

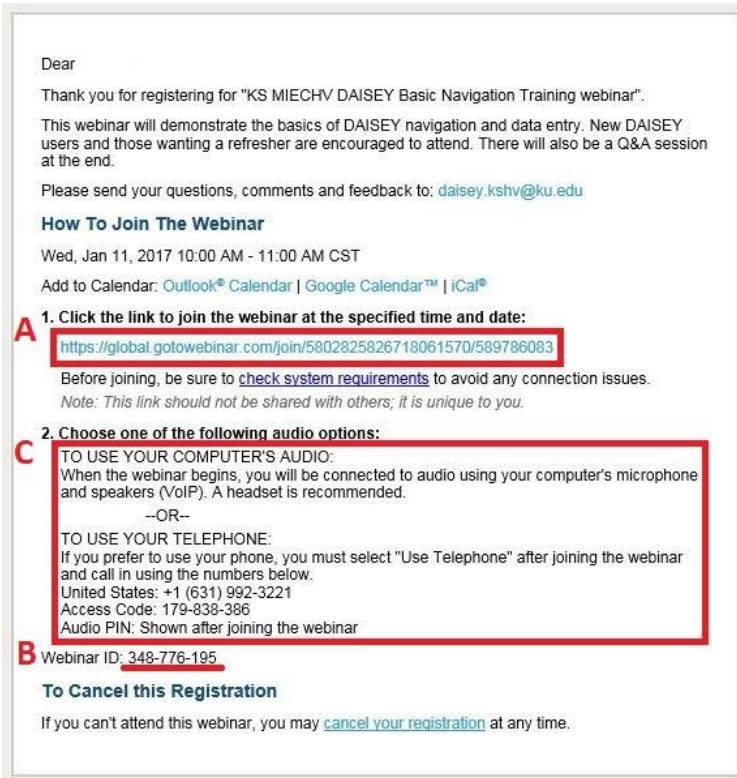
GoToWebinar Login Instructions

Once you sign up to attend a GoToWebinar training from the DAISEY Solutions Calendar, you will receive an email with instructions for logging into the webinar. In the email invite, you can see the training type, date and time, and instructions on how to join the webinar. The instructions below are intended to help webinar attendees when logging into GoToWebinar.

Logging into GoToWebinar:

1. Click the GoToWebinar URL (shown below in Figure 1 as (A)).
2. The Join URL link will open in any web browser and will automatically join the webinar.

Figure 1: Example registration email



Note: Figure 1 is an example email. Specific login and contact details will vary depending on the initiative and training.

Join from the Webinar ID:

If you do not have the Join URL link or are having trouble being automatically launched into the webinar, you can join manually by entering the Webinar ID into the GoToWebinar application by following the instructions listed below. The Webinar ID is included in the webinar invitation (shown above in Figure 1 as (B)).

- If you are on a computer, open a web browser (Chrome is preferred by Citrix), go to www.JoinGoToWebinar.com, and enter the Webinar ID.
- If you are on a mobile device, first download the iOS, Android, or Windows Phone app. Then open the app and enter the Webinar ID.
- If you are on a computer and have the desktop app installed, you can also join directly by right clicking the GoToWebinar icon in the system tray (Windows) or toolbar (Mac), selecting Join, and entering the Webinar ID.

Note: Before joining, if you are unsure about your device or computer compatibility with GoToWebinar, check the system requirements page (see under (A) in Figure 1 above).

Mic & Speakers vs Telephone Listening:

When you log into GoToWebinar you will see a pop-up that will allow you to “Choose mic & speakers” (shown below in Figure 2). This is a great time to check the speakers of your listening device or machine (shown below in Figure 2 as (E)).

Some devices such as tablets may not have an audio setting that is compatible with GoToWebinar. In some cases, you can choose to use a telephone if the meeting organizer enables the telephone feature. Webinars that have the telephone option will have the telephone listening information included the webinar invitation (shown above in Figure 1 as (C)).

If the telephone option is **enabled**, users can choose between computer and phone call audio by clicking on “Choose an audio option” (shown below in Figure 2 as (D)) and making your selection (shown below in Figure 3). If the phone option for the webinar is **not enabled**, users will not see the telephone audio option in the webinar invitation (shown above in Figure 1 as (C)) or see the “Choose an audio option” (shown below in Figure 2 as (D)).

Figure 2: Choose mic & speakers

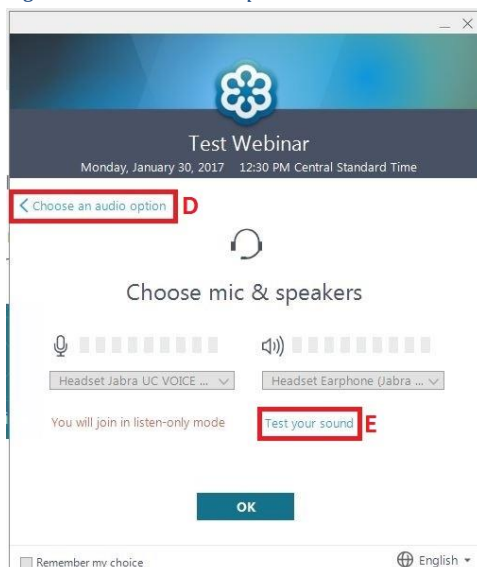
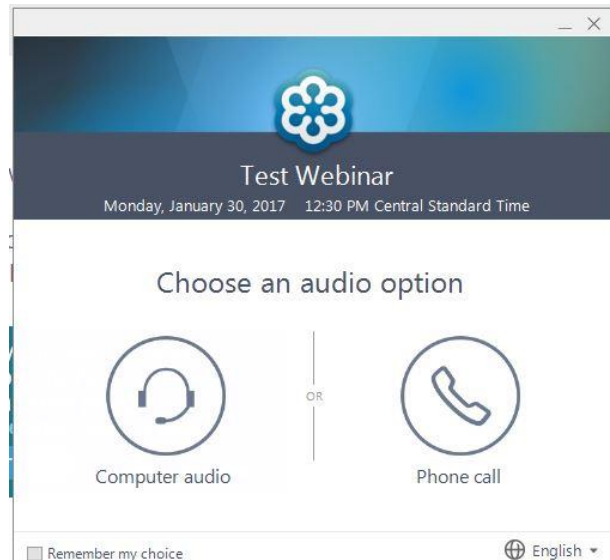


Figure 3: Choose an audio option



To learn about the GoToWebinar Control Panel, please visit [Using the Control Panel](#) from Citrix Support.