



Minnesota Department of **Human Services**
Disability Services Division

TRAINING *Tips*

www.dhs.state.mn.us/TrainLink
dhs.dsd.learn@state.mn.us

Attending a GoToMeeting Webinar

The Minnesota Department of Human Services, Disability Services Division offers free, live, online classes using a computer, the Internet and a telephone. Registered participants connect to the class online via [GoToMeeting](#) and a toll-free call for the class audio.

Registering for Webinars

Participants register for DSD webinars the same way they register for videoconferences and classroom offerings. Just like an in-person class, class size is limited to allow opportunity for instructor/student interaction. Detailed registration instructions are available in [DSD Training Tips: Registration Instructions](#).

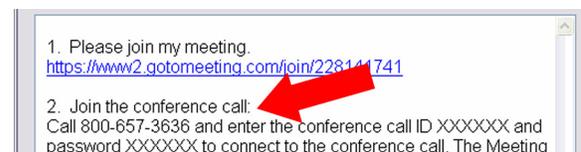
A Unique Key is required to register and attend training. Detailed instructions on requesting a Unique Key are available in [DSD Training Tips: TrainLink Unique Keys](#).

Because, login instructions are e-mailed to registered participants, make sure your e-mail information is current in TrainLink. Use the [Unique Key Request Form](#) to update your information.

Connecting to the Webinar Conference Call

Registered participants are e-mailed login instructions. You must call into a conference call to hear the instructor.

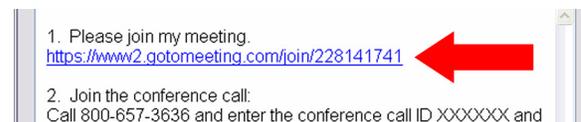
1. Call the telephone number and enter the conference ID and password as instructed by the operator.



2. Once connected to the conference call, please mute your telephone so any background noise does not disturb the class. Unmute your phone to respond to instructor questions or ask questions of the instructor.

Connecting to the Webinar Presentation from the E-mail

1. Open the e-mail or appointment that contains the invitation.
2. Select the link to join the meeting.



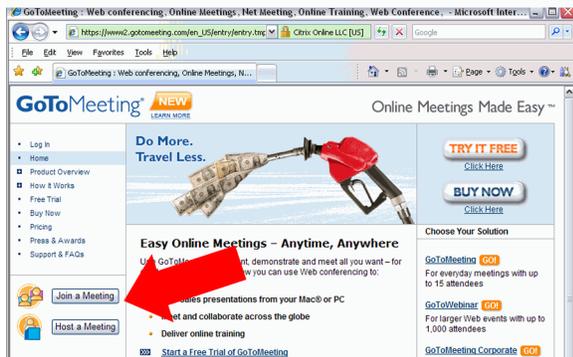
3. If prompted, select Yes, Grant or Trust to accept the download.
4. If requested, enter the meeting password provided.

5. You will enter the webinar and the Attendee Control Panel and GoToMeeting Viewer window appears.

3. If prompted, select Yes, Grant or Trust to accept the download.
4. Enter the Meeting ID from your invitation e-mail.

Connecting to the Webinar Presentation from the GoToMeeting Web Site

1. Open your Internet browser and go to <http://www.gotomeeting.com>.
2. In the left navigation bar, select the Join a Meeting button.



ID below IS NOT the telephone ID, it is the Go-to-Meeting ID.

Meeting ID: 228-141-741

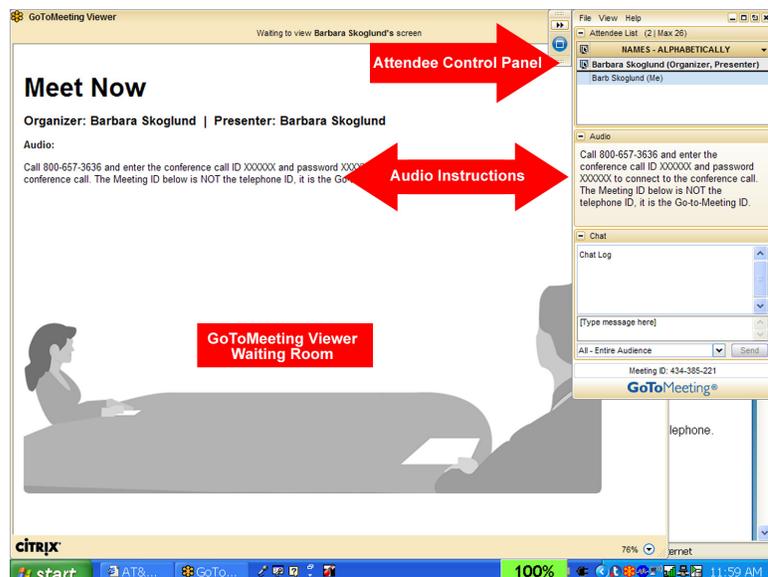
GoToMeeting®
Online Meetings Made Easy™

5. If requested, enter the meeting password provided by your meeting organizer.
6. You will enter the webinar and the Attendee Control Panel and GoToMeeting Viewer window appears.

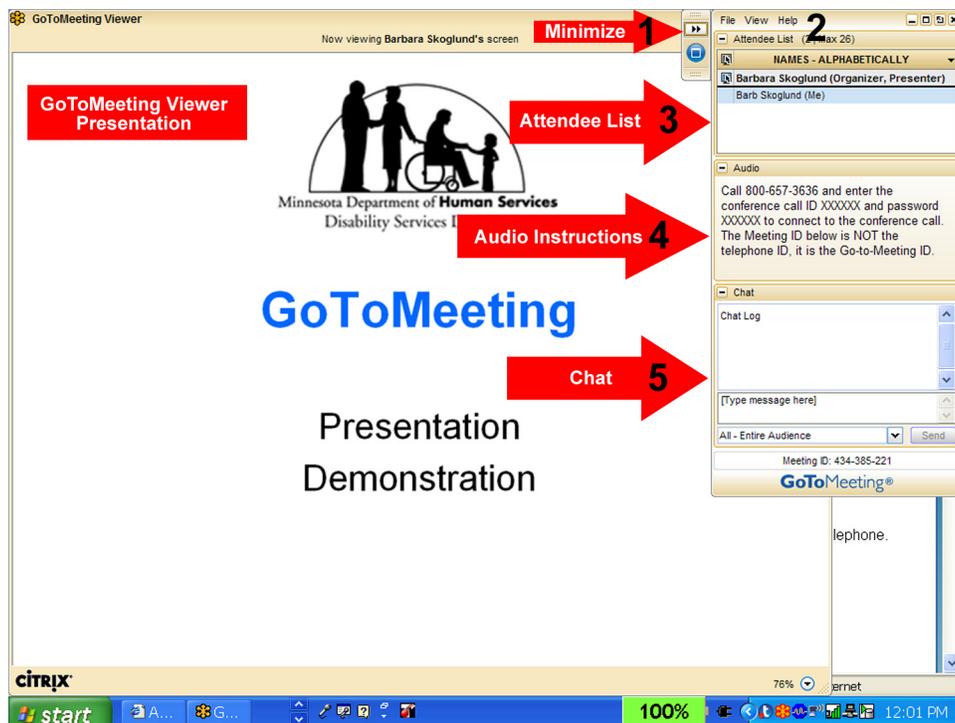
Navigating GoToMeeting

Once connected to the webinar two windows appear on your computer monitor. The left window is the GoToMeeting Viewer and the right is the Attendee Control Panel.

A waiting room with audio instructions appears in the GoToMeeting Viewer until the presenter chooses to begin the webinar.



Webinar presentations may include a PowerPoint, a software demonstration or other content. Participants see what is on the presenter's computer monitor in the GoToMeeting Viewer.



The Attendee Control Panel window on the right shares additional information with participants and includes several features that enhance the webinar experience.

1. Participants can compact the Attendee Control Panel by selecting the double arrow button on the upper left.
2. Three drop down menus, File, View and Help, are available on the top toolbar of the Attendee Control Panel. Participants can use the File dropdown to exit a webinar.
3. The Attendee List shows the names of the organizer, presenter and participants. Select the minimize button on the upper left to hide attendee names.
4. Audio instructions are available in the Audio window. Select the minimize button on the upper left to hide the audio instructions.
5. Chat allows you to send messages to the entire class, another participant or the presenter. Simply enter your note in the (Type message here) area and select the Send button. Select the minimize button on the upper left to hide the chat area.

System Requirements

PC

- Required: Windows 2000, XP, 2003 Server or Vista
- Required: Internet Explorer 6.0 or newer, or Mozilla Firefox 2.0 or newer (JavaScript and Java enabled)
- Internet Connection Required: Cable, DSL, or better recommended
- Recommended: Minimum of Pentium class 1GHz CPU with 512 MB of RAM (2 GB of RAM for Windows Vista)

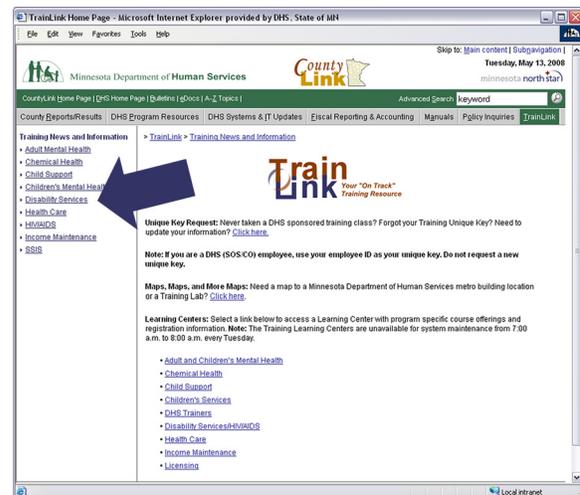
Mac

- Required: Mac OS X 10.4 (Tiger) or newer
- Required: Safari 3.0 or newer, Firefox 2.0 or newer; (JavaScript and Java enabled)
- Internet Connection Required: Cable, DSL, or better recommended
- Required: PowerPC G4/G5 or Intel processor, 512 MB of RAM or better recommended

More Information

Additional *Training Tips*, as well as information on upcoming classroom training, videoconferences and Web-based learning opportunities are available at the Disability Services Training News and Information Web page.

1. Go to www.dhs.state.mn.us/TrainLink.
2. Select Disability Services from the left side of the page.



Please e-mail any questions or feedback to dhs.dsd.learn@state.mn.us.