

Join the webinar

Computer users: Use any web browser, go to: <https://www.gotomeet.me/librarysystem>

- If you don't already have the software, it will download automatically to your computer. You might be prompted to save the software and then to open it. You will then be placed into the meeting. Tip: If the file doesn't automatically open, find it on your computer and open it.
- Click on: *Join my meeting*
- Enter your name and email address as you would like them to appear in the meeting organizer's attendee list.

App users: Download the free GoToMeeting app on your device, use this *meeting ID*: librarysystem

Talk and listen

A message might prompt you to select how you would like listen. If not, check your Control Panel to see the audio options available.

If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. Enter the audio PIN if provided.

You can also use your computer's mic and speakers.

Know who is speaking

The bottom of your meeting window and the Control Panel both indicate who is speaking.

When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your audio PIN.

Interact

You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the audio PIN to mute your line via the GoToMeeting controls.

If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees.

The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab.

Leave the meeting

When you're ready to leave a meeting, click the icon at the top of the meeting window. (You'll be prompted to confirm that you want to leave.)