

HOW TO REGISTER AND JOIN A WEBINAR

A webinar is a seminar or training session delivered over the web (online) – hence the name Webinar. As long as you have internet and phone connection, you can attend a webinar from anywhere. You watch the presentation on your computer screen and listen via your computers speakers OR you can dial in using the phone number provided. If you are participating using your computer speakers then a headset is recommended. If for any reason, you are not able to communicate by talking, then you can type your questions for the presenter who will then respond to you and all other attendees

STEP 1

You will be directed to a link either by email or a webpage, and you will see information similar to that shown below.

See instructions in RED which show you how to book via the link

REGISTER NOW

Space is limited.

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/729560043>

Click the link you receive to book your place

This webinar will include:

- * The Desktop
- * Applications and Commands
- * Managing Files/File Manager
- * Switching Windows (active and inactive)
- * Application and File Icons
- * File Extensions

Example only - Each webinar will differ so make sure you book the correct one

Title: *Getting to know your Computer*

Date: Monday, June 15, 2009

Time: 7:00 PM - 8:00 PM GMT

Note date and time and check for email confirmation

After registering you will receive a confirmation email containing information about joining the Webinar.

Space is limited.

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/729560043>

Click on the link as shown in the above instructions

STEP 2

Register for the webinar

Once you have completed Step 1, you will be taken to a page similar to the one below.

See instructions shown in RED and register for Webinar

Mon, Jun 15, 2009 7:00 PM - 8:00 PM GMT

[Show time in my
time zone](#)

* First Name: <input type="text"/>	* Last Name: <input type="text"/>
* Email Address: <input type="text"/>	* City: <input type="text"/>
* Country: Choose one... ▼	

* Indicates a required field

Register Now

[View system requirements](#)

Complete details as requested.
This is an example only and other
webinars may request other
information from you in order to
register

Once information
completed, click to
register

STEP 3

Once registered you will receive a Thank You email with the webinar details. (See notes in RED for more info)

Thank you for registering

Registration Complete

You have successfully registered for the following Webinar:

Getting to know your Computer

Monday, June 15, 2009 7:00 PM - 8:00 PM GMT

[Add to your Outlook calendar.](#)

If you have Outlook, click to add this Webinar to your calendar as all the login info and links shown on this page will be saved there.

A confirmation email has been sent to you.

1. At the time above, click this link to join the Webinar:

<https://www2.gotomeeting.com/join/729560043/106242577>

Click this link a few minutes before the webinar is due to start

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United Kingdom: +44 (0) 161 660 8220

Access Code: 538-115-753

Audio PIN: Shown after joining the Webinar

UK number is shown as an International number. When dialling from UK dial number as 0161 660 8220 (number shown is example only and will differ for each webinar). Once connected, dial the Access Code then the Audio Pin

Webinar ID: 729-560-043

System Requirements

PC-based attendees

Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Macintosh®-based attendees

Required: Mac OS® X 10.4 (Tiger®) or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

STEP 4

You will receive a confirmation email and this will have the webinar link to use when the webinar is due to start. (click on the link about 10 minutes prior to start time to allow for any “hiccups”)

See notes in RED for more info about this.

JOIN WEBINAR

Join us on Monday, June 15, 2009 7:00 PM - 8:00 PM GMT

Dear Eileen,

Thank you for registering for:

Getting to know your Computer

Monday, June 15, 2009 7:00 PM - 8:00 PM GMT

1. Click here to join:

<https://www2.gotomeeting.com/join/729560043/106266190>

Link to click when webinar is due

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

United Kingdom: +44 (0) 161 660 8220

Access Code: 538-115-753

Audio PIN: Shown after joining the Webinar

Phone Number and Access Code needed to join Webinar by telephone

Webinar ID: 729-560-043

Please send your questions, comments and feedback to: eileen@www.keepitsimple.com

System Requirements

PC-based attendees

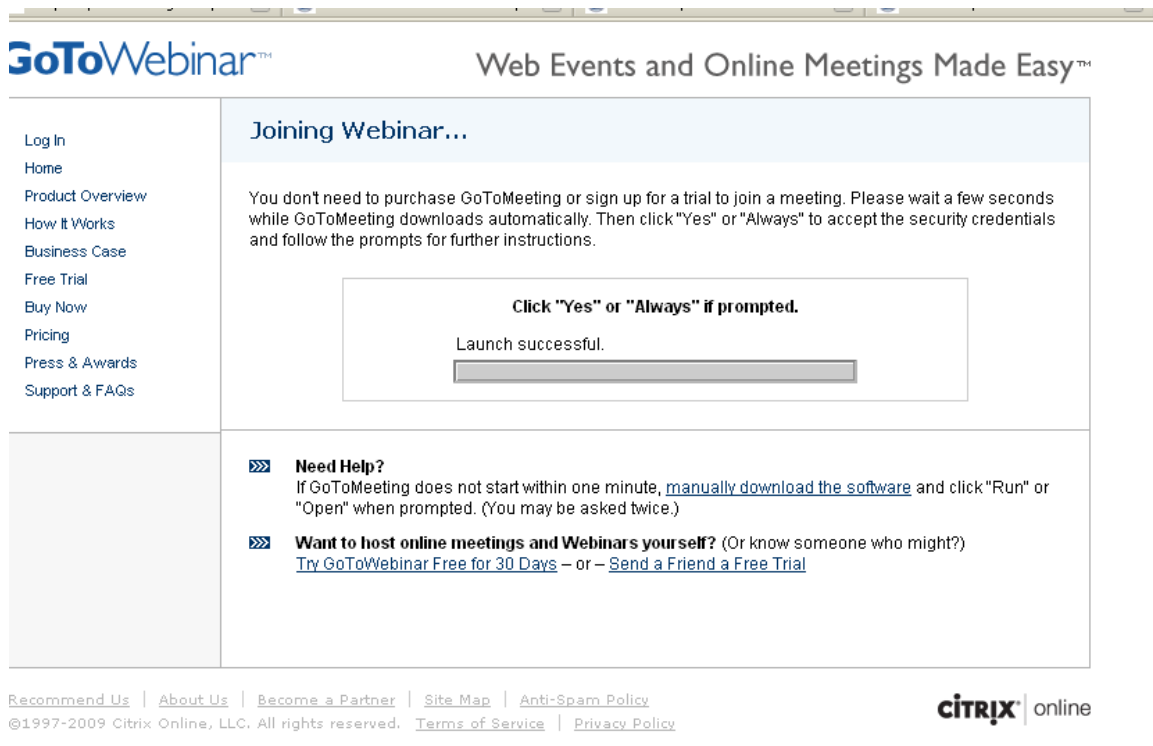
Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

STEP 5

Joining the Webinar

Please see pages 9 and 10 BEFORE you follow the next few steps.

Once you click the webinar link as shown above, you will get taken to a page similar to this



GoToWebinar™ Web Events and Online Meetings Made Easy™

Log In
Home
Product Overview
How It Works
Business Case
Free Trial
Buy Now
Pricing
Press & Awards
Support & FAQs

Joining Webinar...

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Click "Yes" or "Always" if prompted.

Launch successful.

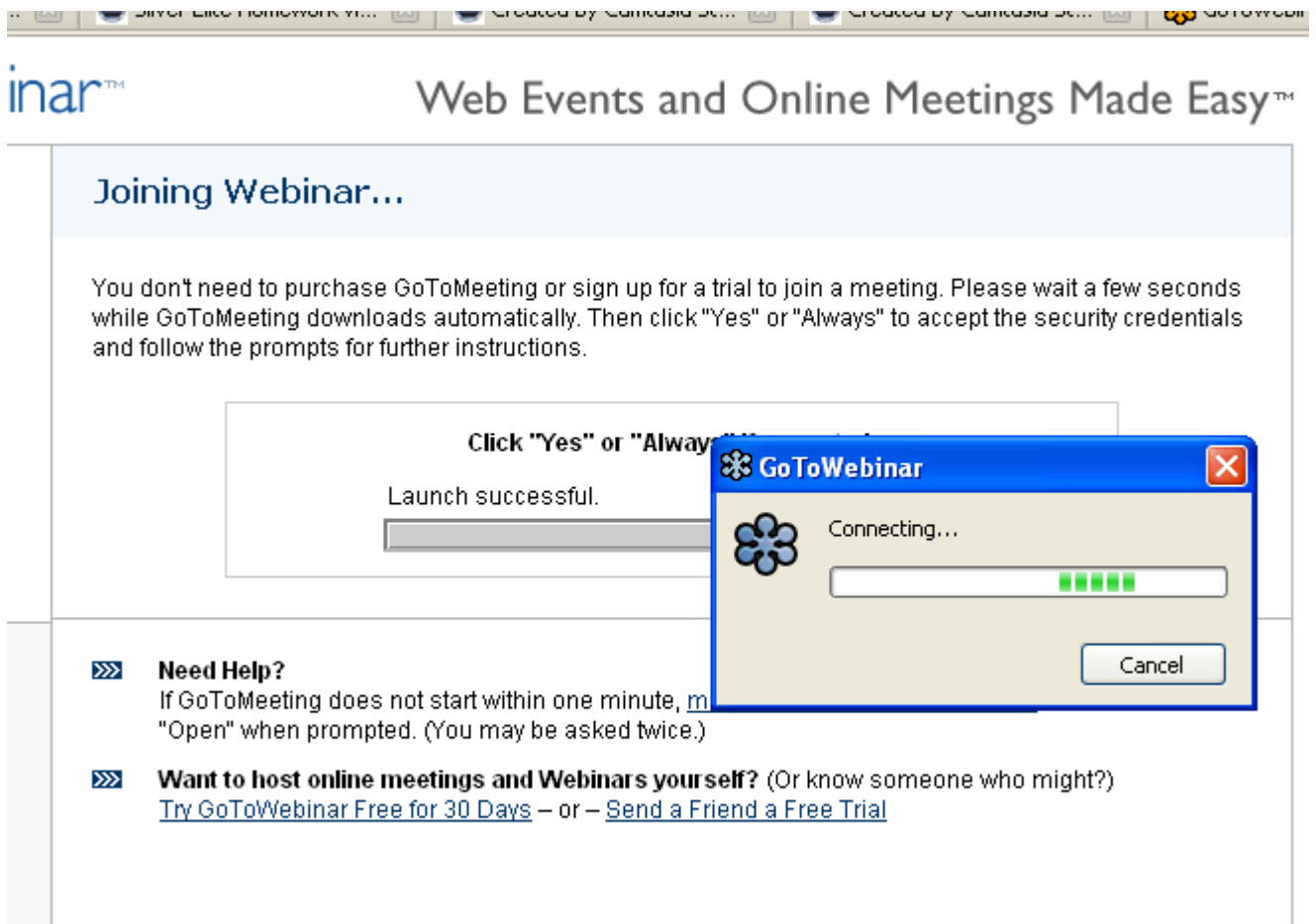
▶▶▶ **Need Help?**
If GoToMeeting does not start within one minute, [manually download the software](#) and click "Run" or "Open" when prompted. (You may be asked twice.)

▶▶▶ **Want to host online meetings and Webinars yourself?** (Or know someone who might?)
[Try GoToWebinar Free for 30 Days](#) – or – [Send a Friend a Free Trial](#)

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.....then the connecting page looks like this.....



The screenshot shows a web browser window with the GoToWebinar interface. The page title is "Web Events and Online Meetings Made Easy™". The main heading is "Joining Webinar...". Below this, there is a paragraph of text: "You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click 'Yes' or 'Always' to accept the security credentials and follow the prompts for further instructions." A dialog box titled "GoToWebinar" is overlaid on the page, showing a progress bar and the text "Connecting...". The dialog box has a blue header and a red 'X' button in the top right corner. Below the progress bar, there is a "Cancel" button.

Joining Webinar...

You don't need to purchase GoToMeeting or sign up for a trial to join a meeting. Please wait a few seconds while GoToMeeting downloads automatically. Then click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Click "Yes" or "Always" to accept the security credentials and follow the prompts for further instructions.

Launch successful.

GoToWebinar Connecting...

Cancel

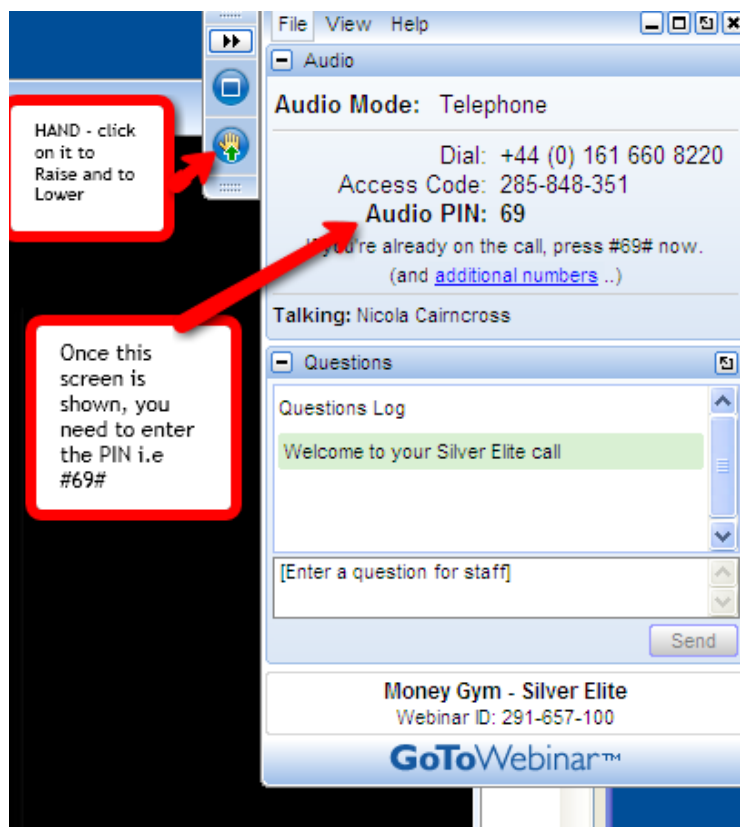
- ▶▶▶ **Need Help?**
If GoToMeeting does not start within one minute, m
"Open" when prompted. (You may be asked twice.)
- ▶▶▶ **Want to host online meetings and Webinars yourself?** (Or know someone who might?)
[Try GoToWebinar Free for 30 Days](#) – or – [Send a Friend a Free Trial](#)

STEP 6

This is a screen similar to what you will see once you are connected to the webinar. This is an enlarged view of what is shown in the Right Hand Side of the screen. You will see you can raise a virtual hand and the presenter will be aware you have a question. You can type questions in the Question Log box shown in the picture below.

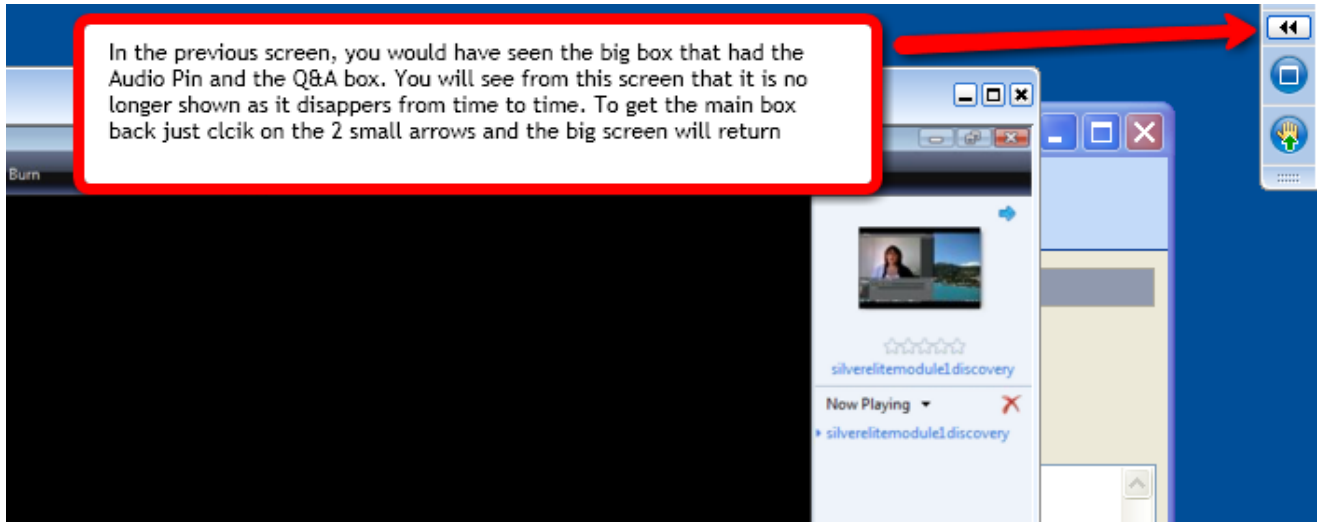
See the RED notes about how to use the HAND and how to enter Audio PIN

The presenter will answer as many questions as possible – and will answer them aloud for all attendees



NOTE: Not all webinars allow you to raise your hand or allow Q's to be taken during a webinar. At KISS Training we want our Webinars to be as interactive as possible – but be aware that not everyone who hosts a webinar does it this way

**How to retrieve the Main Screen if it suddenly disappears.
(See notes in the Red Box)**



Everything you need to know before your webinar!

Please read the following very carefully as there are important instructions here to ensure that you get access to the training and have everything that you need.

1) TIMINGS FOR THE WEBINAR

We have much to cover on this training, we are packing it in so that you get everything that you need to really boost your business. This webinar training session will last approximately 1 hour – maybe a bit more.

We also want to make sure that we can answer as many questions as we can during the sessions. We will do our utmost to finish on time but do want to make you aware that we may run over the hour to make sure we cover everything.

2) STARTING TIME

Check your email to confirm your starting time – click on the link about 10 minutes before the start time if you can. This is to give you time to get connected to the webinar – and allows for any technical problems you may have when getting connected.

3) CONTACT US IF YOU HAVE PROBLEMS

We will be on skype to help anyone who has questions or technical problems. Add us to your skype contacts “KISStraining”.

If you don't yet have Skype then now is a good time to download it. It's FREE and brilliant as you can chat online, and with the latest version you can share your screen with the person you are talking to – so they can actually see what you are having a problem with

Download Skype here [Skype Download](#)

4) PARTICIPATE AND HAVE FUN!!

You have invested your valuable time into this training so we want you to have some fun whilst you are learning. To do this we encourage you to treat the time as though you are attending a live workshop. It will be helpful if you cut off all distractions when the training starts (i.e. turn off your email, phone, skype, instant messenger etc) and fully participate and focus on the training. By doing this we will guarantee that you will get everything out of the training and more.

Don't forget you have a Virtual Hand you can raise so the presenter knows you have a question. **NOTE:** that the presenter will deal with questions at convenient times. All attendees will be muted during the webinar to avoid background noise BUT the presenter will unmute anyone who has a question. If you have problems and for some reason cannot talk to the presenter, type your question in the Question Box

5) If you have any questions then please email them to us office@kisstrainingonline.com