

JOIN A WEBINAR


Joining a webinar as a panelist requires an invitation from a webinar organizer. The panelist invitation email will have a **Join Webinar** link which can be used to join both practice sessions and the live webinar.

Join a webinar

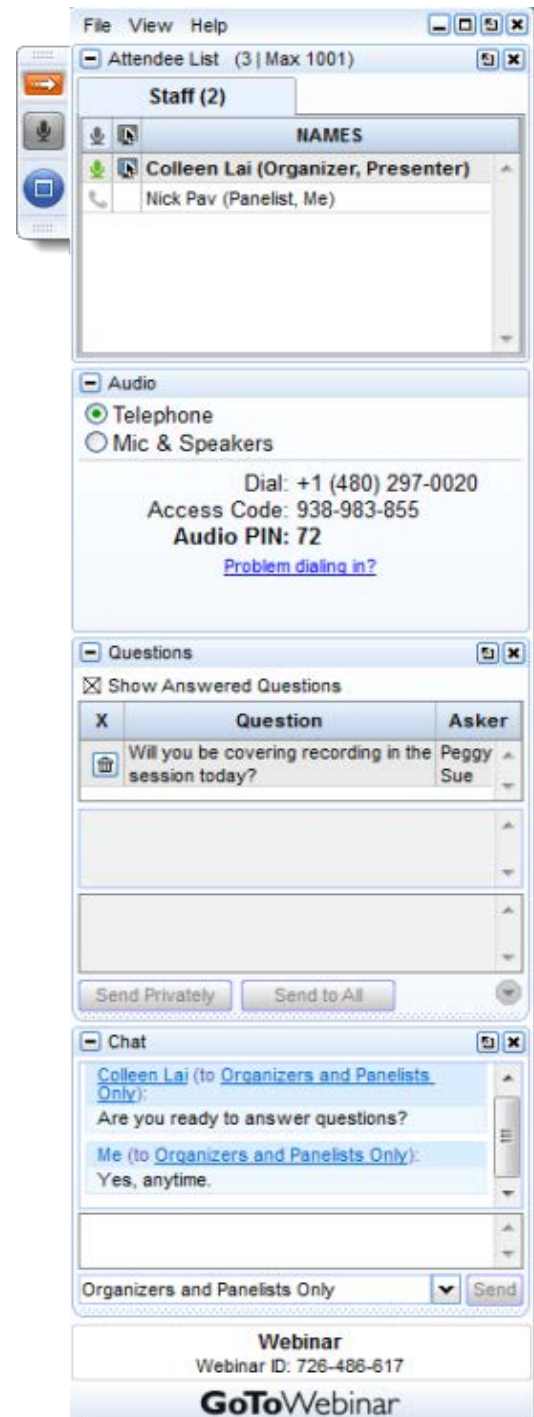
1. Open the webinar invitation email.
2. Click the **Join Webinar** link provided in the confirmation email.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. If requested, enter the webinar password provided by your webinar organizer. You will be entered into the webinar, and the Panelist Control Panel and GoToWebinar Viewer will appear.

Note: When joining a webinar, remember to join the audio portion using the information provided in your Control Panel.

CONTROL PANEL FEATURES

Once you have joined the webinar, you will see the Panelist Control Panel and Grab Tab. The Control Panel contains 4 panes that can be expanded or collapsed by clicking the Expand/Collapse icon  on the left side of each pane.

- **Grab Tab** –Allows you to open/close the Control Panel as well as mute/unmute your audio (if the organizer has enabled this feature)
- **Audio pane** – Displays audio format. Click **Settings** to select Mic & Speakers devices
- **Attendee List pane** - Displays all the participants in-session (viewable only if organizer has enabled it)
- **Questions pane** – Enables panelists to answer questions forwarded to them by organizers
- **Chat pane** – Enables panelists to chat with organizers and other panelists
- **Webinar Information** –Provides a quick reference, and the Webinar ID can be given to someone to join through www.joinwebinar.com



CHAT WITH ORGANIZERS AND PANELISTS

Panelists can chat with organizers and other panelists to help manage the webinar and presentation flow.

Chat with an organizer or a panelist




1. Right-click an organizer or panelist name in the Attendee List. Or, in the Chat pane, select the desired recipient(s) from the "Send Chat To:" drop-down menu.
2. Enter the desired chat message in the Type Message Here field.
3. Click **Send**.

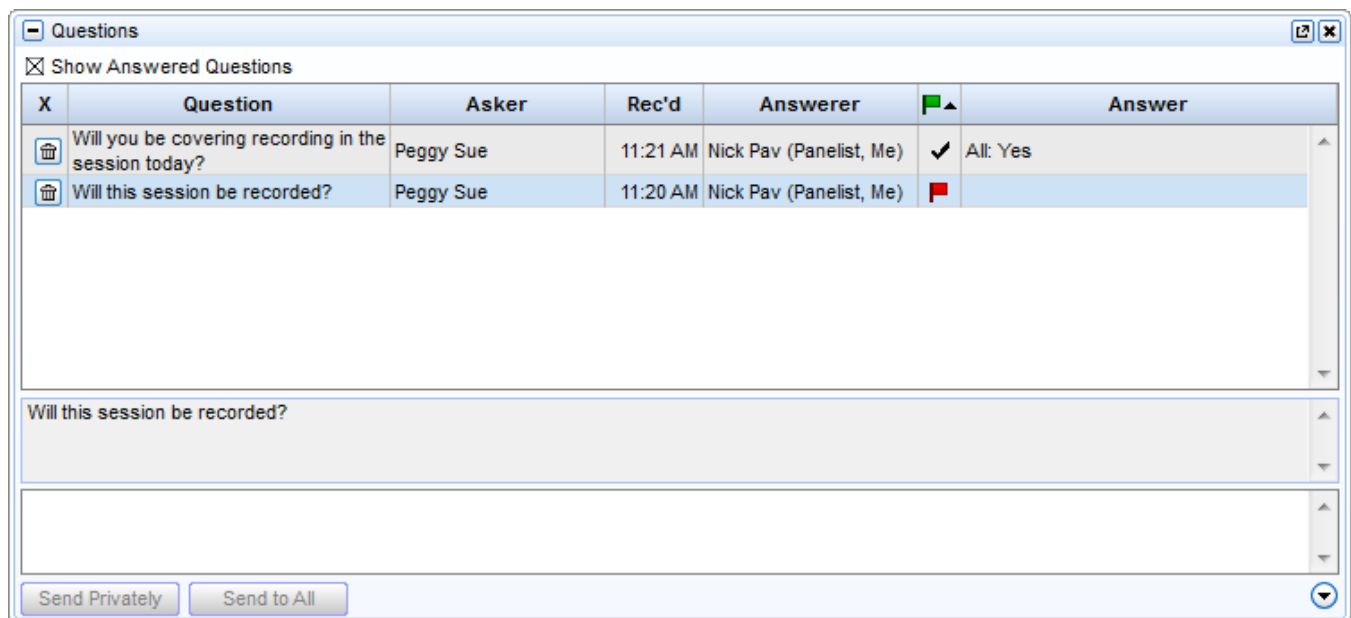
PANELIST QUESTIONS PANE





If an organizer enables the question and answer feature, attendees can submit questions and review answers. Panelists can only respond to questions forwarded to them by an organizer.

Note: In the Panelist Control Panel, the Questions pane cannot be undocked and expanded until an organizer forwards a question to the panelist.

Answer a question

1. In the Question and Answer pane, click the question you want to answer.
2. In the answer field, type your answer and click **Send Privately** or **Send to all**.
 - The Checkmark icon  indicates answered questions
 - The Flag icon  sets priority
 - The Expand/Collapse icon  snaps the Question and Answer pane on and off of the Control Panel



X	Question	Asker	Rec'd	Answerer		Answer
	Will you be covering recording in the session today?	Peggy Sue	11:21 AM	Nick Pav (Panelist, Me)		All: Yes
	Will this session be recorded?	Peggy Sue	11:20 AM	Nick Pav (Panelist, Me)		

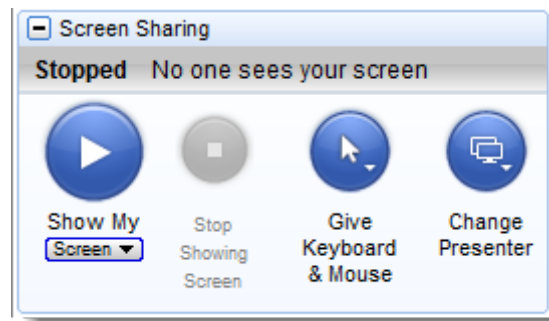
Will this session be recorded?

Send Privately Send to All

PRESENT AT A WEBINAR








When a panelist becomes a presenter, the Control Panel adjusts to incorporate the Presenter Screen Sharing pane and the Audience View pane. Presenters can show their complete desktops, a clean screen – with no icons or taskbar – or a specific application window to all webinar attendees. The Audience View pane provides a thumbnail view of what the audience is seeing.

- The Broadcasting Status field notifies presenters of the status of the screen sharing
- The Show My Screen button displays the presenter's entire desktop to attendees
- The Screen drop-down button allows the presenter to share specific application windows or a clean screen with attendees
- The Give Keyboard & Mouse button grants shared mouse and keyboard control to another attendee
- The Change Presenter button passes the presenter role to another attendee



PRESENTER CONTROL PANEL GRAB TAB

The Control Panel Grab Tab enables presenters to minimize the Control Panel to the side of their screens and still access Presenter Tools.

-  Show/hide Control Panel
-  Mute or unmute your attendees
-  Share your screen. Right-click for screen sharing options
-  Stop Screen Sharing
-  Grant shared Keyboard and Mouse control to another panelist or organizer
-  Pass presenter role to another organizer or panelist
-  Use Drawing Tools to annotate your presentation

