

### Things to know ahead of time:

- Due to the limitations of this live online format, *I won't be using any audio, webcams or computer screens from attendees* - to avoid "mass confusion", the only audio will be from me, and we'll only be watching my computer screen (and definitely no webcam of my ugly mug, thank you very much!).
- Earbuds or Headphones are recommended for better audio quality, but not mandatory.
- Questions during the seminar are definitely encouraged, but will be limited to GoToMeeting's built-in chat function (and my ability to keep up with the chat).
- Due to the constraints of time & expertise, ***I will not be able to assist you in GoToMeeting technical challenges, especially right before the meetup starts!***

However, by checking your system as suggested below ahead of time, and familiarizing yourself with the interface beforehand, it should eliminate problems.

*For further questions, if needed, here's GoToMeeting's support page:*  
<https://support.goto.com/meeting>

- Please respect my intellectual property rights – *no audio or video recording of the Meetup!*

### Before the live online seminar starts:

- To test your computer system's compatibility, please click here (*Chrome Browser recommended*):

<https://support.goto.com/meeting/system-check>

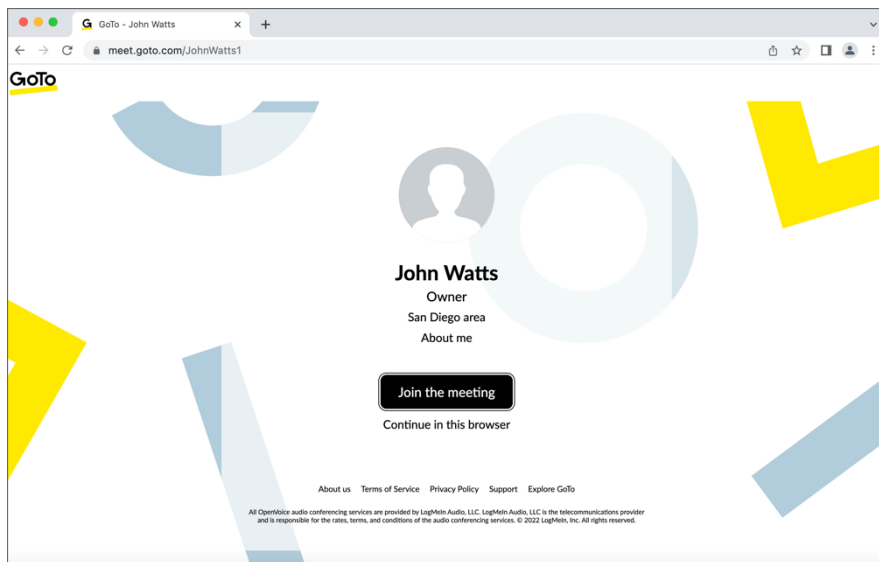
*After System Check, be sure to click on "Join a Test Session", on the same screen. This will assure that everything functions properly - plus, it will give you an idea of how the simple interface works.*

- If necessary, here's an Attendee Guide for the GoToMeeting Web App - but note that we will not be using some of the features discussed, such as "share your screen" & "share your webcam":

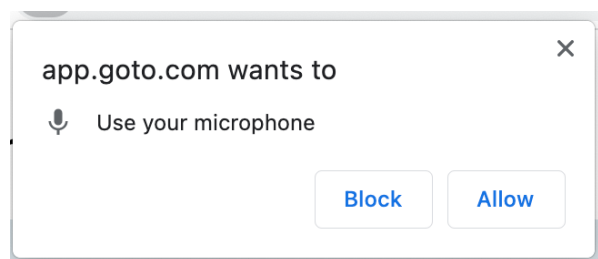
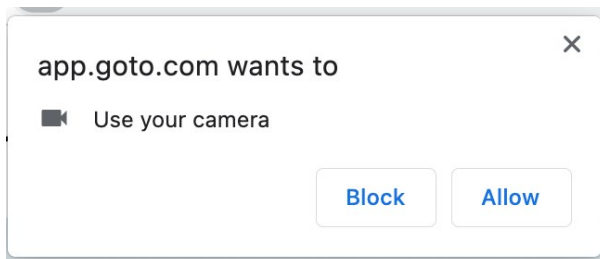
<https://support.goto.com/meeting/help/web-app-attendee-guide-g2m090027>

**Specific Steps:** (To see the screen grabs in more detail, simply enlarge this PDF document)

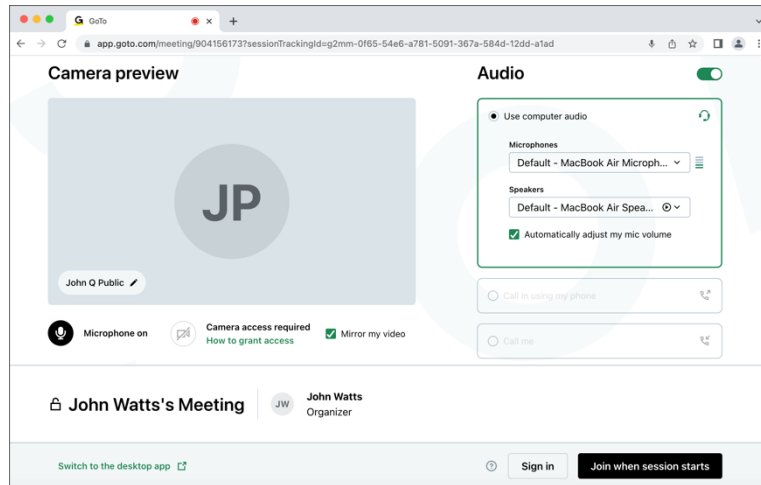
- 1) Open a Browser (*Chrome recommended*).
- 2) In your Browser, go to the link provided at Meetup.com (for the specific online General Meetup) - **the link is only visible to those who RSVP, under “Online Event”**.
- 3) Click on **“Join the meeting”** (Note: if prompted, click on **“Open GoToOpener.app”**).



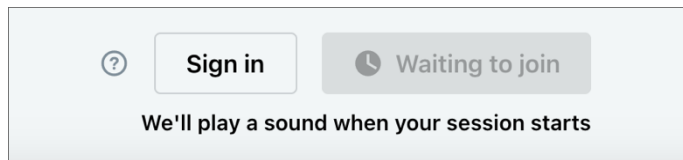
- 4) If prompted, click on **“Block”** for your camera, and **“Allow”** for your microphone.



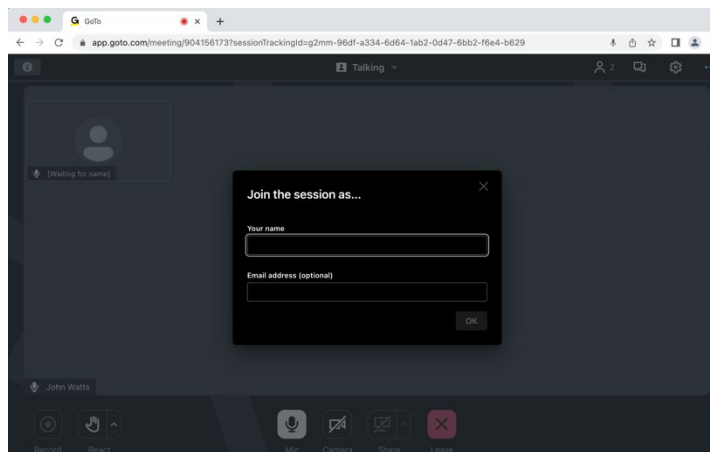
5) Set all of your desired parameters (*microphone, speakers, etc.*), then click on *“Join when session starts”*.



6) If the meeting hasn't started yet, you'll see this message in the bottom right-hand corner:

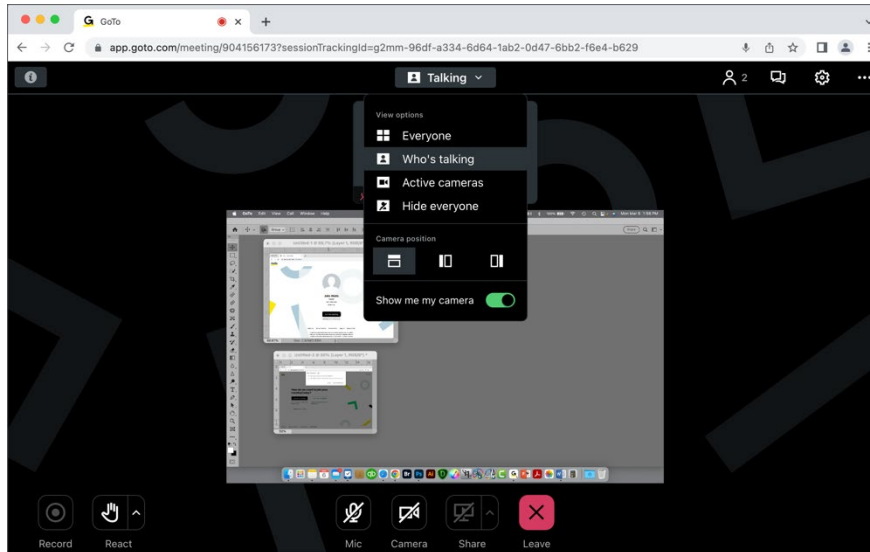


7) *If prompted*, fill in your name and (optional) email:



8) I'll be online about 5 to 10 minutes before the start time. When the session starts, the main screen opens, showing my desktop.

**Note:** To make the Webcam boxes disappear (and make the viewing area larger), choose *"Hide Everyone"* from the drop-down menu at top-center.



9) To use or view chat, click on the *"chat"* icon in the upper right-hand corner of the GoToMeeting interface - - click the X to make it disappear.

