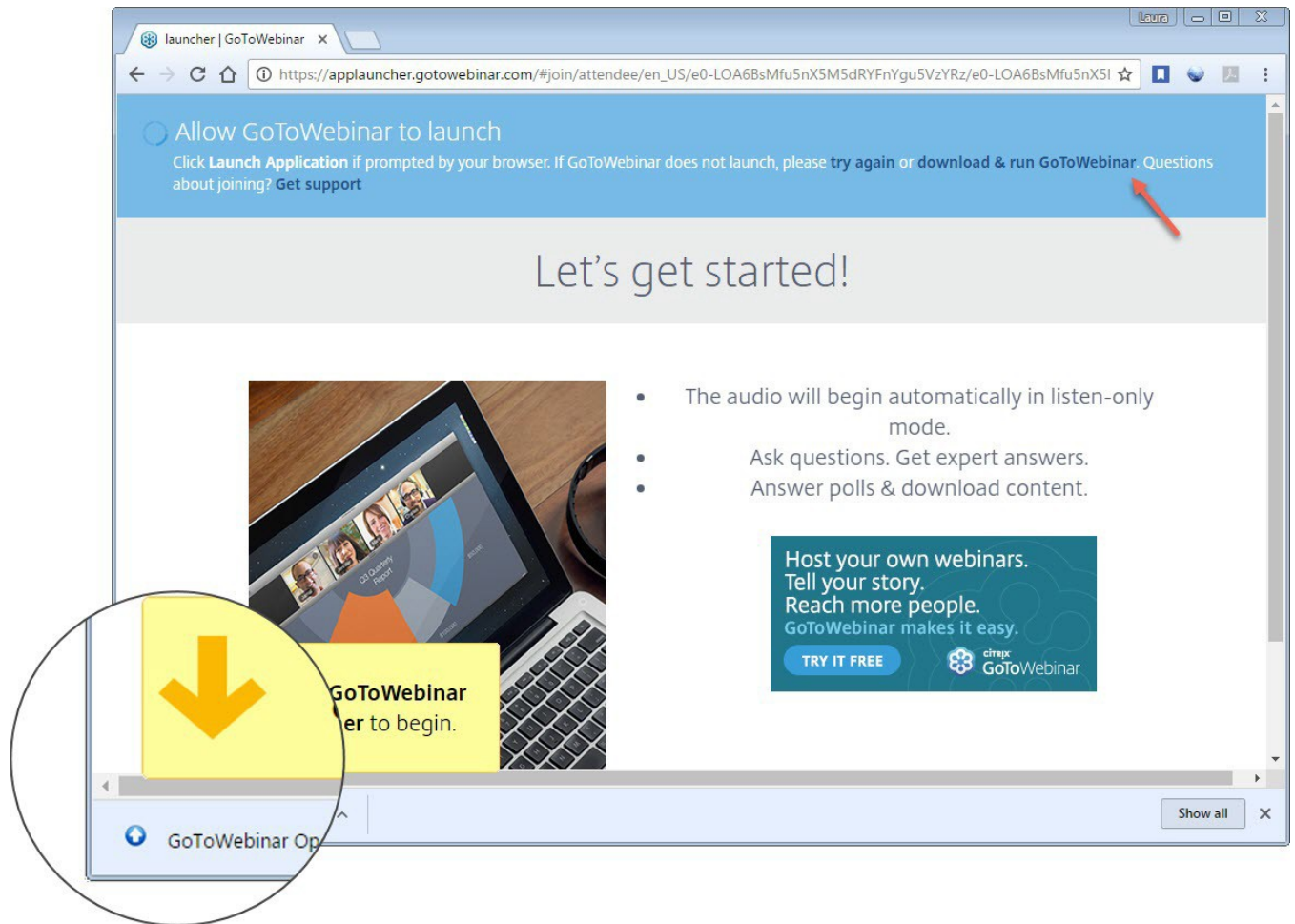
Audio PIN: Shown after joining the webinar

Webinar ID: 418-325-539

To Cancel this Registration

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

You will then be launched automatically into the meeting by clicking here:



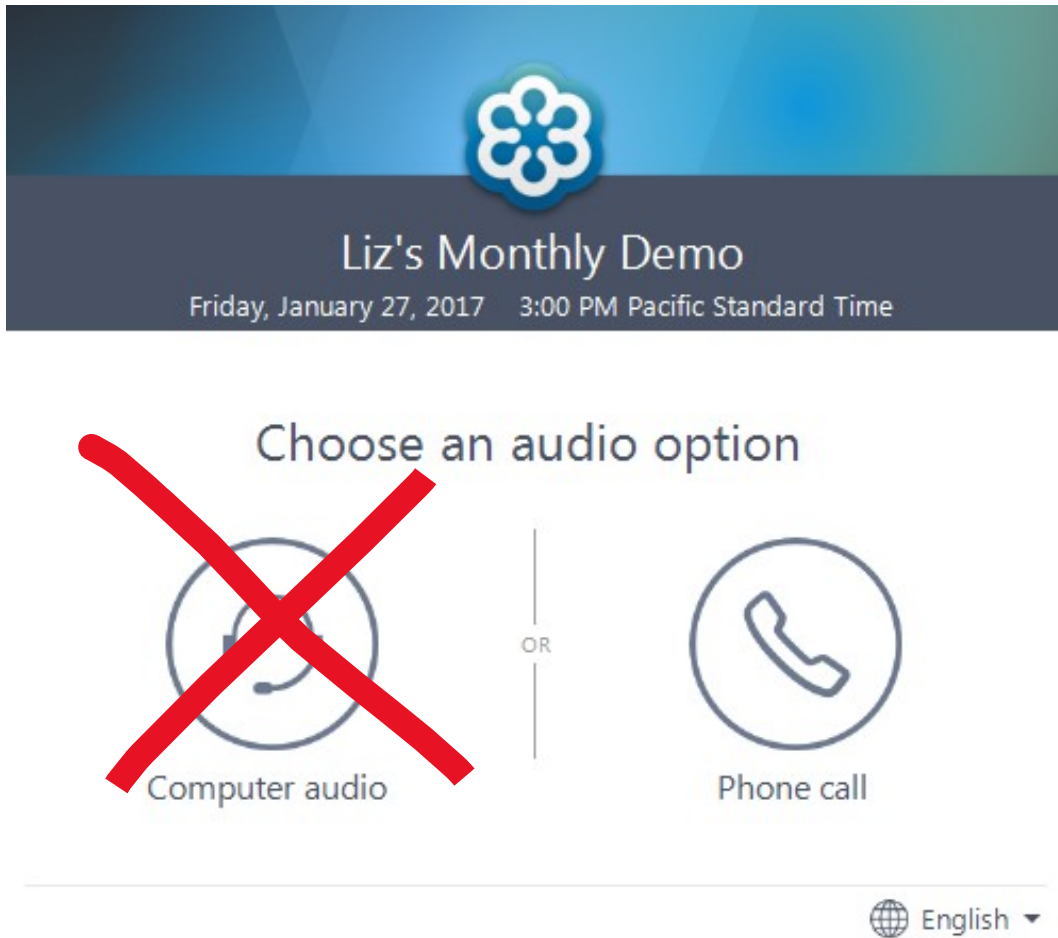
3

Set up audio

Once you've been launched into session, you will be prompted to set up your audio.

Please use the "Phone call" option only.

1. Click **Phonecall**.



2. Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.

3. Click **Continue**.

Watch the webinar

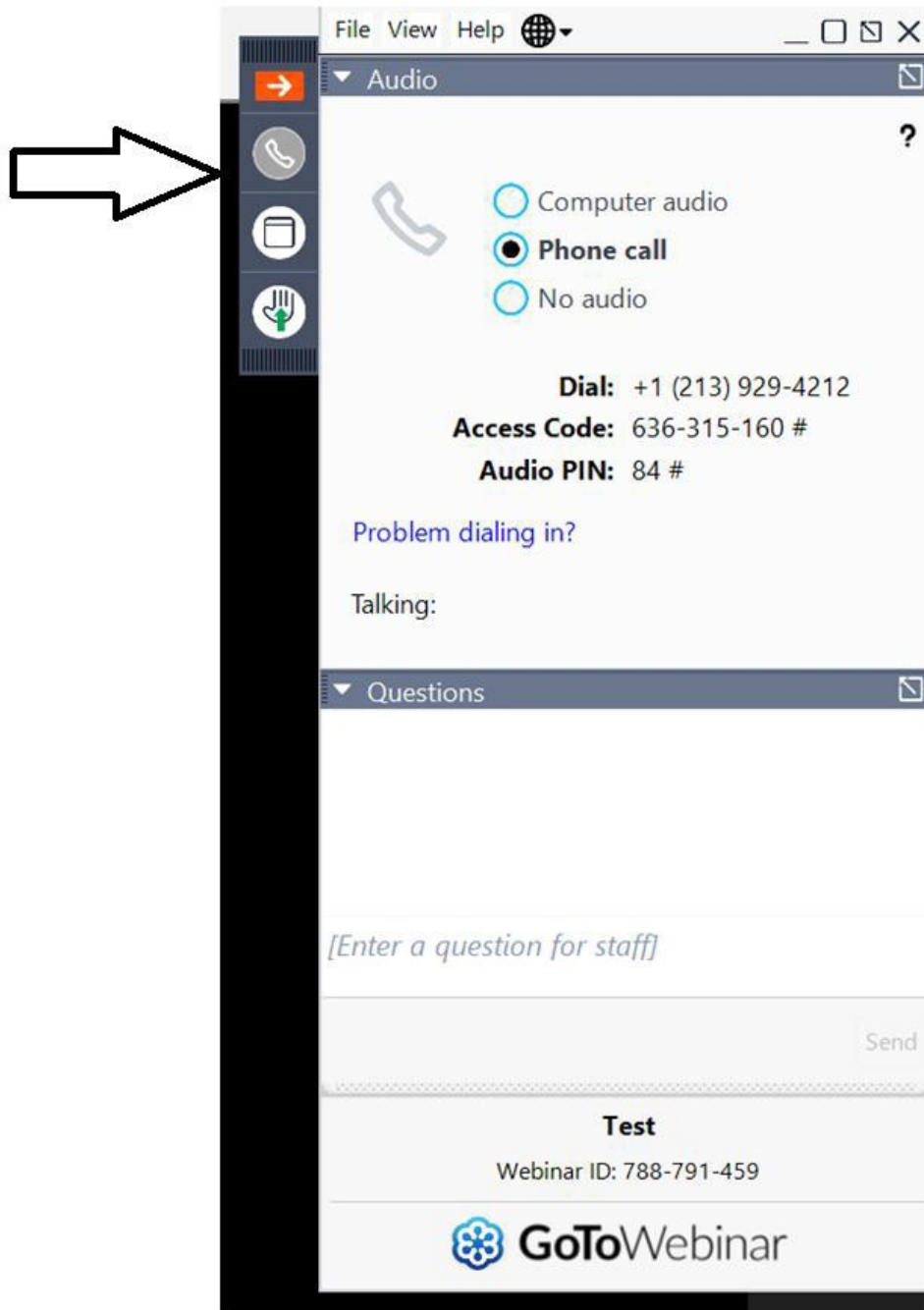
Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:

- If you see the message "The meeting will begin when the organizer arrives," then the organizer has not yet started the broadcast. Once they do you'll be able to hear the audio.
- If you see a new window open with the message "Waiting to view SWACO's screen", then the webinar has officially begun but the organizer is not presenting any visual content. You should be able to hear the audio at this point.

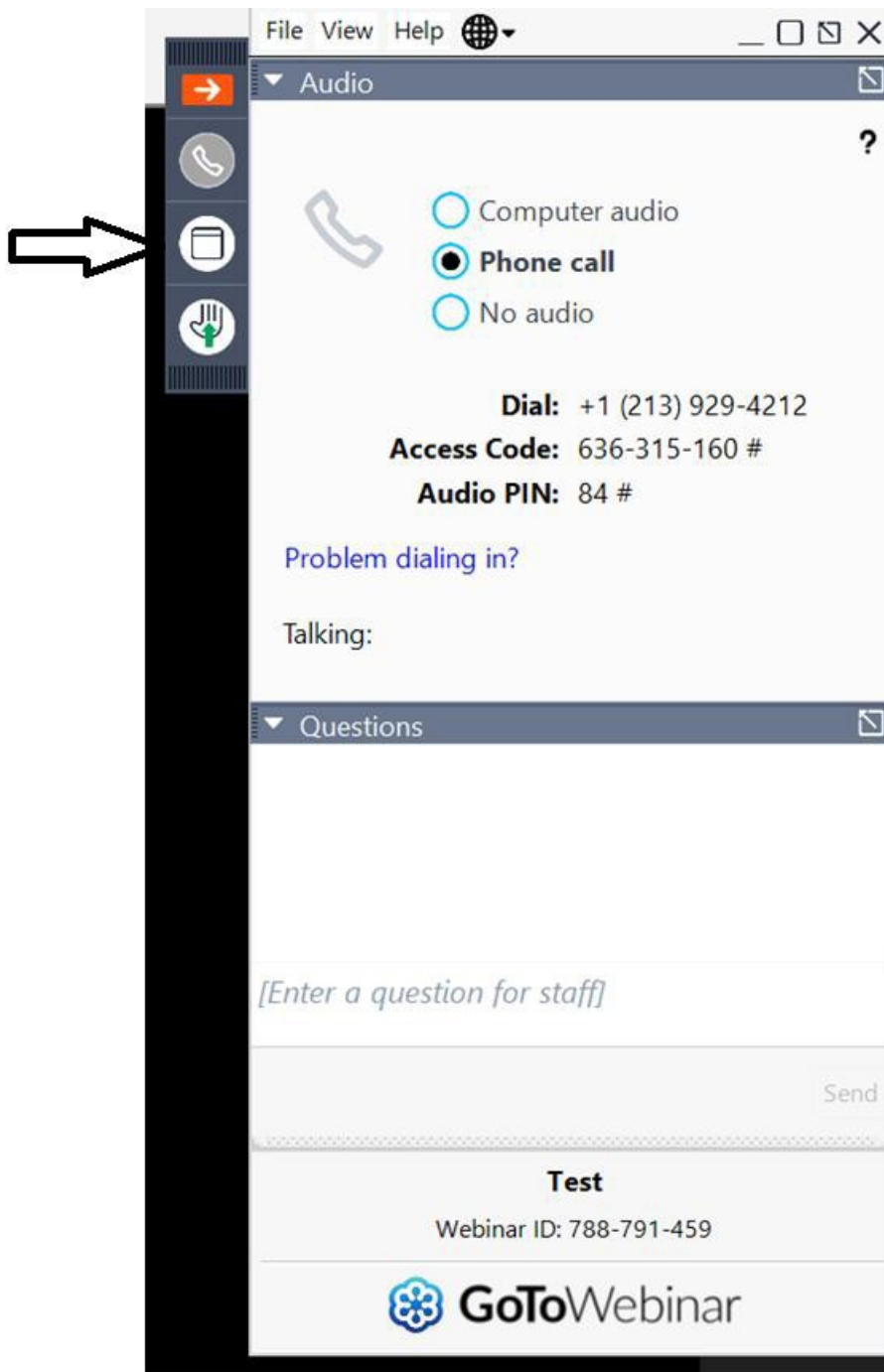
5

Controls within the webinar

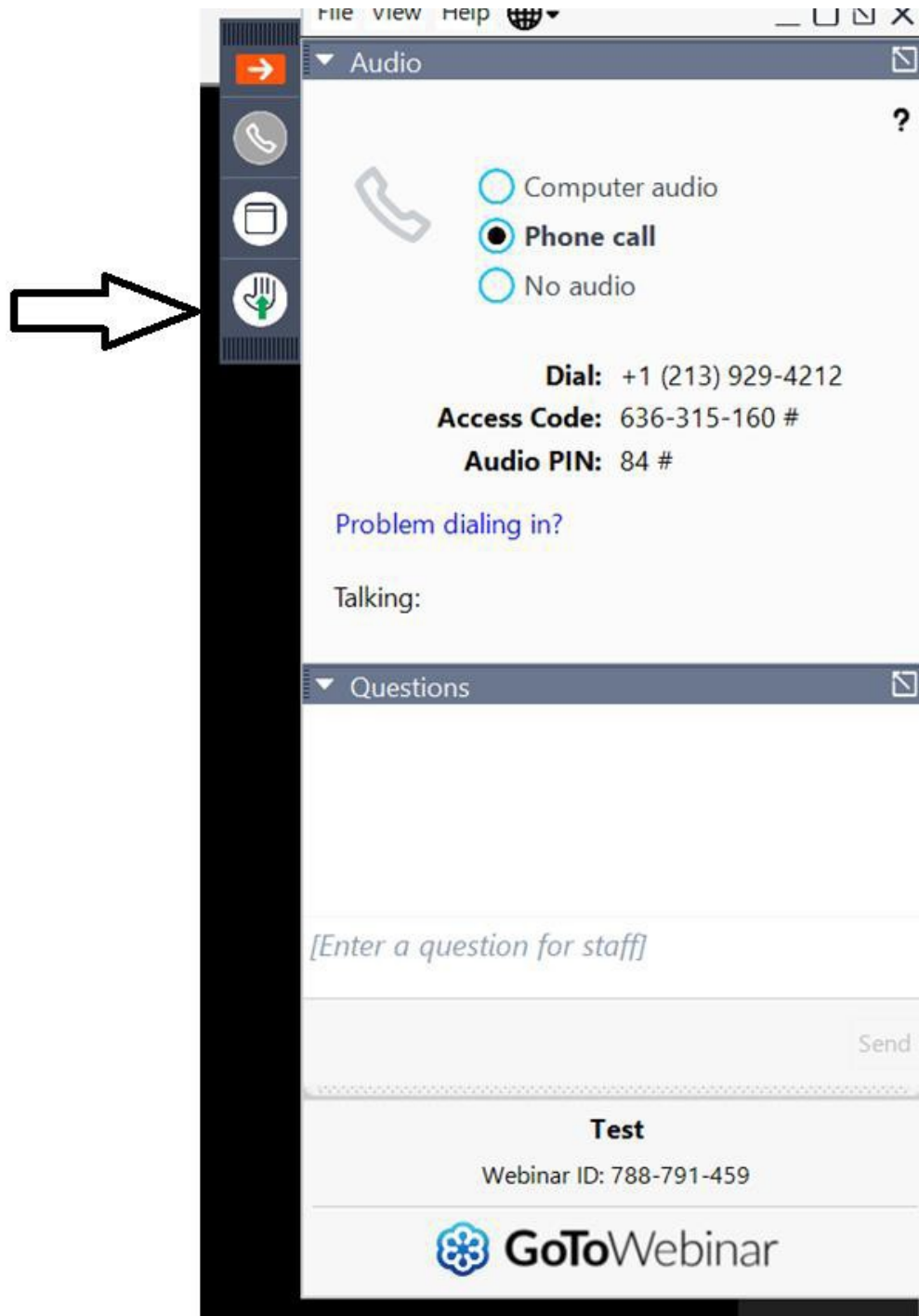
- The Phone button controls your audio options. Always choose the phone call option to ensure your audio can be heard clearly.



- The Screen button will allow you to enter full-screen (enlarged) mode for the presentation.



- The Hand button will raise or lower your hand. By raising your hand, the host will be notified letting them know you have a question or comment.



- You can ask questions and chat in the Questions area (the host will be notified).

The screenshot shows the GoToWebinar interface with two main sections: Audio and Questions. The Audio section is at the top, featuring a telephone icon and three radio button options: 'Computer audio', 'Phone call' (which is selected), and 'No audio'. Below these options, the dialing information is displayed: 'Dial: +1 (213) 929-4212', 'Access Code: 636-315-160 #', and 'Audio PIN: 84 #'. A link for 'Problem dialing in?' is also present. The Questions section is below the Audio section and contains a text input field with the text 'I have a question for the Board'. To the right of the input field is a 'Send' button. At the bottom of the interface, there is a 'Test' section with the text 'Webinar ID: 788-791-459' and the GoToWebinar logo.



- Click the X button to exit the webinar.

