

How to use GoToWebinar for Cross Canada Rounds

Attendee/Presenter

1) Connect to audio using computer audio

2) Connect Webcam (in the Webcam tab)

The screenshot displays the GoTo Webinar interface. At the top, there is a menu bar with 'File', 'Options', 'View', and 'Help'. Below the menu, the 'Webcam' and 'Audio' tabs are visible. The 'Audio' tab is active, showing 'Sound Check' with a green bar and a question mark. Underneath, there are radio buttons for 'Computer audio' (selected) and 'Phone call'. A red box highlights a 'MUTED' status with a microphone icon and a volume slider. Below the slider, there are dropdown menus for 'Microphone (USB Audio Device)' and 'Speakers (Realtek High Definition Audio)'. The interface also shows a 'Paused' status with icons for 'Show', 'Stop Showing Screen', 'Give Keyboard & Mouse', and 'Change Presenter'. At the bottom, there is a 'Start Recording' button, a 'Settings' gear icon, and the webinar title 'Cross Canada Rounds Test Run' with the ID 'Webinar ID: 279-531-955'. The GoToWebinar logo is at the very bottom.

- To share your screen (after you have been given presenter privileges)

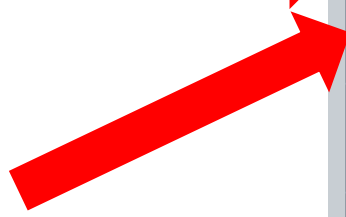


A screenshot of the Zoom meeting control bar. At the top, it shows 'Attendees still on hold' with a 'Start broadcast' button and a 'Record on start' checkbox. Below that is 'Audience view' at 100% and a 'Sharing' section. The 'Sharing' section is currently 'Stopped' with the message 'No one sees your screen'. It features four buttons: 'Show Screen' (highlighted with a red arrow), 'Stop Showing Screen', 'Give Keyboard & Mouse', and 'Change Presenter'. Other controls include 'Start Recording' (1715.8 GB remaining), 'Webcam' (Share My Webcam), and 'Audio' (Sound Check, Computer audio selected, Microphone (USB Audio Device)). A bottom section contains 'Dashboard', 'Attendees: 1 of 101 (max)', 'Polls (0/0)', 'Questions', and 'Handouts: 0 of 5'. At the very bottom, there is a 'Chat' section and a file upload area with 'Drag & drop a file' and 'Choose a file' buttons. The meeting title 'Cross Canada Rounds Test Run' and Webinar ID '379 531 955' are visible at the bottom.

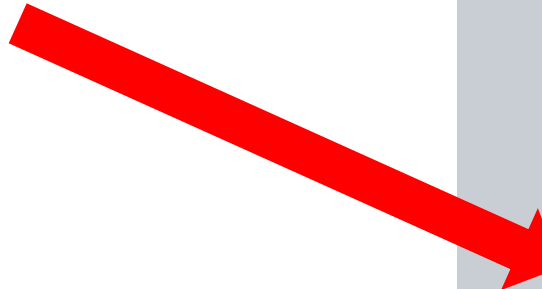
Mute



Connect/Pause camera



To see attendee list



File Options View Help

Attendees still on hold

Start broadcast

Record on start

Audience view 100%

Sharing

Stopped No one sees your screen

Show Screen

Stop Showing Screen

Give Keyboard & Mouse

Change Presenter

Start Recording 1715.8 GB remaining Settings

Webcam

Share My Webcam Webcams

Audio

Sound Check

Computer audio

Phone call

Microphone (USB Audio Device)

Speakers (Realtek High Definition Au...)

Dashboard

Attendees: 1 of 101 (max)

Polls (0/0)

Questions

Handouts: 0 of 5

Drag & drop a file Choose a file

Chat

Cross Canada Rounds Test Run

Webinar ID: 279-531-955

GoToWebinar

TECHNICAL HELP

- GoToWebinar number for real time help
 - 1-877-582-7011 (English)
 - 1-877-532-1198 (French)

Technical issues

- Chrome is the browser that is best supported
- If things are not working properly, it may be due to the firewalls in your browser, more information on this link

<https://support.logmeininc.com/gotomeeting/help/optimal-firewall-configuration-g2m060010>

Using polleverywhere

- Include a slide with instructions on the polleverywhere poll name and how to access it
- Once you are made the presenter, you can show your screen
- Click on the dropdown menu under Show screen to make sure you are sharing the entire screen and not just one application