Login to GoToWebinar and Click on the name of your Webinar

Click the Start button to get the webinar screen up



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



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



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



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



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



**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)



Once the presentation and questions are over…

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





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.