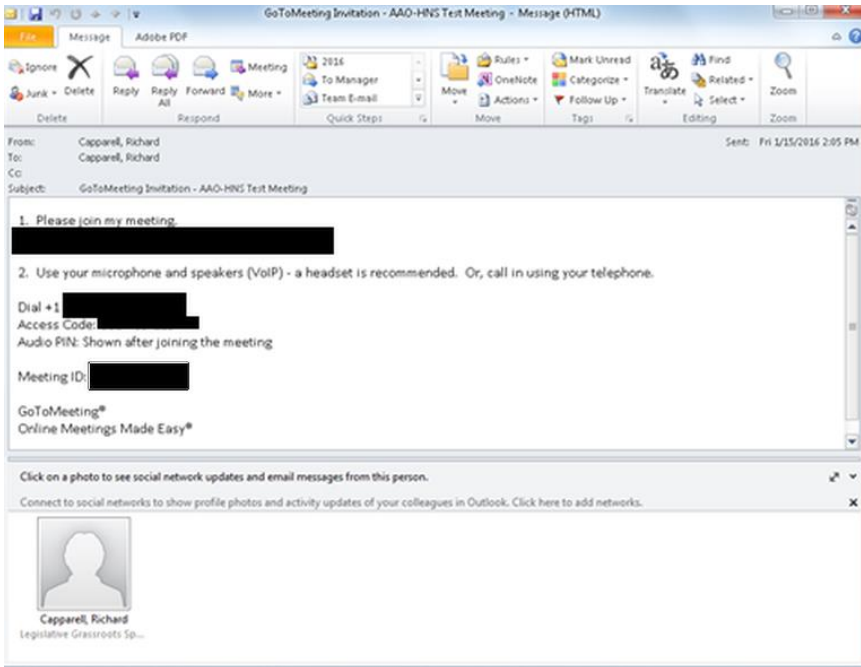


Joining A GoToMeeting Conference Call

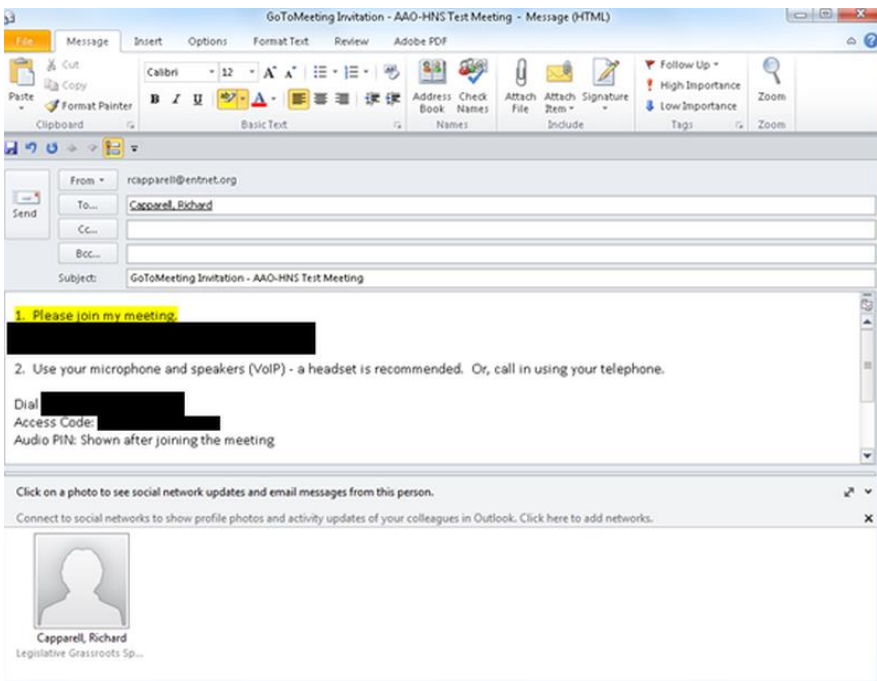
Step 1

You will receive an email inviting you to join a conference call.



Step 2

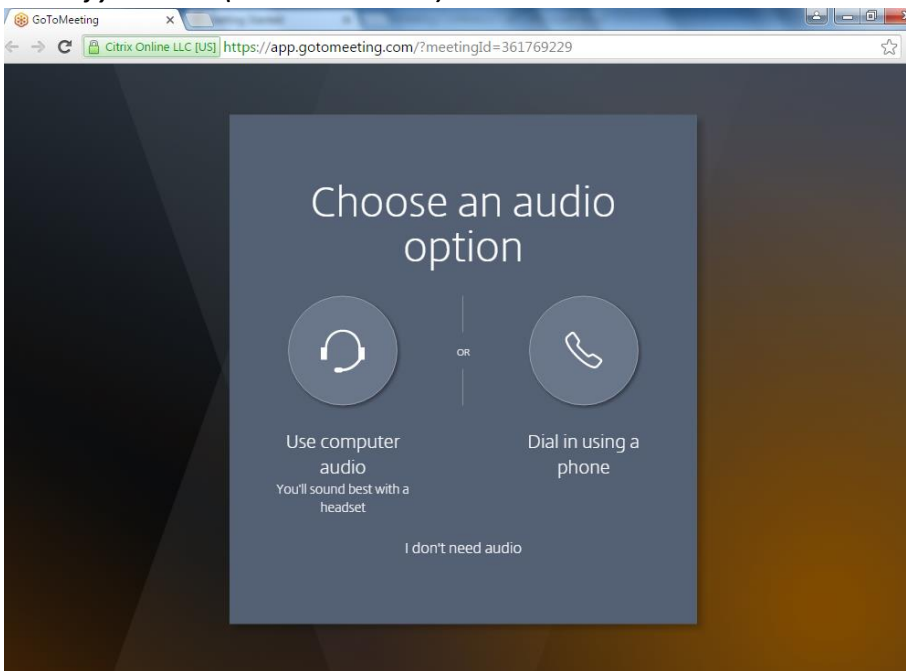
Click on the highlighted link to proceed to the meeting.



Step 3

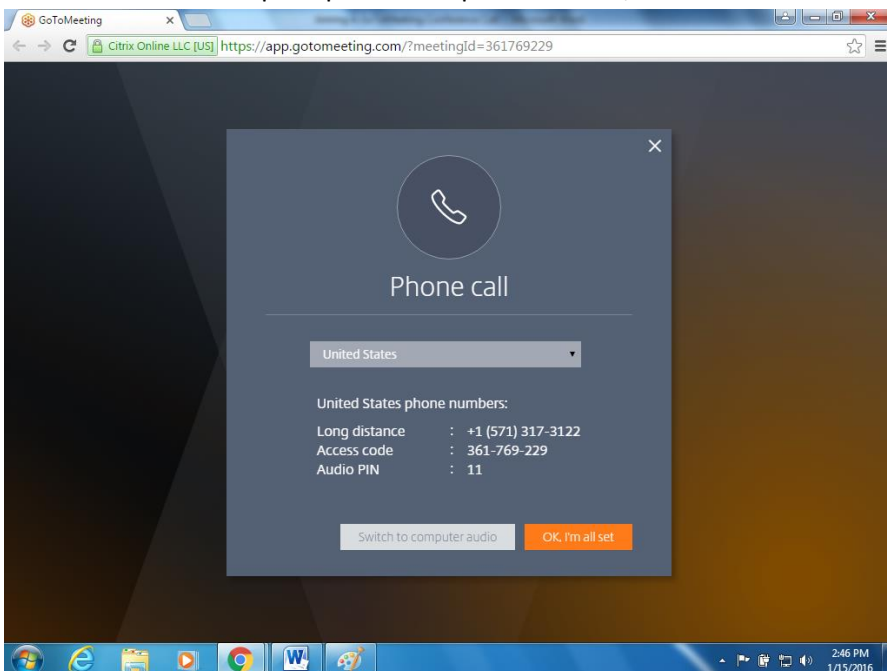
After clicking the email link, you will receive the option to participate on the call via your computer or telephone. Please choose your audio preference. **For audio clarity, the Academy recommends the phone option on the right.** However, if you choose “Use Computer Audio,” proceed directly to Step 5. For audio clarity, a headset with microphone is recommended.

**** Please note, if you are logged off at any point during the conference call, you may still use the same conference link in the initial email, however you will likely go directly to Step 5. In order to restore audio via your phone you will need to click on the phone icon in the top right corner of your screen. (see Screen Feature 1)**



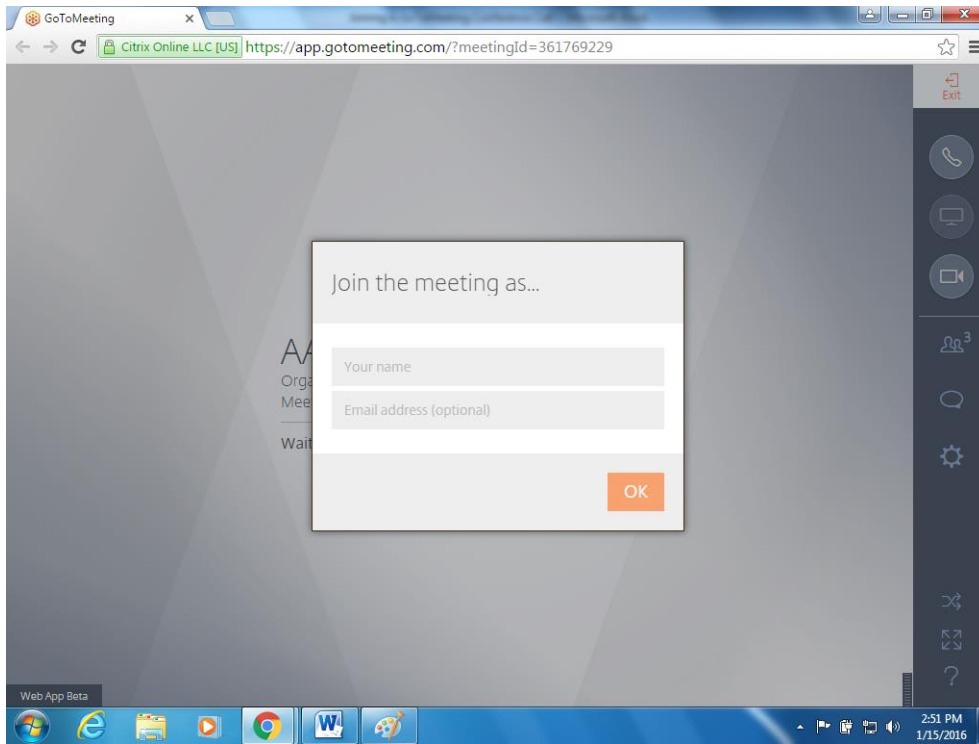
Step 4

If you select the phone option, the phone number and access codes will be provided. Dial the phone number and input the “Access Code” as prompted. Then press the “OK, I’m all set button” in the right corner of the box.



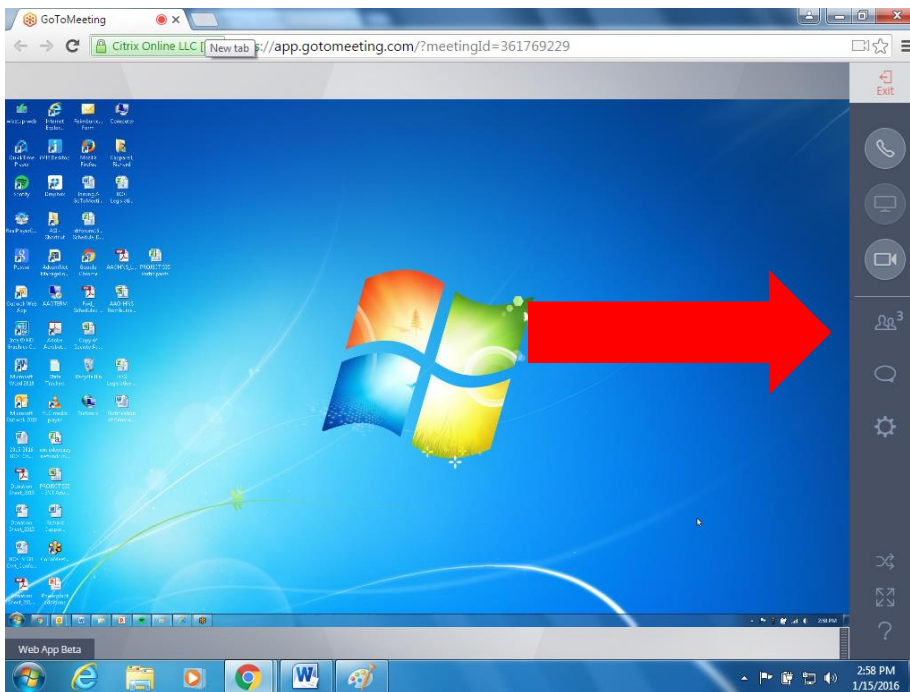
Step 5

Your next screen will be a prompt to enter your name. Please note the name you enter will be visible to all call participants. Once you input your name, press the "OK" button.



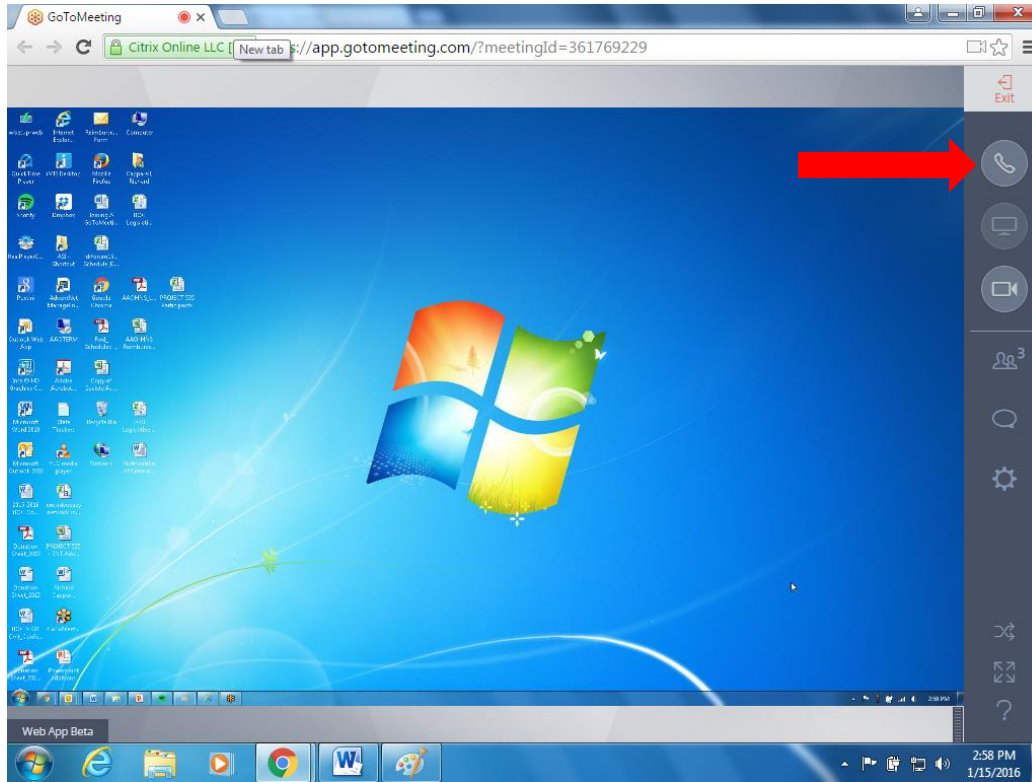
Step 6

When a gray display bar appears on the right-hand side of your screen, you are officially a participant on the call!

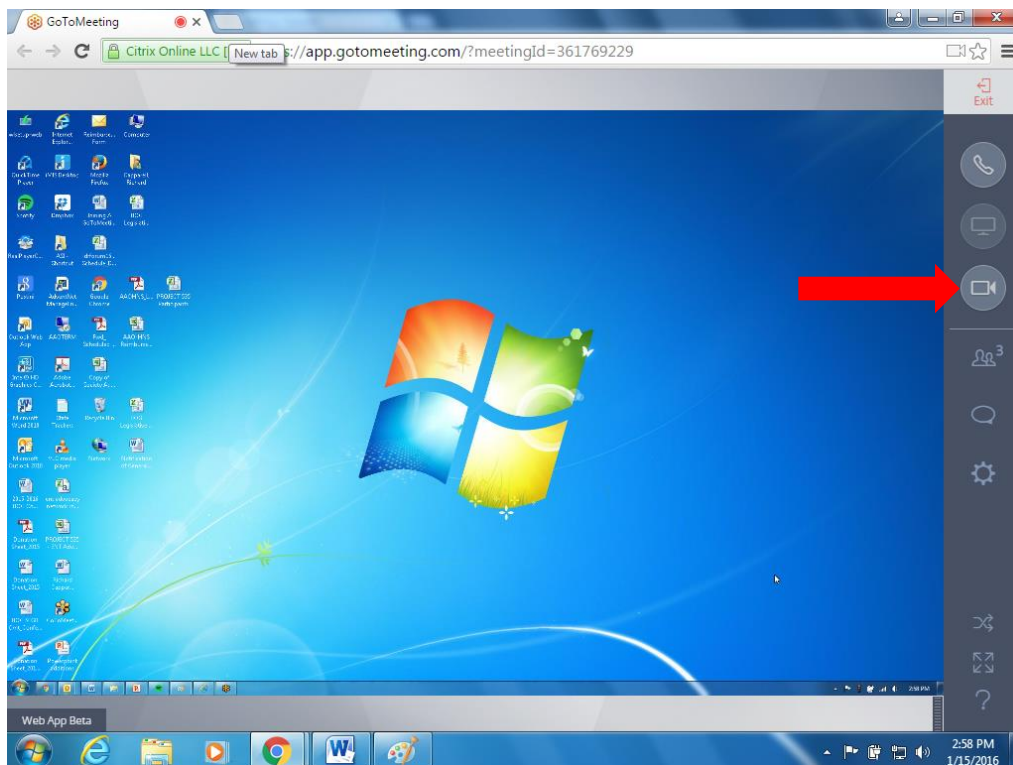


On-Screen Features:

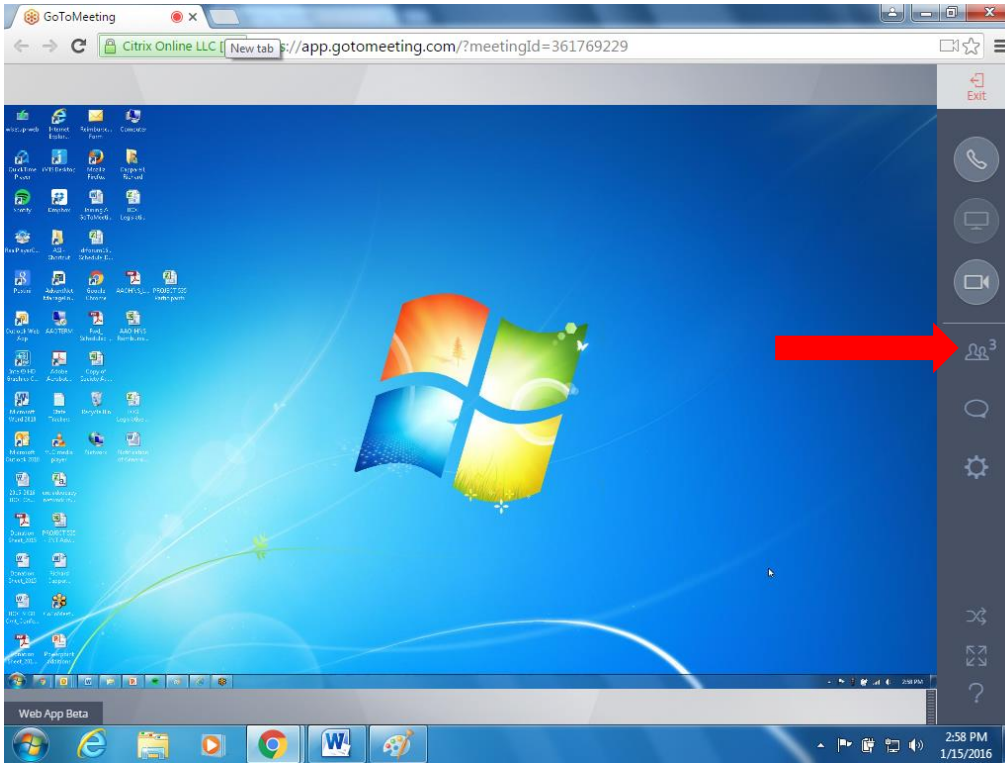
1) Click the phone icon if you need the phone number to dial-in to the call again.



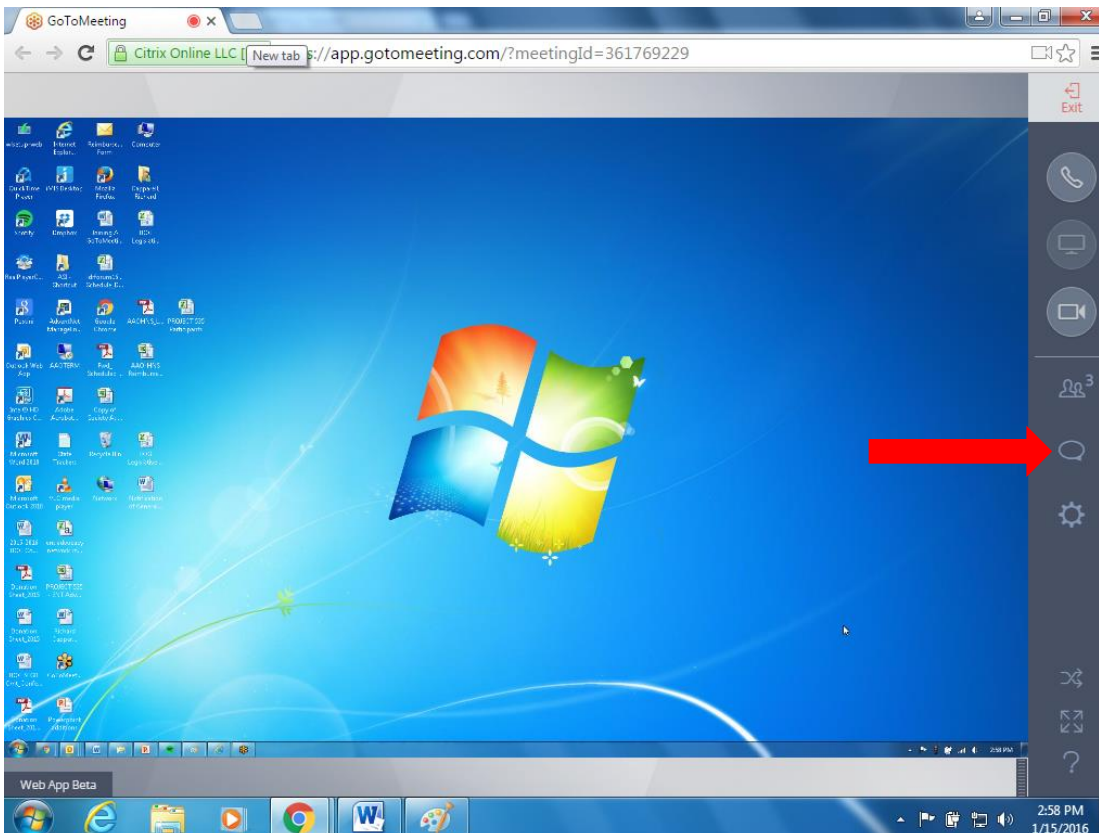
2) Click the video camera icon if you would like to share your webcam live feed.



3) Click the icon with head silhouettes and displays the number of call participants. Please note, if you click your name, you can mute your phone.



4) Have a question, but don't want to interrupt the presenter? Share your question via the chat feature, which can be activated by clicking the word bubble on the right.



5) When you are ready to stop participating on the call, hang up your phone and hit the “Exit” button on the top right-hand corner of your screen.

