

What's inside...

These slides are provided for GoToWebinar users. Please feel free to adapt these slides for your personal use and add them to your own PowerPoint files. Using these slides to perform GoToWebinar housekeeping and provide instructions for your Attendees will help to ensure that your GoToWebinar sessions run smoothly.

GoToWebinar Housekeeping: What Your Attendees See

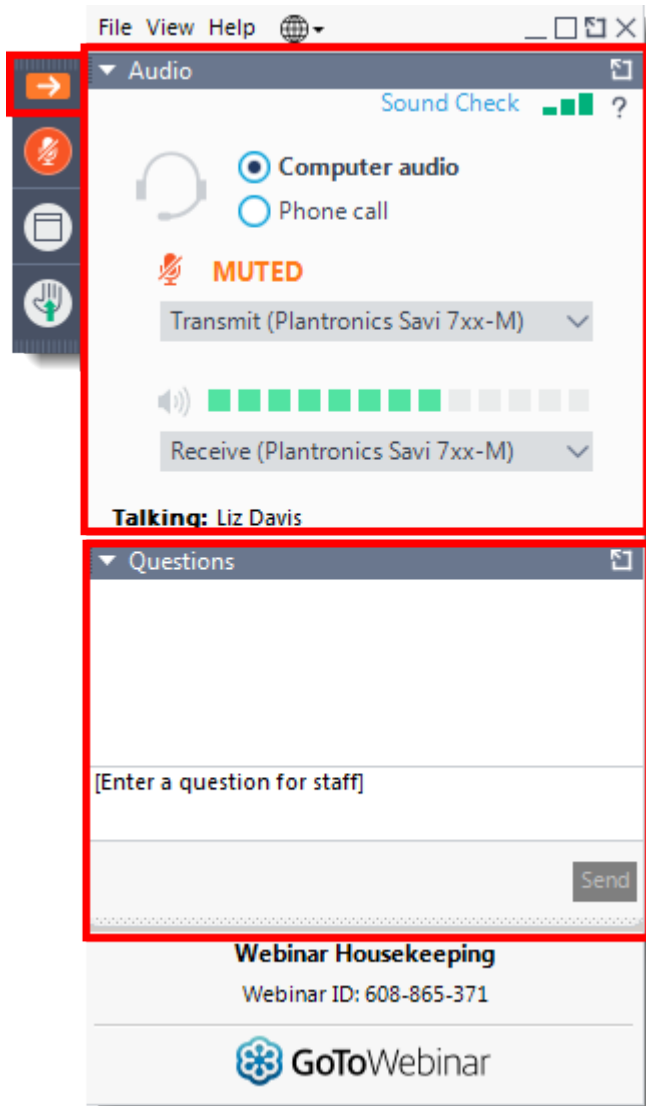
The screenshot displays a GoToWebinar interface. The main window, titled "Waiting to view Liz Davis's screen", shows the webinar content. The content includes the title "Webinar Housekeeping", the organizer and presenter information "Organizer: Liz Davis | Presenter: Liz Davis", and audio instructions: "Audio: Use your microphone and speakers (VoIP) or call in using your telephone." It also lists contact information: "United States: +1 (951) 384-3421", "Access Code: 400-696-084", "Audio PIN: 19", and a link to "List Additional Conference Call Numbers".

On the right side, there is a control panel with the following sections:

- Audio:** Includes "Sound Check" with a status indicator, radio buttons for "Computer audio" (selected) and "Phone call", a "MUTED" indicator, and dropdown menus for "Transmit (Plantronics Savi 7xx-M)" and "Receive (Plantronics Savi 7xx-M)".
- Talking:** Shows "Talking: Liz Davis".
- Questions:** A section for asking questions, containing a text input field with the placeholder "[Enter a question for staff]" and a "Send" button.
- Webinar Housekeeping:** Displays "Webinar ID: 608-865-371" and the GoToWebinar logo.

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Google Chrome, and the GoToWebinar application.

GoToWebinar Housekeeping: Attendee Participation



Your Participation

Open and close your control panel

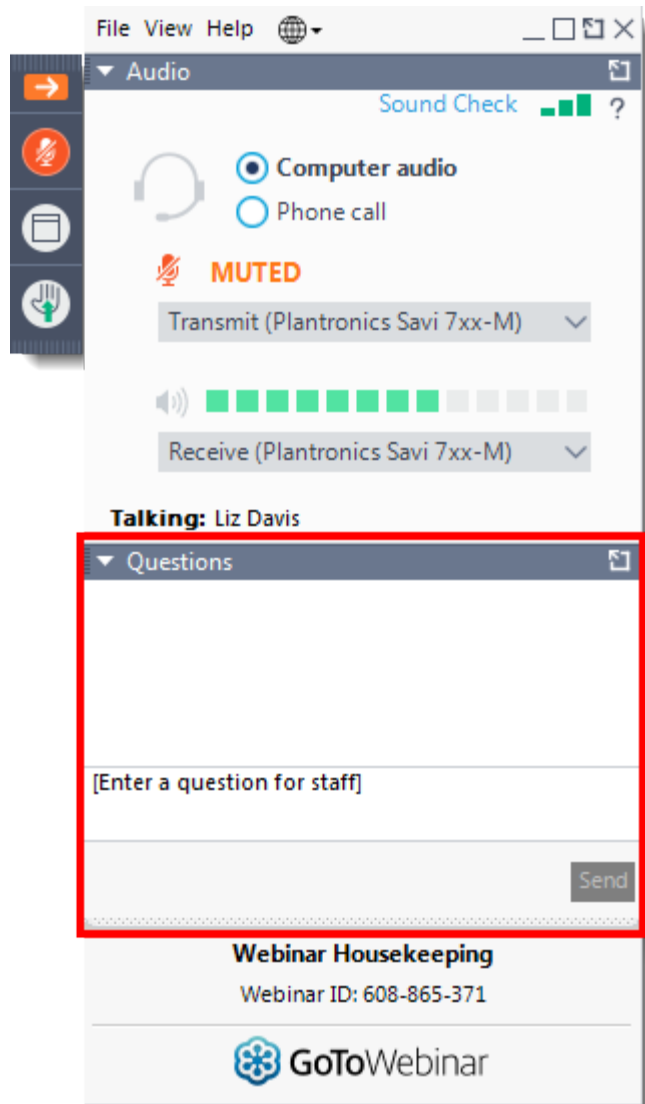
Join audio:

- Choose **Mic & Speakers** to use VoIP
- Choose **Telephone** and dial using the information provided

Submit questions and comments via the Questions panel

Note: Today's presentation is being recorded and will be provided within 48 hours.

GoToWebinar Housekeeping: Time for Questions

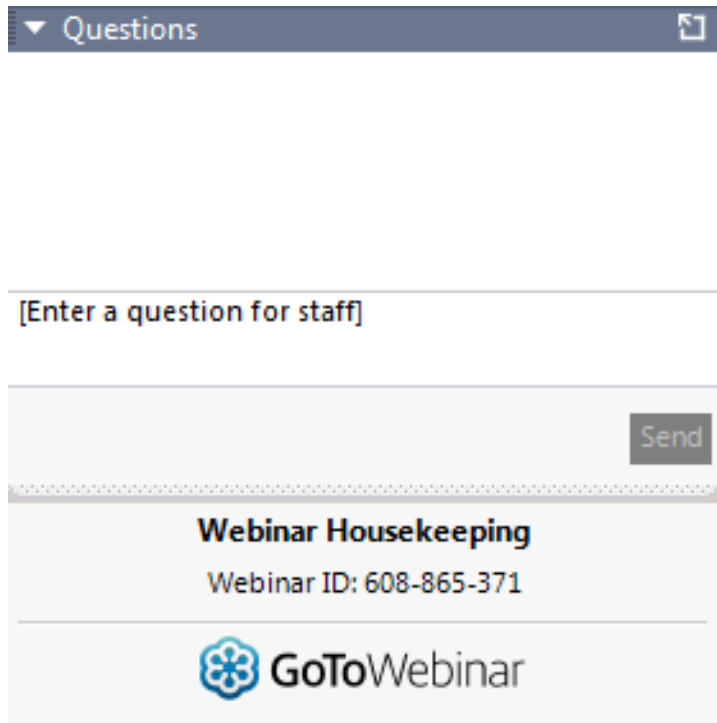


Your Participation

- Please continue to submit your text questions and comments using the Questions panel

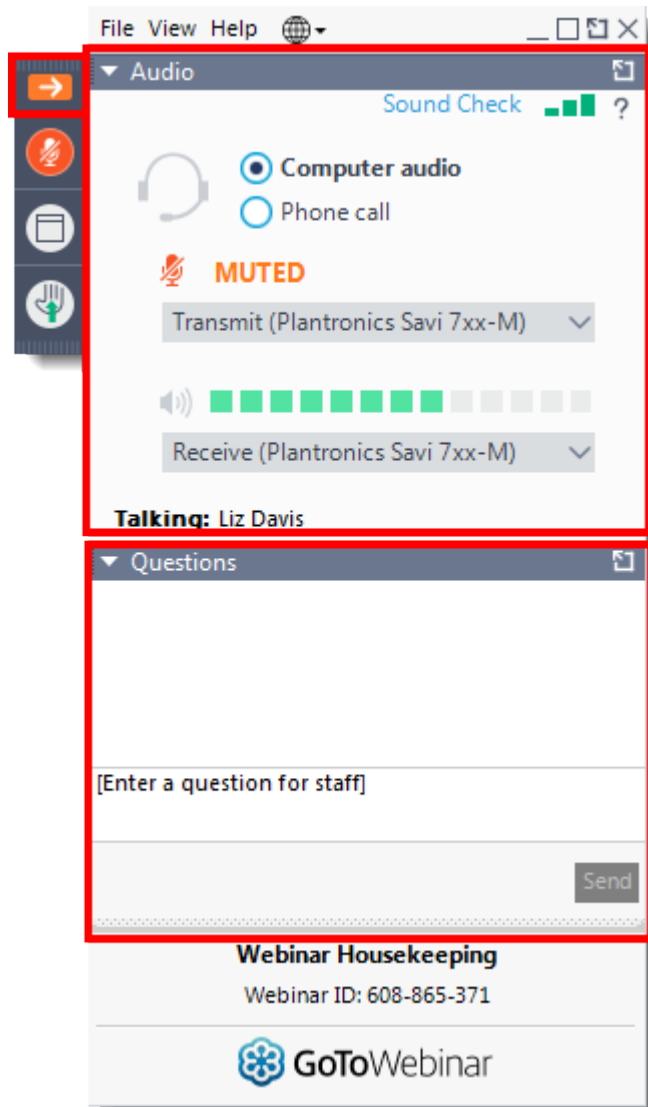
For more information, please [\[insert contact information\]](#)

Note: Today's presentation is being recorded and will be provided within 48 hours.



The following slides are redesigned for webinars utilizing hand raising.

GoToWebinar Housekeeping: Attendee Participation



Your Participation

Open and close your control panel

Join audio:

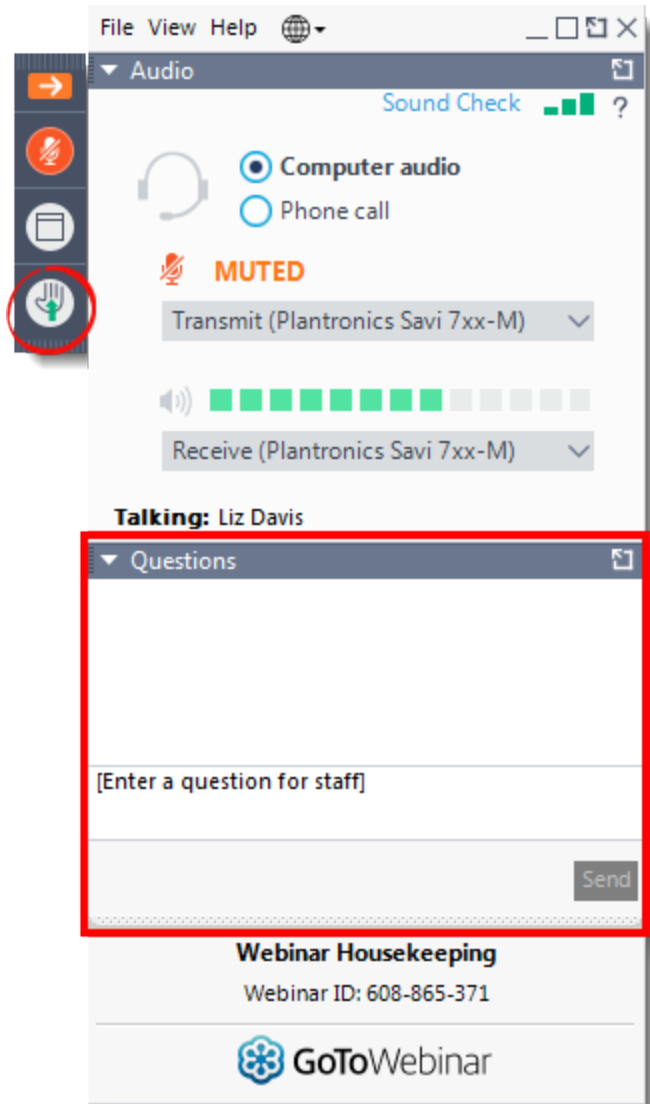
- Choose **Mic & Speakers** to use VoIP
- Choose **Telephone** and dial using the information provided

Submit questions and comments via the Questions panel

Note: Today's presentation is being recorded and will be provided within 48 hours.

GoToWebinar Housekeeping: Time for Questions

(Use hands for unmuting!)



Your Participation

- Please continue to submit your text questions and comments using the Questions panel
- Please raise your hand to be unmuted for verbal questions.

For more information, please [\[insert contact information\]](#)

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