



## Joining a GoToWebinar Meeting

New Milford IT Department  
Last Revised: April 7, 2020

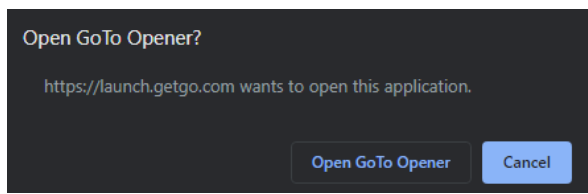
This document will explain how to join a GoToWebinar meeting by accessing the meeting from a computer or Dialing into the meeting.

### Joining the Meeting:

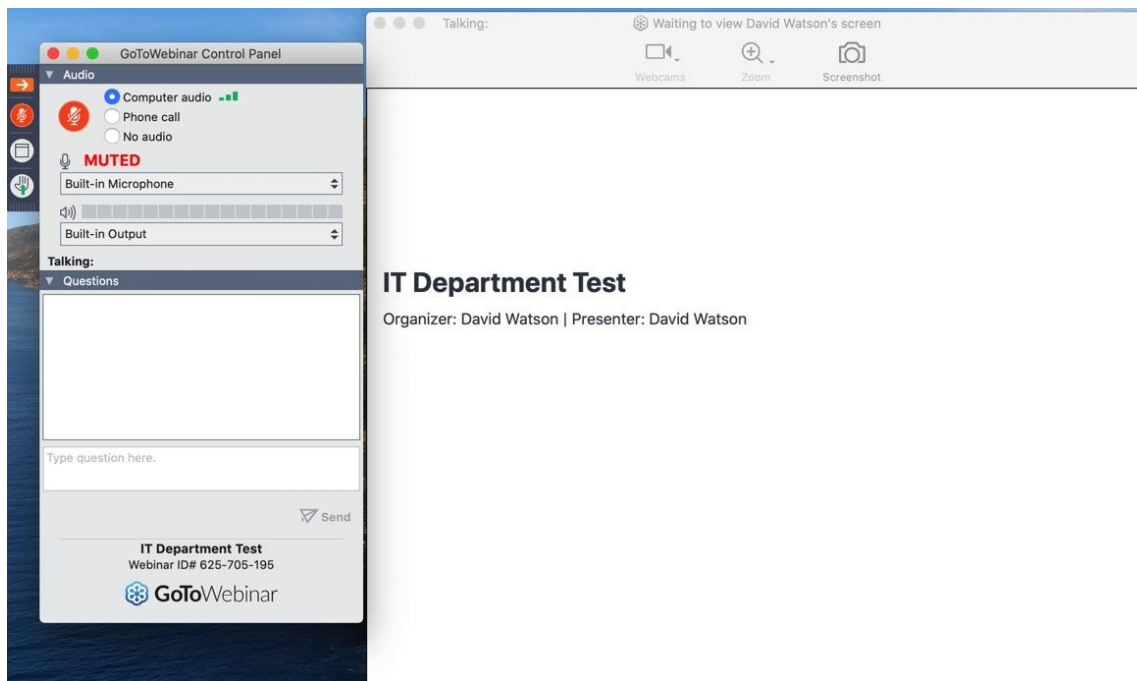
This section of the document will cover how to join a meeting whether you are joining through the Smartphone app, joining via the web link or by dialing in by phone.

### **Joining the Webinar from the Webinar Link:**

1. Open the email that has the confirmation details for the meeting and click on the link to join the meeting.
2. A popup will appear asking you to open the GoTo Opener. Click on **Open GoToOpener**



3. A program will open and a control panel will also open.





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### **Joining Via GoToWebinar App:**

1. Download and install the GoToWebinar app for iOS or Android
2. Open the app and at the bottom of the screen, there will be a **Join with Webinar ID**, tap on that and enter in the 9 digit webinar ID. Click on join and you will be in the webinar.

### **Joining By Dialing in:**

1. The meeting information should have a phone number listed for a meeting. Dial the phone number to join the meeting. The phone call will prompt for an access code.
2. Enter in the access code for the meeting followed by the # key
3. Follow any prompts that the call provides to join into the meeting

### **Control Panel Features for Panelists and Attendees:**

- Attendees have the least amount of features in their control panel
  - Attendees have the ability to mute their own microphone, chat and ask questions
- Panelists have the option to turn on their webcam
- Both Panelists and Attendees have the option to ask Questions
  - Asking questions allows someone who does not wish to speak at the moment to type a question which can be directed at either all of the staff of the meeting or to a specific staff member in the meeting.
- Raising Hands
  - This feature is for attendees. It allows an attendee to show that they have a question for one of the staff members once a time for questions begin.