

Things to know ahead of time:

- Earbuds (or Headphones with a microphone) are recommended for better audio quality, but not mandatory.
- Questions during the seminar are definitely encouraged!
- 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.

Before the live online Workshop 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:

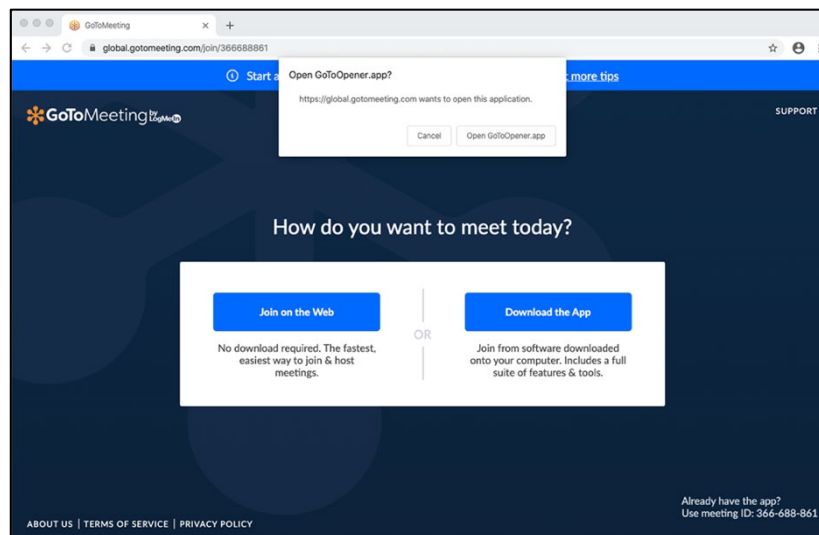
<https://support.goto.com/meeting/help/web-app-attendee-guide-g2m090027>

- For further questions, if needed, here's GoToMeeting's support page:

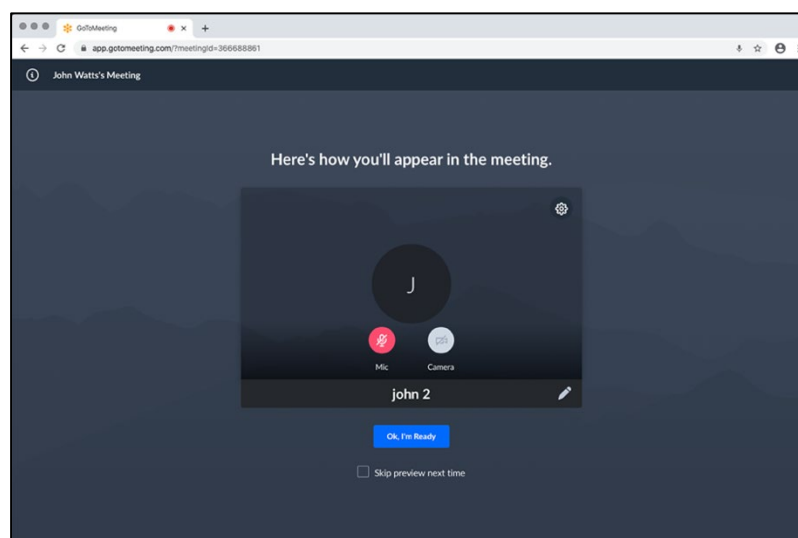
<https://support.goto.com/meeting>

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

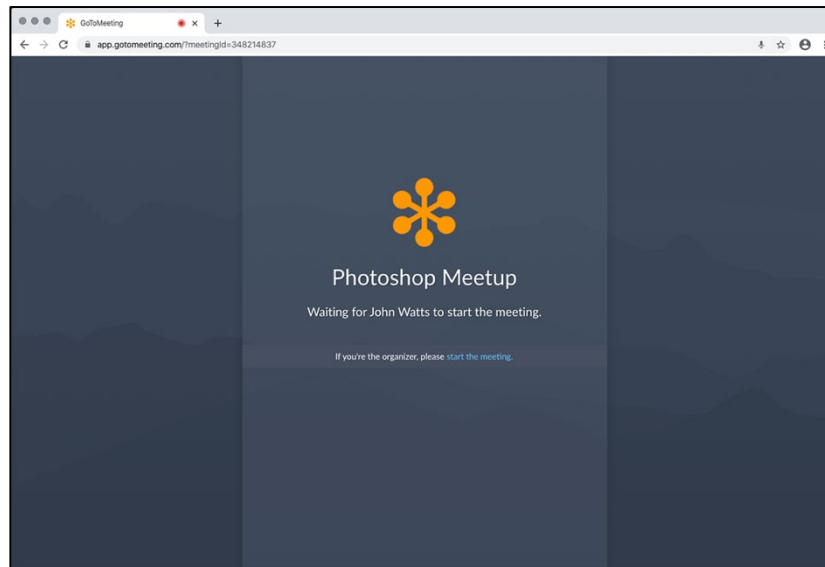
- 1) Open a **Google Chrome** browser - if you don't have it, you will need to download it: <https://www.google.com/chrome/>
- 2) In Chrome Browser, use the GoToMeeting link provided ahead of time.
- 3) If prompted, click on *“Open GoToOpener.app”* & *“Join on the Web”*



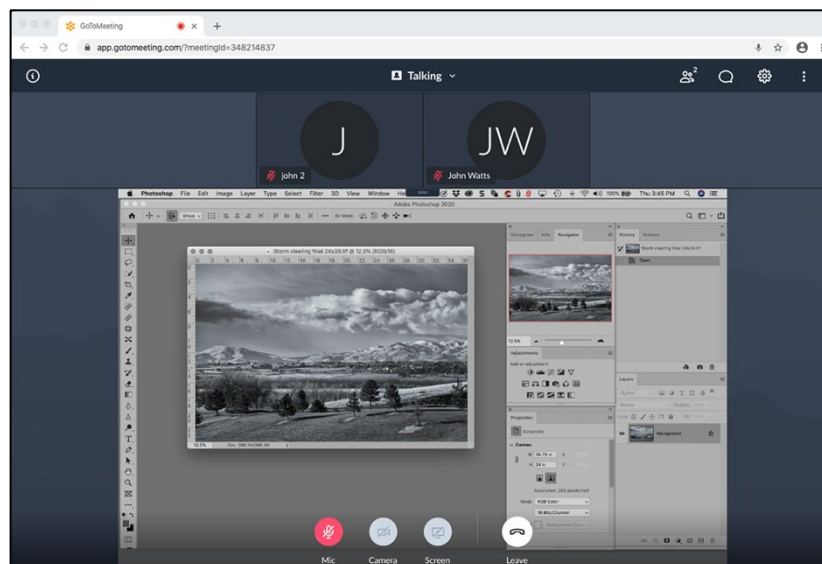
- 4) As you won't be sharing your webcam, just click on *“OK, I'm Ready”*, unless you want to change your screen name first (click on the “pencil” icon)



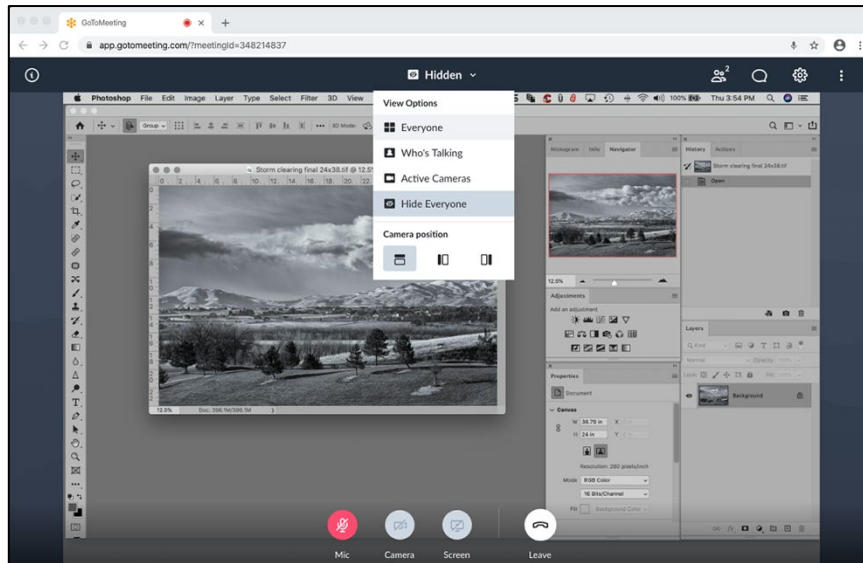
5) If the meeting hasn't started yet, you'll see a screen similar to this:



6) When the Meetup starts (I'll be online at least 10 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 talk using “audio”, click in the red “Mic” button until it turns green.

