

# Tips For Successful Webinars

*GoToMeeting Instructions and Best Practices for Hosts and Participants*

Proudly **wellforce** 



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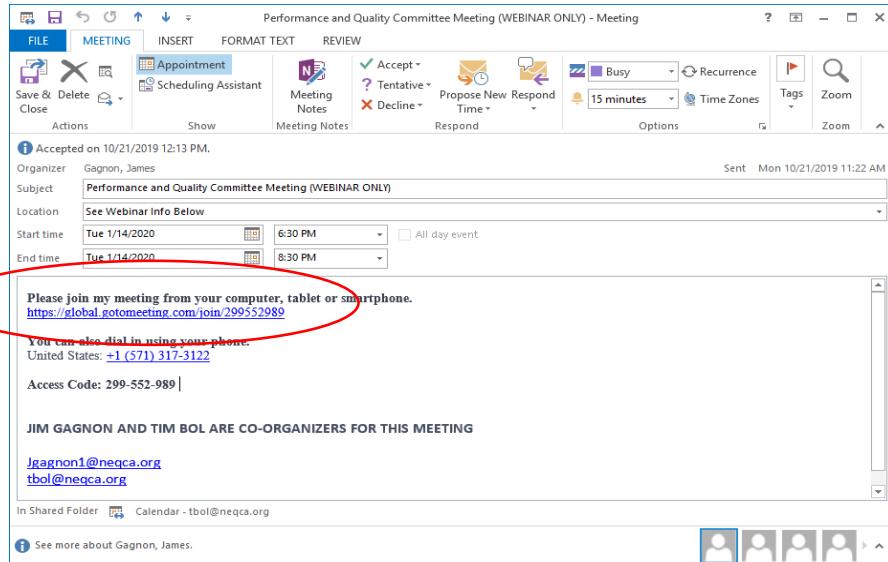
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# GoToMeeting: Login Instructions

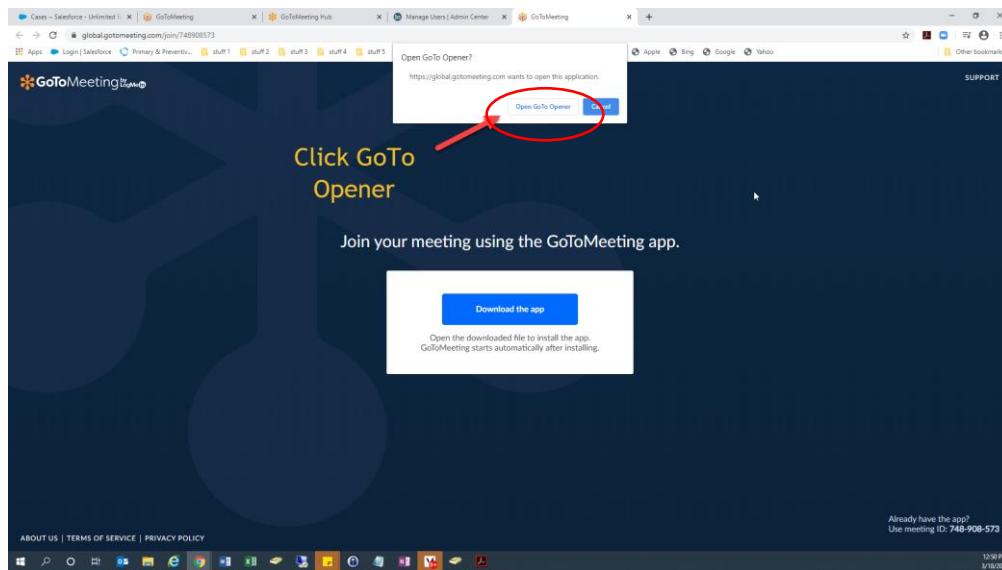
Watch [this video](#) for a quick step by step tutorial for GoToMeeting. Or, follow the instructions below.

## Joining the Meeting

Launch the webinar by clicking the link in your meeting invite from your Outlook Calendar (see image below).



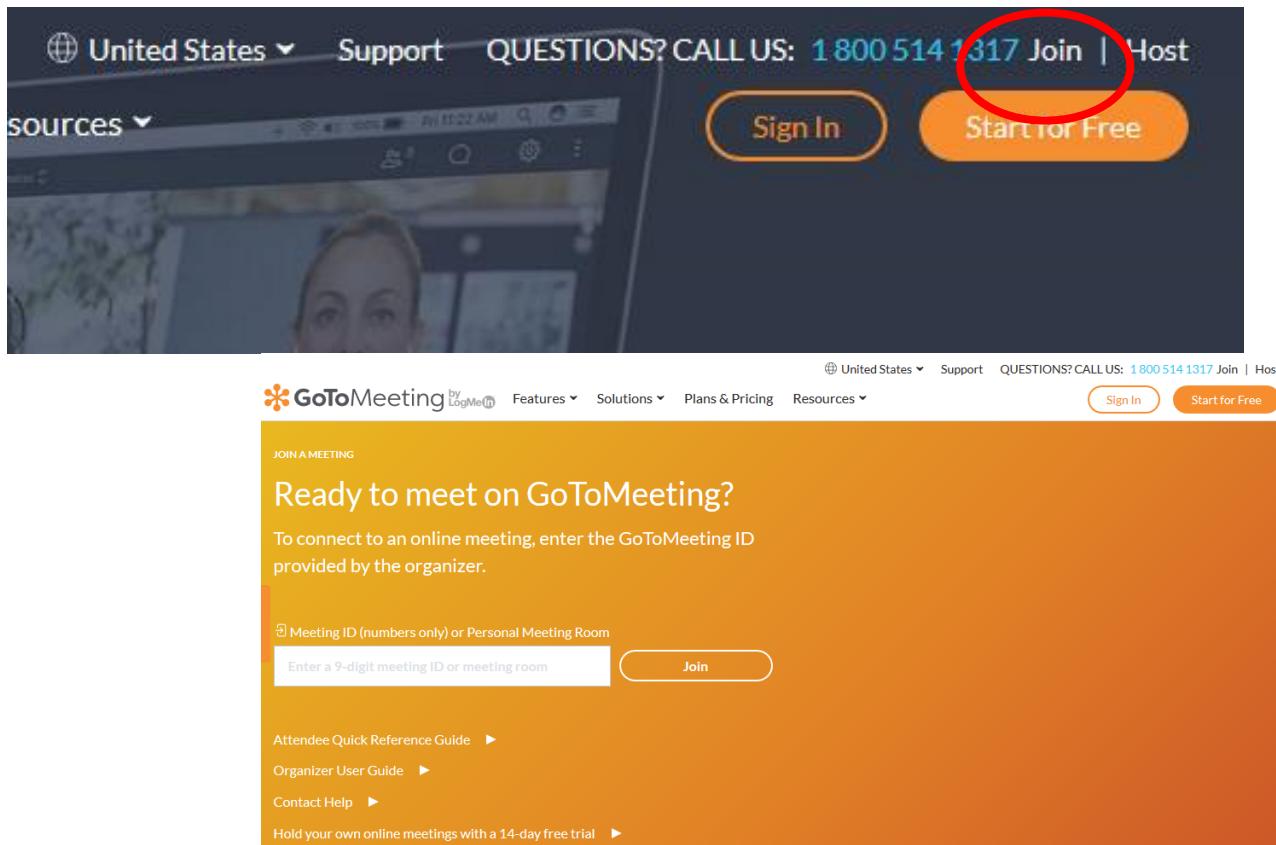
Next, click “GoTo Opener” (see Image below). If you have the GoTo Meeting software already installed on your laptop, you may be signed in automatically. If you do not have a GoTo Meeting account, you can still join using the **Access Code/Meeting ID** provided. This is the series of numbers at the end of the hyperlink (#**299552989** in this case).



# GoToMeeting: Login Instructions

You may also login directly from the GoToMeeting homepage (no account required) by:

- Going to [www.gotomeeting.com](http://www.gotomeeting.com)
- Clicking “Join” in the top right and entering your provided “Access Code” or “Meeting ID” on the next screen.

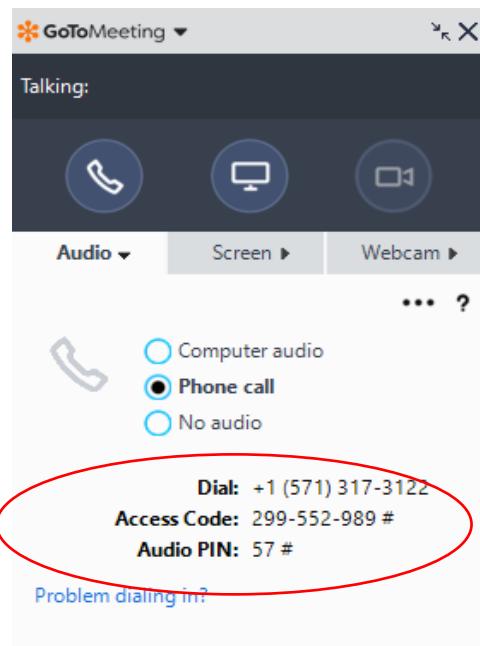
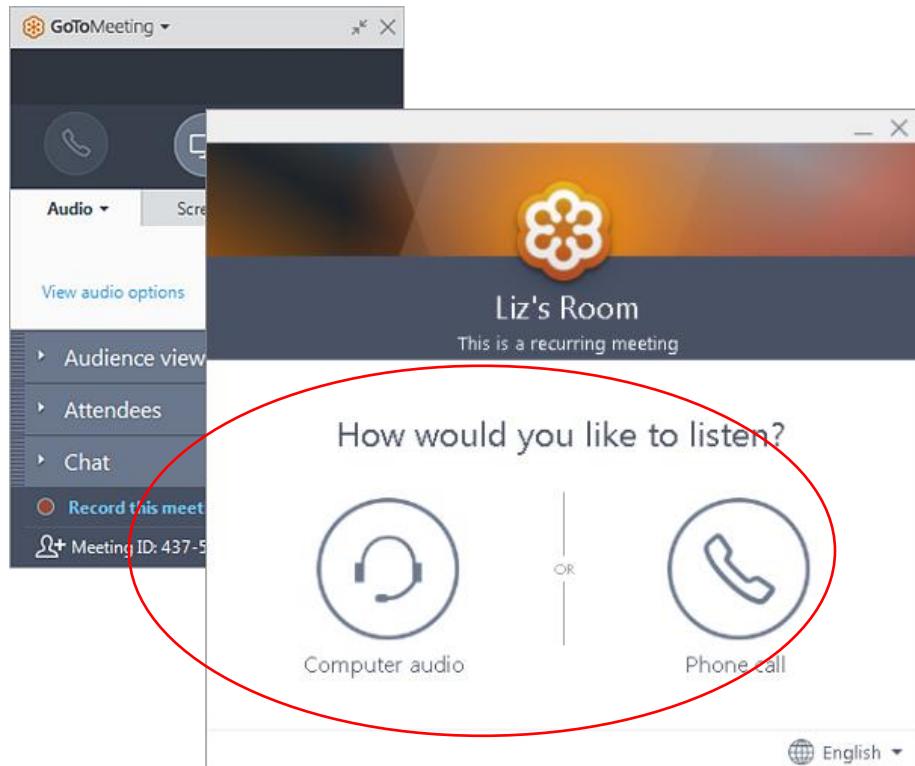


## Setting up your audio for a Webinar

When you first join the webinar, you'll be prompted to choose which method you'd like to use to listen to the meeting audio.

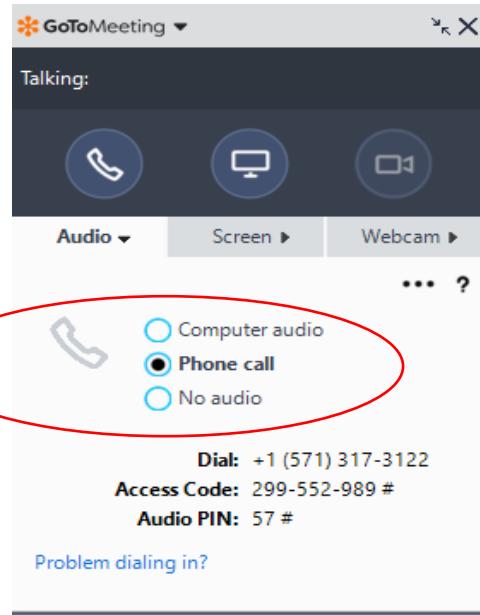
- Select **Computer audio** to use your computer's microphone and speakers.
- Select **Phone call** to use your telephone to dial-in to the audio conference [using the provided phone number, access code, and Audio PIN.](#)
  - [If selecting Phone call for your audio source, use the information noted on the Audio tab in the webinar as it has the Audio PIN \(the outlook invite does not have this information\).](#)
  - [Using the Audio Pin is important as it identifies you as being on the webinar and links your audio to your webinar log in.](#)

# GoToMeeting: Login Instructions



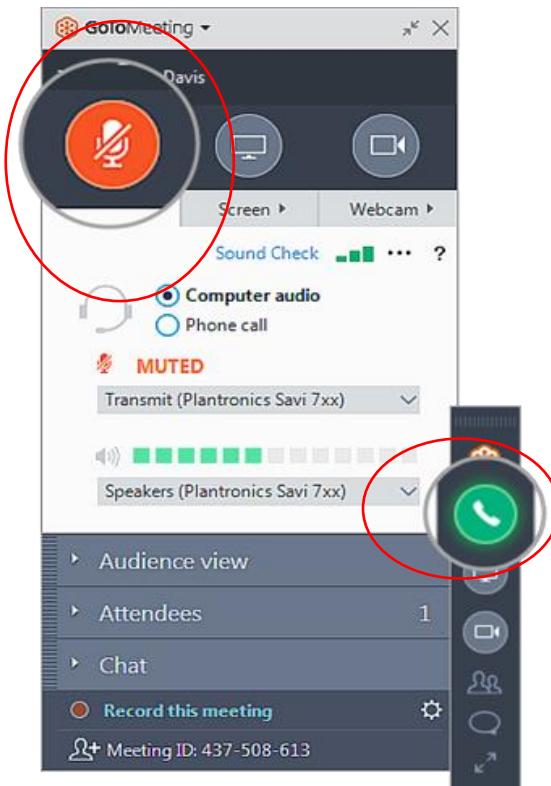
Once active in the session, you will see audio controls on the Audio tab. **You can switch audio modes at any time.**

# GoToMeeting: Login Instructions



## Muting & Unmuting

Use the **Audio button** at the top of your Control Panel or Grab Tab to mute and unmute yourself. It will glow green when you are unmuted. **Always mute yourself during presentations, unless you are the speaker.**

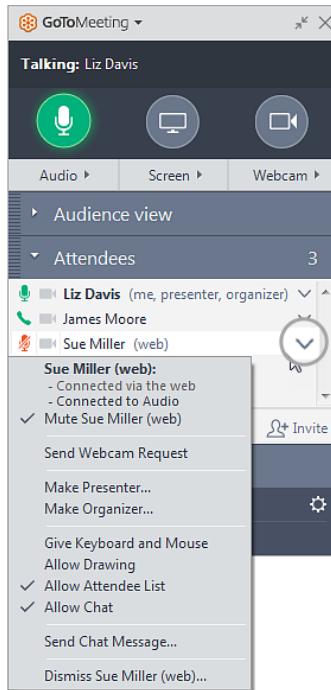


If you require further assistance logging in, please outreach the Meeting Coordinator or visit [gotomeeting.com](http://gotomeeting.com).

# GoToMeeting: Instructions for Hosts

## Manage attendees

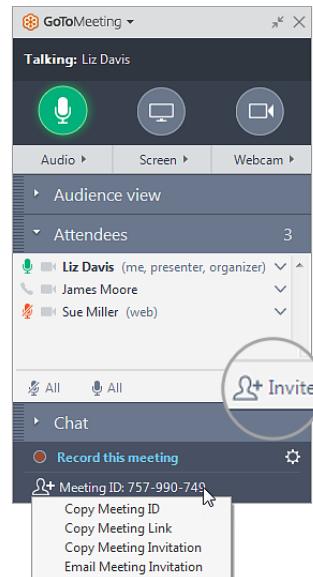
The Attendees pane lets you see all the participants in your meeting and gives you access to GoToMeeting controls. Click the arrow icon next to any participant's name to see all options, including the following: *Mute their audio, Promote them to co-organizer, allow them to use drawing tools or keyboard/mouse control*



## Invite others

In the Attendees pane, click Invite at the bottom right. This will open the *Invite People* window, where you can copy the URL or generate an email invitation.

Click the Meeting ID text at the very bottom of the Control Panel. This will open a drop-down menu with multiple options for sending info to your attendees.

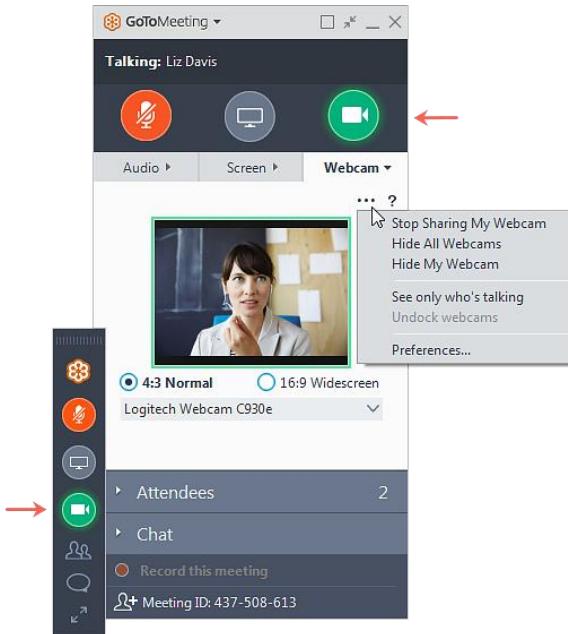


## GoToMeeting: Instructions for Hosts (cont.)

### Share your Webcam

Smile! You can start, pause and stop sharing your webcam all using the Webcam icon in your Control Panel or Grab Tab.

Want to preview your webcam feed first? We know that you want to look your best! Just open the Webcam pane in your Control Panel (shown on the right). You will instantly see a preview of your webcam feed on the Webcam tab.



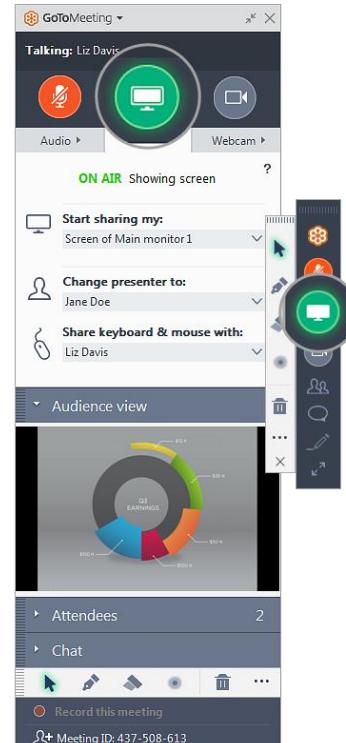
### Share your screen

You can share your screen or even a specific application with the other attendees in the meeting. Use the **Screen** button in your Control Panel or Grab Tab to quickly start and stop sharing the screen of your main monitor.

» Open the Screen tab to see additional options: Use the Start sharing my drop-down menu to share a different monitor or even a specific application (such as Powerpoint).

Use the **Change Presenter** to menu to transfer the presenter controls to another person.

Use the Share keyboard & mouse with menu to allow other attendees to control the mouse and keyboard on the screen you are sharing.



## GoToMeeting: Instructions for Hosts (cont.)

### Chat with others

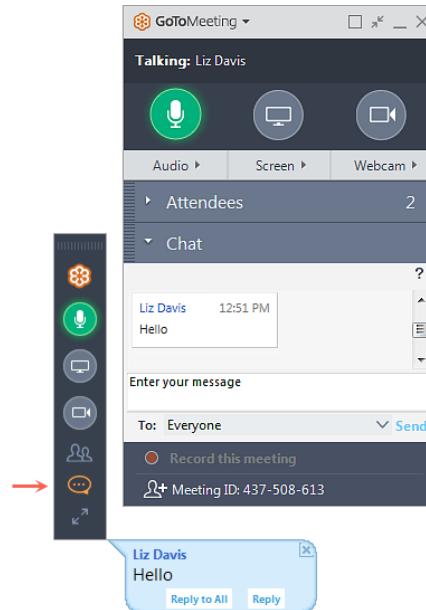
The Control Panel includes a Chat pane where you can exchange messages with other attendees. You'll see message notifications appear if your Control Panel is minimized to the Grab Tab.

Use the "To" drop-down menu to select your recipients.

**Select Everyone** to send a public message to all participants.

**Select Organizer(s)** only to send a message only to organizers and co-organizers.

**Select a specific individual** to send a private message to just that person.

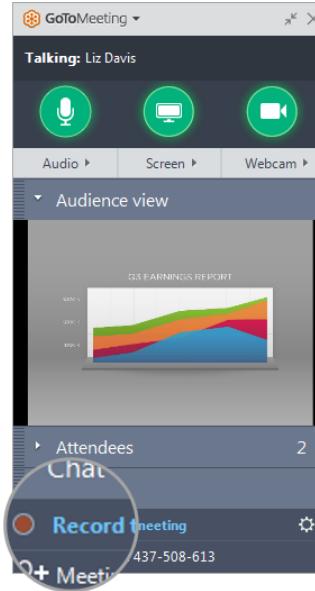


### Record your meeting

GoToMeeting allows you to record your meetings (including shared screens and audio) and convert them to a shareable format. This allows you to easily share past meetings with others.

Click Record this meeting at the bottom of the Control Panel to get started.

Once your meeting is over, the Recording Manager will automatically prompt you to convert the recording.



Need some more help getting the most out of GoToMeeting? See these additional resources to learn more: [Join FAQs](#) [Audio FAQs](#) [Webcam & Screen Sharing FAQs](#)

## Guidelines for Webinar Participants

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- **Mute your phone** once you've entered the meeting.
- **Introduce yourself** by first and last name before asking a question.
- **Speak loud and clear** for all participants to hear.
- **Don't eat during the call**, try to do it either before or after the call begins/ends.
- **Try not to answer emails** or do other work on your laptop.
- **Don't interrupt** the presenter or any participants asking questions
  - Instead, type questions and comments into the Webinar Chat function so the moderator can respond.
- **Try to keep clutter out** of your remote work space to maintain focus.
- **Do your best to** secure pets and children in a different location.
- **If you are using the webcam:**
  - Though your image may be small, make it professional; attire and hair should remain professional
  - Be aware of your background and ensure it is clean and simple. There shouldn't be distractions for other participants to see.
  - Avoid looking down while speaking. Though you might not be able to see all the participants, they can see you! Remember to keep your eyes on the camera/audience.

# 10 Tips for Hosting a Successful Webinar

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- 1. Create detailed agendas:** Written agendas circulated in advance, with notations on who is leading which section of the call, keep everyone clear on roles and responsibilities. It makes it easier for your virtual participants to follow along and transitioning from one section of the agenda to the next is seamless.
- 2. Appoint a leader:** Having a clear leader (it's worth it to name the person at the outset of the call) helps keep the call on track, assure participation by everyone on the call and limits confusion.
- 3. Depending on how large the meeting, conduct roll call at the beginning:** Reading off a list of participants and having people say hello at the outset is less chaotic than people shouting out names. Also, remind people to note who they are, every time they speak for good practice. For All Staff or large meetings, roll call is not necessary.
- 4. Check in and solicit comments:** At the end of every section of the agenda, the leader can ask if there are any comments, something that is typically obvious via physical cues in in-person meetings. If time allows, it is best to do this at the end of each section versus at the meetings completion.
- 5. Agree on a process for commenting/asking questions:** Setting this process at the beginning limits the interruptions, while maintaining the benefits of feedback.
- 6. Assign someone to take notes and report out on tasks:** Every call should end with a quick recap from the notekeeper on deliverable and next steps, and the recap (along with relevant notes) should be circulated via email. Most Webinars have the option to record the Webinar as a video with audio. This recording can then be shared post-meeting or saved for future reference. Be sure to let participants know the session will be recorded if you decide to do so.
- 7. Use a chat function:** How many of us have used the mute button to confer with teammates around the conference room table before weighing in on a call? Or can tell by a glance which team member will jump in and answer a question during an in-person meeting. Chat software (our firm uses Microsoft teams, but Slack, Yammer, G-chat and others are all options) can help smooth conversations when no one is in the same place.
- 8. Test the software:** For many, this will be the first time using video-conferencing, sharing screens, or having moderated conference call. Test the technology beforehand to eliminate wasted time dealing with glitches.
- 9. Have a Backup Solution:** Glitches happen. It's always a good idea to set up another conference line or webinar so that you are prepared if the system malfunctions.
- 10. Maintain personal connection:** Informal chatting pre and post meeting help people make personal connections, fostering better teamwork. It requires some intentional focus to foster this via tele- or video conference Ask a light-hearted question or conduct a poll to the participants pre or post agenda to start the ball rolling and make sure all get involved.