



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.



Resources for All Learners: A Guided Tour of myinfinitec.org

JOIN WEBINAR

Join us on Wednesday, Sep 12, 2012 4:00 PM - 5:00 PM CDT

Dear Jenn,

Thank you for registering for:

Resources for All Learners: A Guided Tour of myinfinitec.org



Title, date and time of webinar

Wednesday, Sep 12, 2012 4:00 PM - 5:00 PM CDT

1. Click here to join:

<https://www2.gotomeeting.com/join/907687418/106833451>



Click here to join webinar at start time.

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

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar. **Audio will be thru your computer speakers OR phone.*

Toll : [1 877 739 5903](tel:18777395903)

Access Code: 578-577-641

Audio PIN: Shown after joining the Webinar



**Phone option* As stated, you can call into the webinar after you join. You will need the 'Access Code' provided & 'Audio Pin' which will be given after joining the webinar.*

The 'Access Code' is specific to you, do not share.

Webinar ID: 907-687-418

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

Mobile attendees

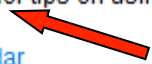
Required: iPhone®/iPad®/Android™ smartphone or tablet



Viewing can be done from a mobile device

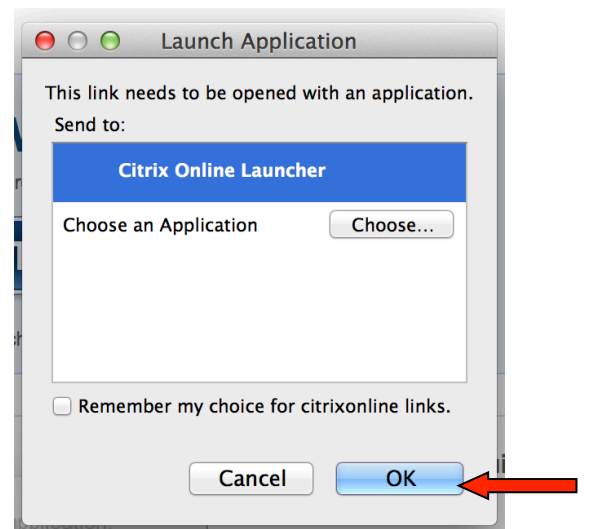
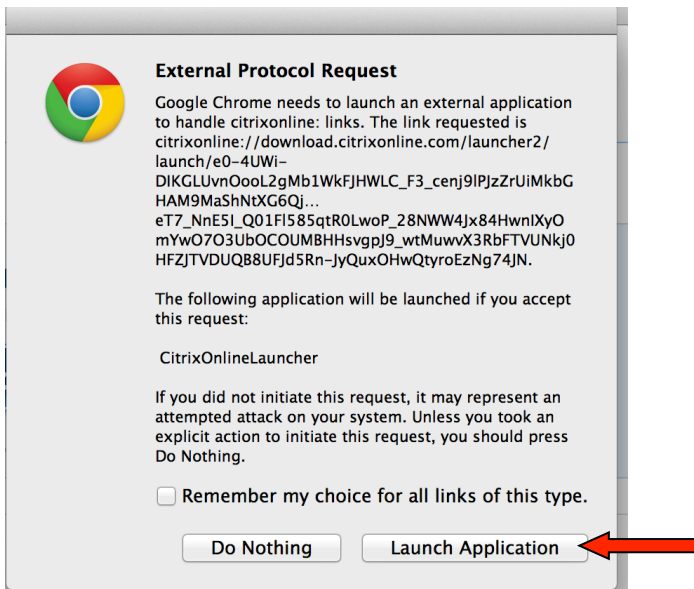
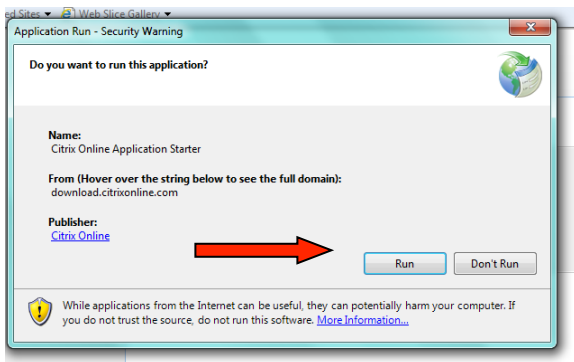
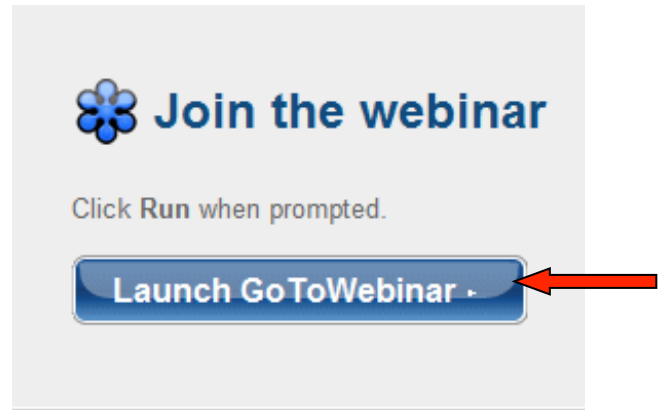
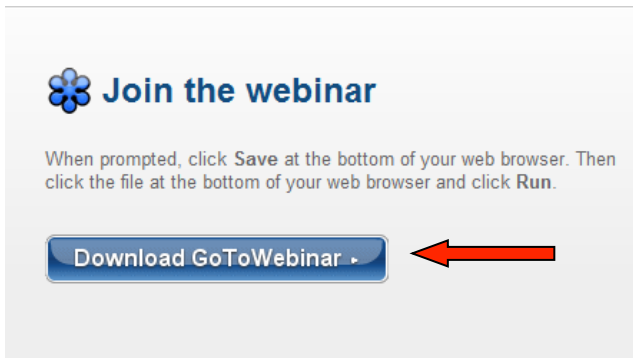
Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

[Add to your Outlook calendar](#)



**Audio Option* checklist to ensure computer speakers functioning properly*

2. After clicking on link to join, you will be asked to continue. The message will differ based on your operating system and internet browser. The messages may ask you to either 'Download GoToWebinar', 'Launch GoToWebinar', 'Launch Application', 'Run', 'Allow', 'open', 'yes' or click 'ok'. Below are a few examples.



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



Audio checklist to ensure computer speakers functioning properly

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

Opens/closes additional controls

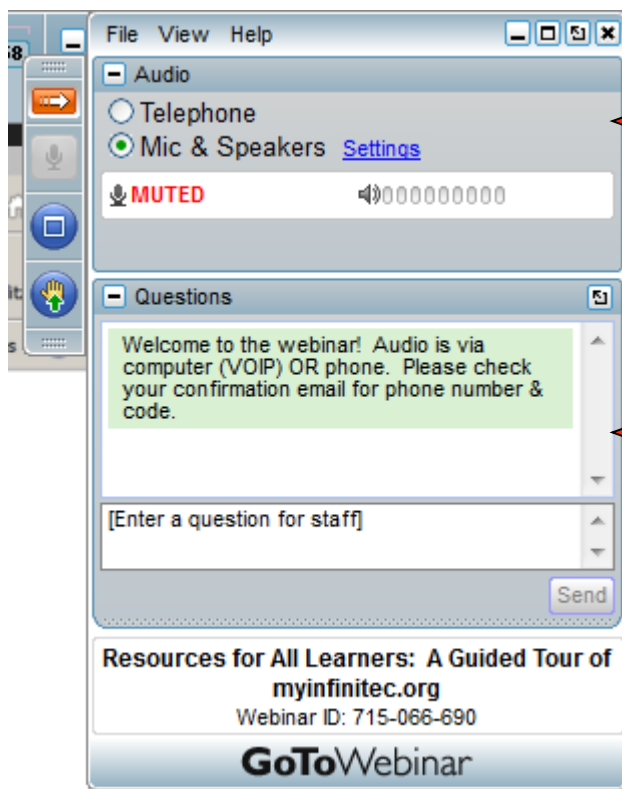
*Icon to show if muted/un-muted. If gray you are muted, green un-muted.
Only presenter can un-mute you.*

Opens full screen mode

Allows you to raise hand. Organizer may have you ask questions differently.



5. Once the orange/reddish arrow is clicked the control panel will open. Here you are able to type a question to the presenter. You will also see a reminder of your audio information appear.



Allows you to choose telephone or mic/speakers for audio.

If you choose 'Telephone', the number will be provided. Do not share the audio numbers

Type question/comment here

Send question/comment

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

