

Accessing GoToWebinar for BTOTS User Group (BUG) Meetings

HOW TO REGISTER FOR A BUG MEETING GOTOWEBINAR

1. You will receive a BUG agenda through the BTOTS listserv with the meeting-specific GoToWebinar link.
2. Click the registration link or button.
3. Complete the registration form (you will be asked to enter your name and email address).
4. You will receive an email confirming your registration for the GoToWebinar, along with the option to add the GoToWebinar information to your Outlook Calendar.

Example of a BTOTS listserv email. You will need to open the attached agenda to access information about the GoToWebinar.



After you have opened the attached agenda, click on the blue link to register for GoToWebinar.



BTOTS User Group
October 10, 2013: 10 am-noon

Conference call-in Number: 1-415-655-0055
Access Code: 804-426-819

<https://attendee.gotowebinar.com/register/1629380928430927617>


Agenda

- I. Support Ticket Status
 - a. For September 2013

**CLICK ON THE BLUE LINK TO
REGISTER FOR THE GOTOWEBINAR**

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Once you are registered, you will receive an automatically-generated email with a link that you can click on at the time of the meeting to start the GoToWebinar.



Dear Jenni,
Thank you for registering for "BTOTS BUG Meeting".
Please send your questions, comments and feedback to: btotshelp@utah.gov
How To Join The Webinar
Thu, Oct 10, 2013 10:00 AM - 12:00 PM MDT
[Add to Calendar](#)
1. Click the link to join the webinar at the specified time and date:
<https://global.gotowebinar.com/join/1629780928430927617789718995>
Note: This link should not be shared with others; it is unique to you.
2. Choose one of the following audio options:
TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (V-MIP). A headset is recommended.
--OR--
TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must use a mobile phone when joining the webinar and call in using the number provided for the United States
Toll: +1 (415) 655-0055
Access Code: 507-386-046
Audio PIN: Shown after joining the webinar
Webinar ID: 117-230-019
[View System Requirements](#)
To Cancel this Registration
If you can't attend this webinar, you may [cancel](#)

LINK TO CLICK ON AT THE TIME OF THE BUG MEETING TO JOIN THE GOTOWEBINAR

You are receiving this email because you registered for this webinar. You can also opt out from receiving further emails from this webinar's organizers. [Privacy Policy](#).
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AUDIO OPTIONS

There are two choices of audio mode provided in the Audio pane of your GoToWebinar control panel. By default, you will be joined into the GoToWebinar muted. Please switch your audio to "telephone" and dial in using the number provided.

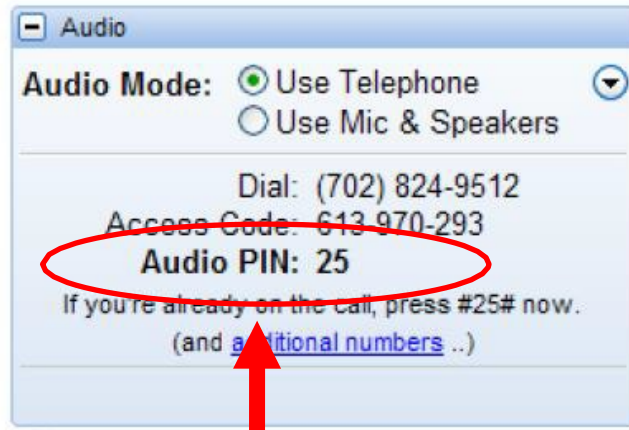


Audio Mode: Use Telephone Use Mic & Speakers

SWITCH AUDIO TO TELEPHONE

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Once you call in and enter the GoToWebinar access code, you will also need to enter the “Audio PIN” provided on the GoToWebinar control panel to have ability to speak during the meeting.



ENTER THE AUDIO PIN

Audio after Call-In

You may also enter this audio PIN after you have called in or joined the GoToWebinar by simply entering a pound sign --#--followed by the audio PIN and then another pound sign.



**ENTER POUND, THE
AUDIO PIN, AND THEN
ANOTHER POUND SIGN
TO ACCESS AUDIO AFTER
CALL-IN**