

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 required**, link to download on next page):

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

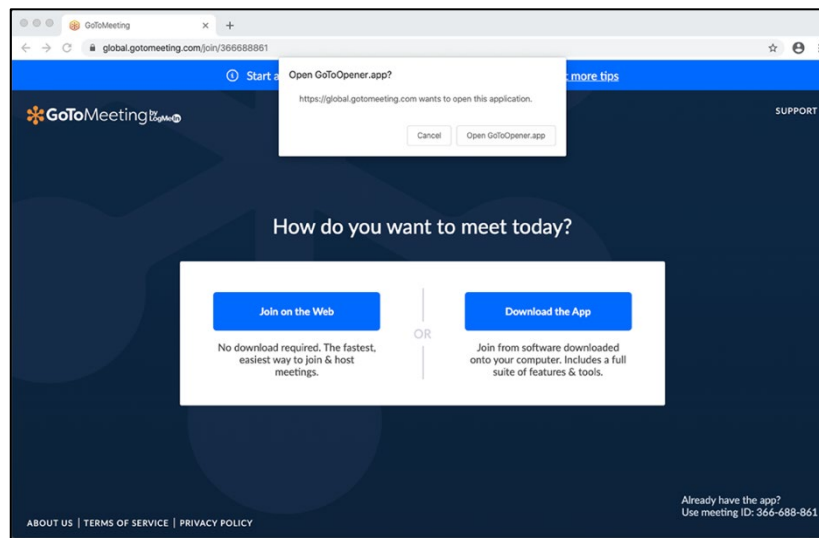
After System Check, be sure to click on "Join a Test Session", on the same screen. This will assure that everything functions properly - plus, it will give you an idea of how the simple interface works.

- 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":

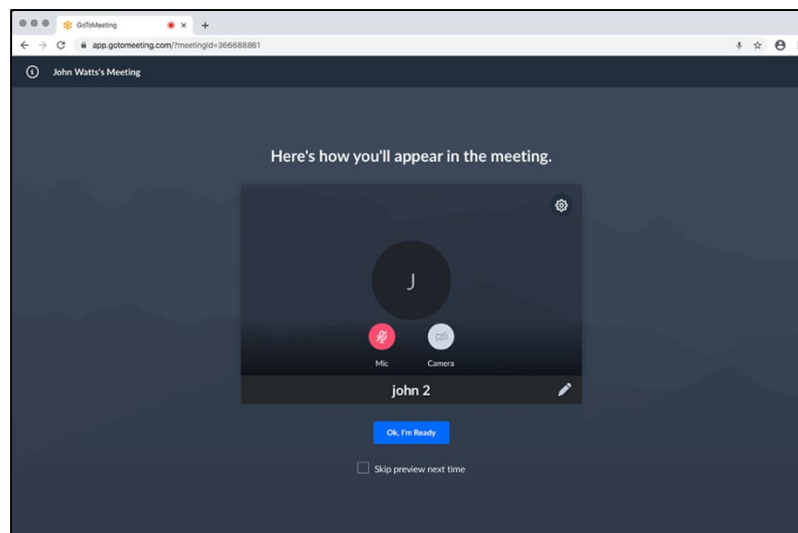
<https://support.goto.com/meeting/help/web-app-attendee-guide-g2m090027>

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

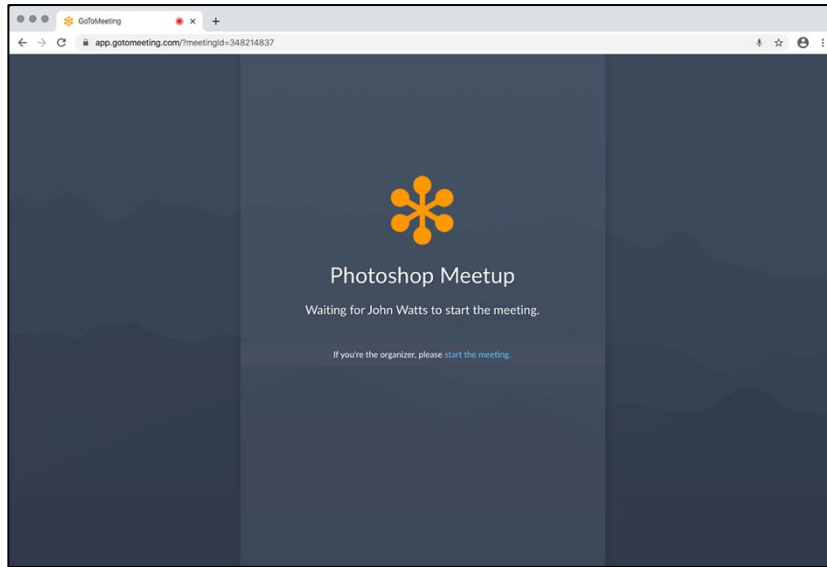
- 1) Open a **Google Chrome** browser - if you don't have it, you will need to download it: <https://www.google.com/chrome/>
- 2) In Chrome Browser, go to the link provided at Meetup.com (for the specific online General Meetup) - **the link is only visible to those who RSVP, under "Online Event"**
- 3) If prompted, click on **"Open GoToOpener.app"** & **"Join on the Web"**



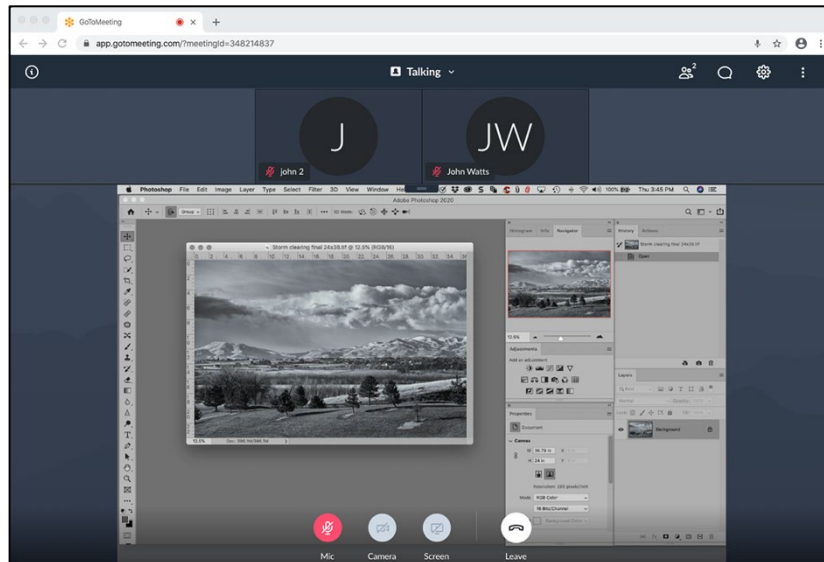
- 4) As you won't be sharing your audio or webcam, just click on **"OK, I'm Ready"**, unless you want to change your screen name first (click on the "pencil" icon)



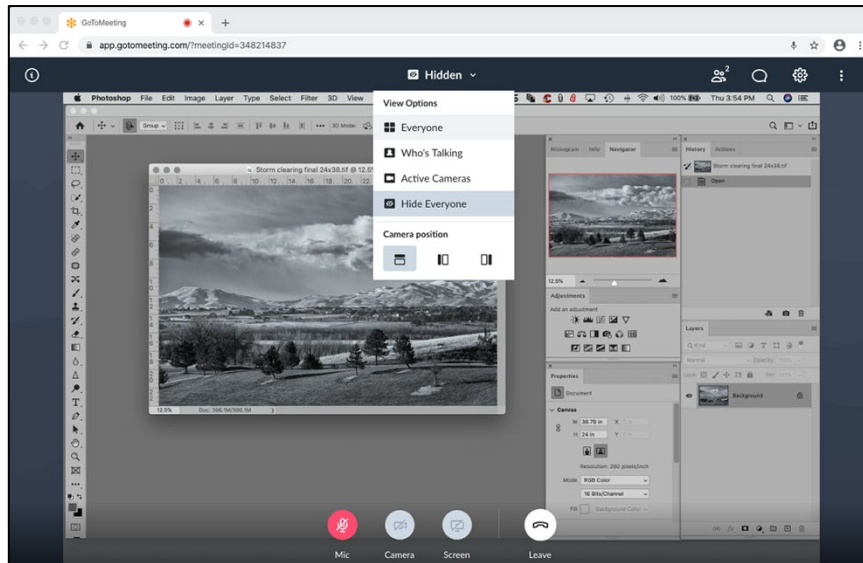
5) If the meeting hasn't started yet, you'll see a screen similar to this:



6) When the Meetup starts (I'll be online at least 10 to 15 minutes before the start time), the main screen opens, showing my desktop:



7) To make the Webcam boxes disappear (and make the viewing area larger), choose “Hide Everyone” from the drop-down menu at top-center.



8) To use or view chat, click on the “chat” icon in the upper left-hand corner - - click the X to make it disappear.

