



HOW TO JOIN A WEBINAR

1. Open the email that contains the meeting information. *We recommend doing this about 10 minutes before the start of the webinar.*
2. Click the **Join** link provided in the email invitation to join the meeting.
3. If prompted, click **Yes, Grant** or **Trust** to accept the GoToMeeting download.

Once the software downloads, you'll be launched into the webinar (don't worry about talking or making noise – you are muted!). You should see a Control Panel and the GoToMeeting Viewer. At the beginning of the webinar, the organizer will explain how to use the tools in the Control Panel to comment or ask questions.

SYSTEM REQUIREMENTS

For Windows users:

- Windows® 7, Vista, 2003 server or XP
- Internet Explorer® 7.0 or newer, Firefox® 4.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Dual core 2.4GHz CPU or faster with at least 2 GB of RAM recommended

For Mac users:

- Mac OS® X 10.8 (Mountain Lion®), Mac OS® X 10.7 (Lion®), Mac OS® X 10.6 (Snow Leopard®) or Mac OS® X 10.5 (Leopard® - Intel only)
- Safari™ 3.0 or newer, Firefox® 4.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled.)
- Internet connection with cable modem, DSL or better recommended
- Intel processor with 1 GB of RAM or better recommended

For iPad®, iPhone® and iPod® touch users:

- iPad® 1 or newer, iPhone® 3GS or newer, iPod® touch (3rd generation) or newer
- iOS® 5 or newer
- Internet connection (WiFi recommended for VoIP)
- Free GoToMeeting App from the App Store

For Android users:

- Android 2.2 or higher
- 1 Ghz CPU or higher recommended
- WiFi or 3G connection (WiFi recommended)
- Free GoToMeeting App from the Android Market

Note: Attendees on devices that use CDMA and do not allow simultaneous data and voice sharing must be connected to the Internet from a WiFi network to dial in using the same device they use to join the meeting. Otherwise, they will be disconnected from GoToMeeting. Attendees on devices that use GSM can simultaneously share data and voice seamlessly.