GoToWebinar Attendee Quick Start Guide

Monday, August 24, 2020 – Shelby County Commission Meeting – 3:00 p.m.

Joining GoToWebinar involves 4 steps

1. Register first
2. Join the webinar
3. Set up audio
4. Watch the webinar

1. Register first

Register for meeting by clicking the below link:

https://attendee.gotowebinar.com/register/6586554446521392911

Enter your contact information and fill out any other required fields, then click Register.

Shelby County Commission Meeting August 24, 2020

Mon. Aug 24 2020 3:00 PM CDT
Meeting ID: 267-576-099

Show in My Time Zone

Commission Monday Planning Webinar Demonstration

'Required field

First Name' John

Last Name' Doe

Email Address' anytimeanyplaceanytimehost.com

By clicking this button, you submit your information to the webinar Organizer, who will use it to communicate with you regarding this event and their other services.

You're Registered!
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Shelby County Commission Meeting Meeting August 24, 2020

Mon. Aug 24. 2020 3:00 PM CDT

Meeting ID: 267-576-099

Add to Calendar

At the time above, join the webinar.

Before joining, be sure to check system requirements to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you. Questions or Comments? Contact: webinar.support@shelbycountytn.gov

To Cancel this Registration

You may cancel your registration at any time.

2. Join the webinar

Once you've registered, you will receive a Confirmation email that includes specific join information. When the webinar is about to begin, you can use that information to get into session.

When it's time, you can join in either of the following ways:

- Join link: Click the Join link in your Confirmation email to be instantly launched into session.
- Webinar ID: If you don't have your Join link, go here and enter the 9-digit Webinar ID.

You will then be automatically launched into session!

Enter 9-digit Webinar ID and an email address and choose Join webinar.

https://www.gotomeeting.com/webinar/join-webinar
3. Set up audio

Once you've been launched into session, you will be prompted to set up your audio.

- **To use your computer's mic and speakers:**
  1. Click **Computer audio**.
  2. Use the drop-down menus to select the desired audio devices.
  3. Click **Continue**.

- **To use your telephone to dial in:**
  1. Click **Phone call**.
  2. Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.
  3. Click **Continue**.

**Note:** If you are the organizer of the webinar and are trying to start the broadcast, please click **sign in now** at the bottom of the window to log in to your GoToWebinar account and get started.
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4. Watch the webinar

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:

- If you see the message "The meeting will begin when the organizer arrives," then the organizer has not yet started the broadcast. Once they do you'll be able to hear the audio.
- If you see a new window open with the message "Waiting to view <organizer>'s screen", then the webinar has officially begun but the organizer is not presenting any visual content. You should be able to hear the audio at this point.

That's it - now you can sit back and enjoy the webinar!