Login to GoToWebinar and Click on the name of your Webinar

Click the Start button to get the webinar screen up

Graphical user interface

Description automatically generated with medium confidence

To start the Broadcast - Click Start to begin the webinar (it will record it the broadcast for you)

Graphical user interface, text, application

Description automatically generated

The Microphone button will be Orange and on Mute – Click the button to Unmute yourself (the button will turn Green) Remind your Panelists – to mute themselves when they are not talking

Graphical user interface, text, application

Description automatically generatedGraphical user interface, text, application

Description automatically generated

To show your face while you present – Click the Camera button and Click Share Webcam (so audience can see you) It will turn green if you are sharing

Graphical user interface, text, application

Description automatically generatedGraphical user interface, application

Description automatically generated with medium confidence

To Share Your Screen – Have your presentation up and close all other windows before you start the webinar – Click Show Screen for the audience to see your presentation (similar to teams). The button will turn green while you are sharing your screen

Graphical user interface, text, chat or text message

Description automatically generated

Watch attendee box – Monitor the box and wait a few minutes at the start for people to join

Graphical user interface, text, application, email

Description automatically generated

**During your introduction - Tell Audience to use the Question Box to ask questions which will be answered after the presentation (**Have Terry monitor the questions)

Graphical user interface, application, Teams

Description automatically generated

Once the presentation and questions are over…

To end the broadcast - click File – exit – end webinar – pop up will say for everyone - Click **Yes**

Graphical user interface, application

Description automatically generated

Graphical user interface

Description automatically generated

At the end of the Webinar, when you finish the session – it will ask to convert the recording - click **YES**

You will see the GoToWebinar Screen and the file being processed - the recording will take time to process.