

JOIN A WEBINAR

Joining a Webinar as a panelist requires an invitation from a Webinar organizer. The panelist invitation email will have a *Join Webinar* link which can be used to join both practice sessions and the live Webinar.

► To join a Webinar

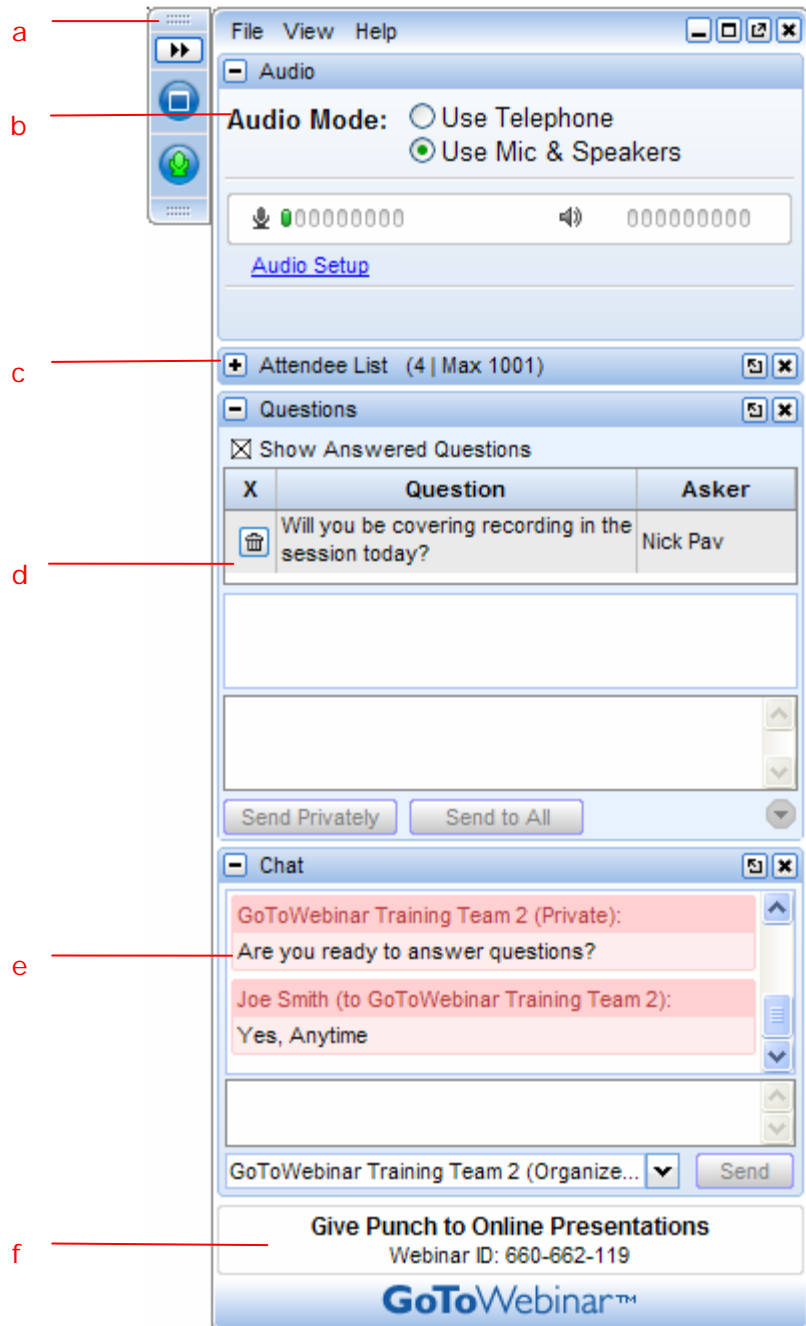
1. Open the Webinar invitation email.
2. Click the **Join Webinar** link provided in the confirmation email.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. If requested, enter the *Webinar password* provided by your Webinar organizer.
You will be entered into the Webinar, and the Panelist Control Panel and GoToWebinar Viewer Window will appear.

Note: When joining a Webinar, remember to join the audio portion using the information provided in your Control Panel.

CONTROL PANEL FEATURES

Once you have joined the Webinar you will see the Panelist Control Panel and Grab Tab. The Control Panel contains four panes that can be expanded or collapsed by clicking the expand/collapse button on the left side of each pane.

- Grab Tab – Click arrow to open/close Control Panel. Click square to toggle Viewer Window between full screen/window mode. Click mic icon to mute/unmute your audio (if organizer has enabled) (a)
- Audio pane – Select audio format. Click **Audio Setup** to select Mic & Speakers devices (b)
- Attendee List (viewable only if organizer has enabled) (c)
- Questions pane – Enables panelists to answer questions forwarded to them by organizers (d)
- Chat pane – Panelists can chat with organizers and other panelists (e)
- Webinar Information pane – Provided for quick reference (f)



CHAT WITH ORGANIZERS AND PANELISTS

Panelists can chat with organizers and other panelists to help manage the Webinar and presentation flow.

► To chat with an organizer or a panelist

1. Right-click an organizer or panelist name in the Attendee List.
OR
In the Chat pane, select the desired recipient(s) from the **To:** drop-down selection field.
2. Enter the desired chat message in the *Type message here* field.
3. Click **Send**.

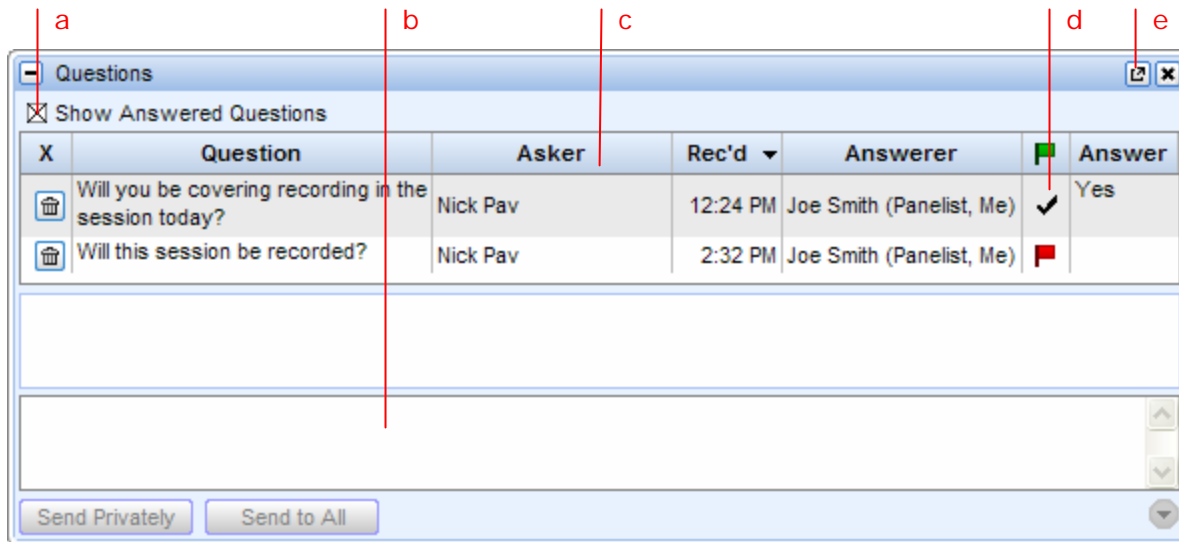
PANELIST QUESTIONS PANE

If an organizer has turned on the question and answer feature, attendees can submit questions and review answers. Panelists can only respond to questions forwarded to them by an organizer.

Note: In the Panelist Control Panel, the Questions pane cannot be undocked and expanded until an organizer forwards a question to the panelist.

► To answer a question

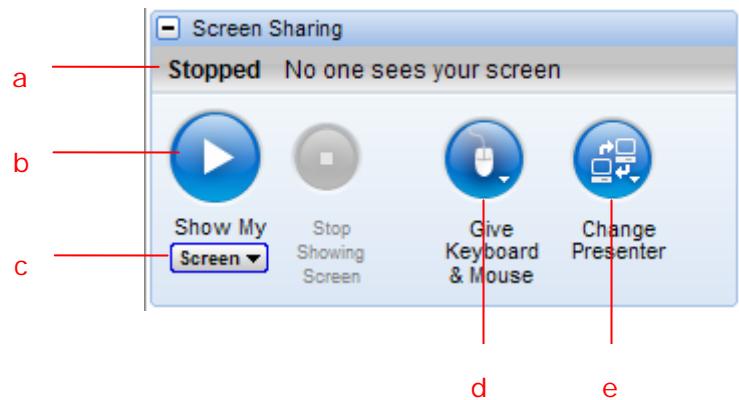
1. In the Question and Answer pane, click the question you want to answer.
2. In the answer field, type your answer and click **Send Privately**.
 - Check to show answered questions (a)
 - Type in answer. Click **Send Privately** (b)
 - Right-click any column header to show/hide columns (c)
 - Icon indicates answered questions (d)
 - Click to set priority (d)
 - Click to snap the Question and Answer pane on and off of the Control Panel (e)



PRESENTING AT A WEBINAR

When a panelist becomes a presenter, the Control Panel adjusts to incorporate the Presenter Screen Tools pane and the Audience View pane. Presenters can show their complete desktops, a clean screen – with no icons or taskbar – or a specific application window to all Webinar attendees. The Audience View pane provides a thumbnail view of what the audience is seeing.

- The broadcasting Status field notifies presenters of the status of the screen sharing (a)
- The Show My Screen button displays the presenter's entire desktop to attendees (b)
- The Screen drop-down button allows the presenter to share specific application windows or a clean screen with attendees (c)
- The Give Keyboard & Mouse button grants shared mouse and keyboard control to another attendee (d)
- The Change Presenter button passes the presenter role to another attendee (e)



PRESENTER CONTROL PANEL GRAB TAB

The Control Panel Grab Tab enables presenters to minimize the Control Panel to the side of their screens to display their full desktops to attendees and still access Presenter Tools.

- Click and drag to move Grab Tab up or down (a)
- Click to hide or display Control panel (b)
- Shows On Air status (c)
- Displays desktop to attendees. Right-click for additional screen-sharing options (d)
- Stops desktop display (e)
- Grants shared mouse/keyboard control to another organizer or panelist (f)
- Passes presenter role to another organizer or panelist (g)
- Allows presenter to use drawing tools like the pen, highlighter or spotlight (h)
- Mutes or unmutes your audio (i)

