Login Guide to Infinitec Webinars

Below are step by step instructions on how to log into a webinar.

Participants must register first by going to www.myinfinitec.org and finding desired webinar under the calendar section.

1. Below is an example e-mail confirmation you will receive after registering.

Creating Interactive Activities in Boardmaker Plus ← *Title of webinar*

JOIN WEBINAR

Join us on Wednesday, Aug 31, 2011 9:25 AM - 10:25 AM CDT

Dear Jenn,

Thank you for registering for:

Creating Interactive Activities in Boardmaker Plus
Wednesday, Aug 31, 2011 9:25 AM - 10:25 AM CDT

1. Click here to join:
   https://www2.gotomeeting.com/join/713042250/106724914 ← *Click here to join webinar at start time.*

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

2. Join the conference call:

   Dial: 1-866-951-1151
   Access Code: 8140942 ← *Here is the telephone number to call to access audio. You are provided with a phone number and access code. After calling the phone number, you will be prompted for your conference room number. Your conference room number is the same as your access code. ***This is an example, please use number provided in your email.*

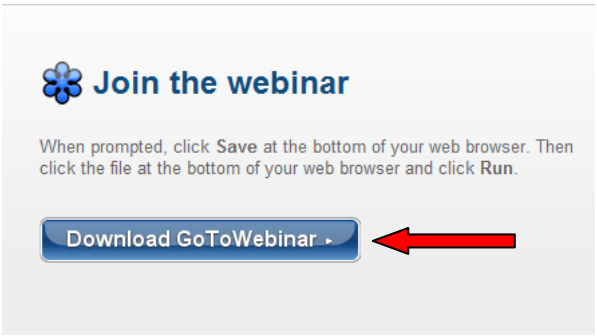
Webinar ID: 713-042-250

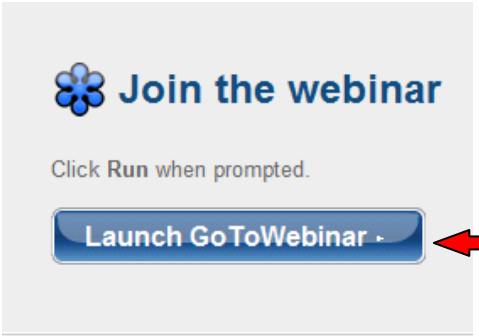
Please send your questions, comments and feedback to: jskalitzky@ucpnet.org.

System Requirements
PC-based attendees
Required: Windows® 7, Vista, XP or 2003 Server

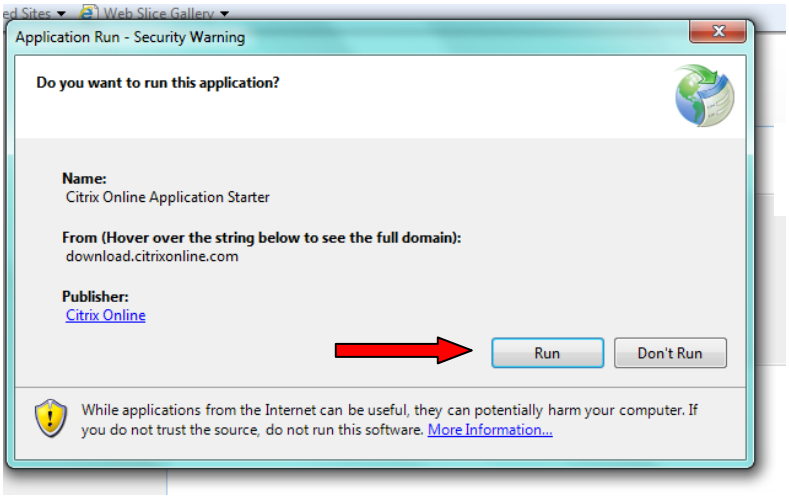
Macintosh®-based attendees
Required: Mac OS® X 10.5 or newer

2. After clicking on link to join, the below screen will appear. Click on **'Download GoToWebinar'** for Windows 7. Windows XP & Macs will display **'Launch GoToWebinar'**. It may take a moment to download.





3. Next a popup window will ask if you would like to **'Run'** the application. Click **'Run'**. It may take a moment to download. For Mac users, click **'Allow'**.



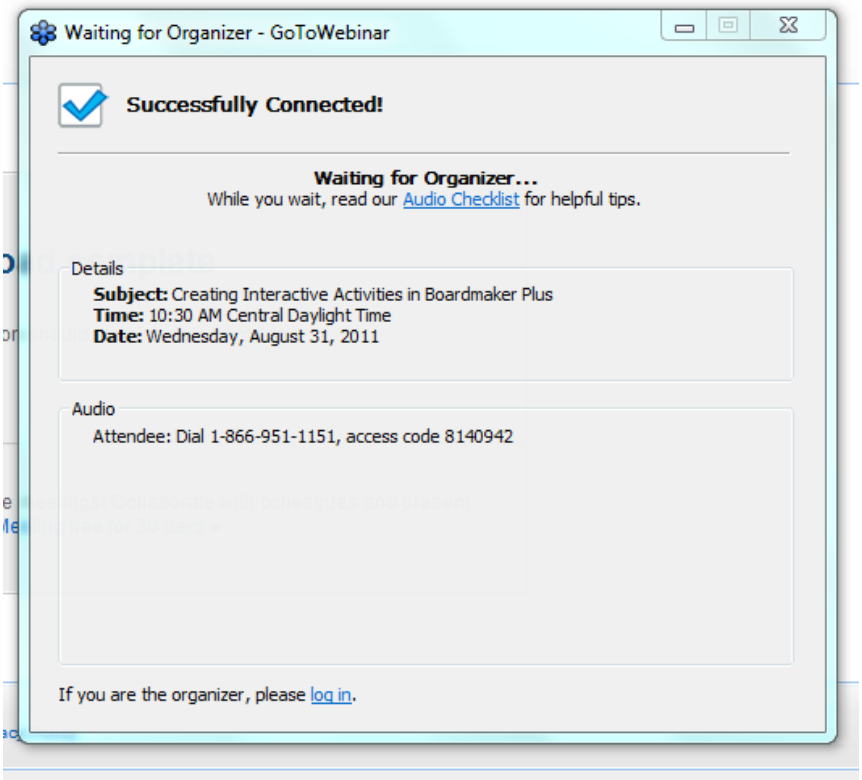
Windows Computer

Mac Computer

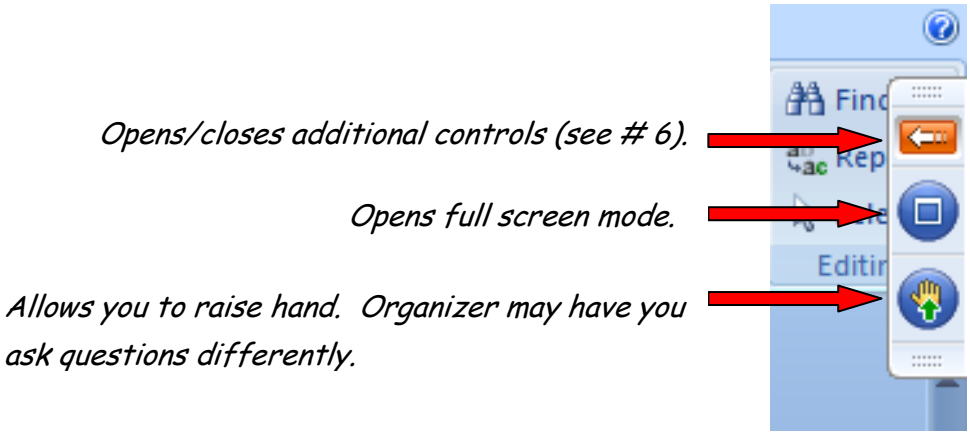
4. **Some** computers may require futher permission to contine. Below is the following message you **may** see.

- On Mac computers the screen will display 'GoToMeeting is an application downloaded from the Internet. Are you sure you want to open it?' Click **'open'**
- On PC computers the screen will display 'Do you want to allow the following program to make changes?' Click **'yes'**.

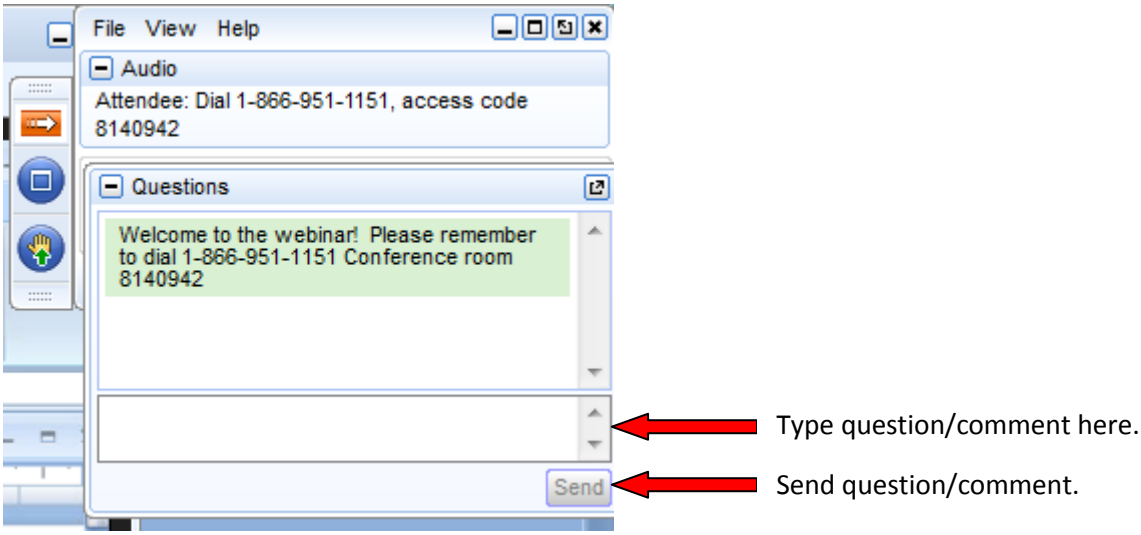
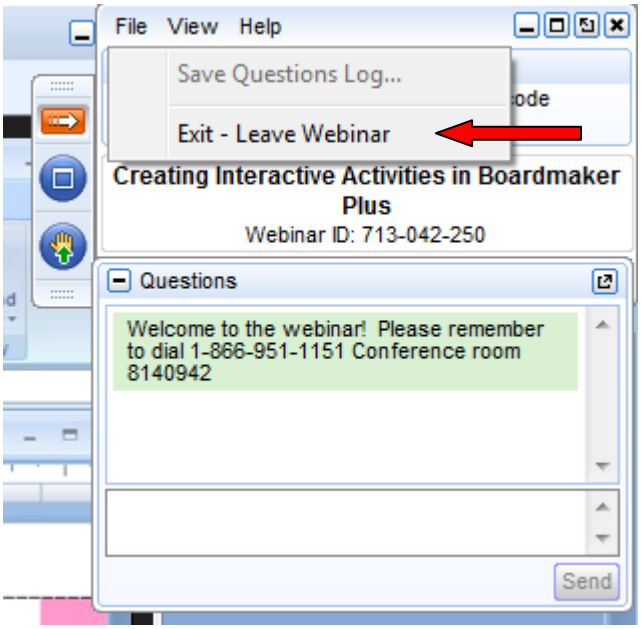
5. Once you are successfully connected you will see the screen below. You will see this until the 'Organizer' signs into the webinar.



6. Once the 'Organizer' is logged into the webinar, you will see the following controls in your upper right corner of your computer screen.



7. Once the orange/reddish arrow is clicked you are able to type a question. Check with presenter if he/she will be checking the questions typed. In addition, you will see a reminder of your audio information appear.



8. To exit webinar go to **'File'** and click on **'Exit'** .