



## Login Guide to Infinitec/ISBE Webinars

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

*Participants must register first by going to [www.at4il.org](http://www.at4il.org), click on FREE AT TRAINING, then select webinars to select a webinar and complete the registration process*

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



**Resources for All Learners: A Guided Tour of [myinfinitec.org](http://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](http://myinfinitec.org)**  
Wednesday, Sep 12, 2012 4:00 PM - 5:00 PM CDT

← *Title, date and time of webinar*

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-free: [1 877 739 5903](tel:18777395903)

Access Code: 578-577-641

Audio PIN: Shown after joining the Webinar



*\*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](mailto: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*

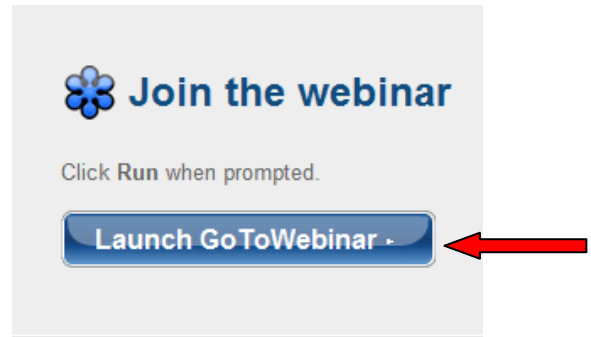
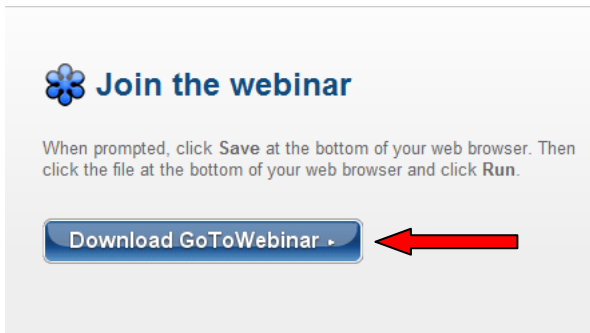
Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.



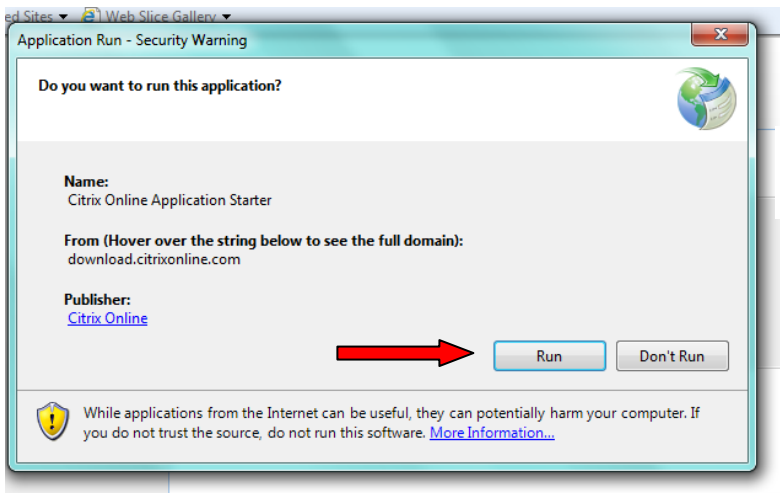
[Add to your Outlook calendar](#)

*Audio checklist to ensure computer speakers functioning properly*

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**'.

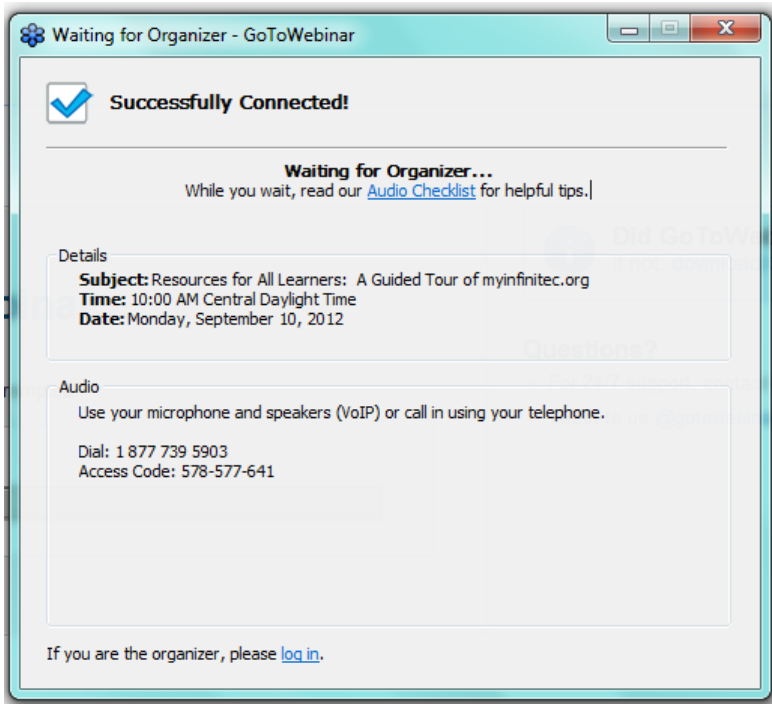


*Windows Computer*



*Mac Computer*

4. **Some** computers may require further permission to continue. 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' logs into the webinar.



*Audio checklist to ensure computer speakers functioning properly*

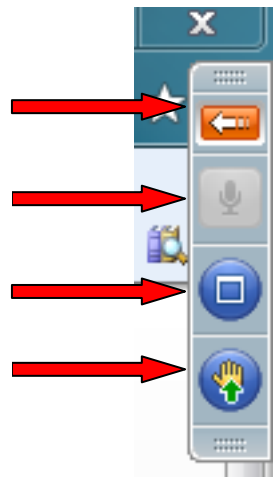
6. Once the 'Organizer' is logged into the webinar, you will see the following controls in your upper right corner of your computer screen.

*Opens/closes additional controls (see # 7)*

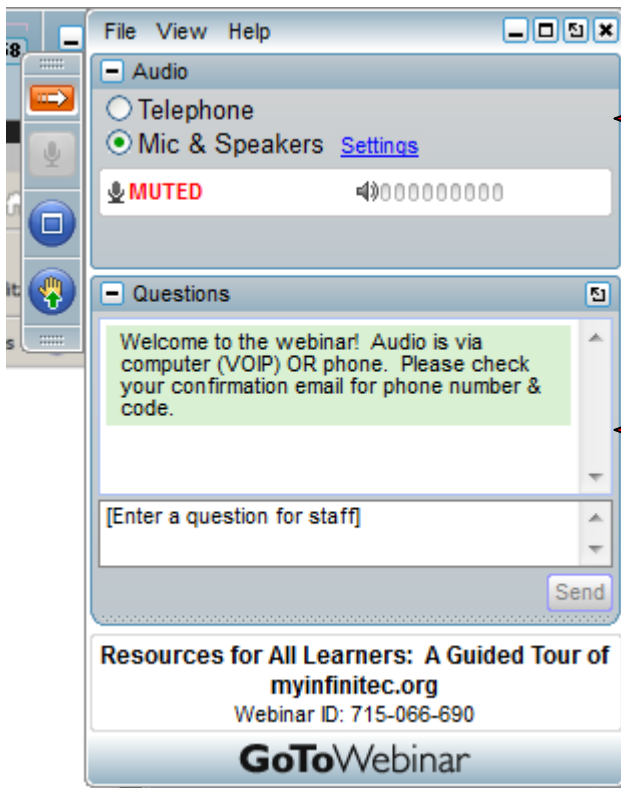
*Icon to show if muted/un-muted. If gray you are muted, green un-muted. Only presenter can un-mute you.*

*Opens full screen mode*

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



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.



*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*

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

