

GoToWebinar Meeting Instructions

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Meeting Details

Included below are the meeting details for the **Justice Center Notice to Mandated Reporters**.

June 25, 2013

1:00 – 2:30 pm, EST

About GoToWebinar

To ensure the upcoming **Justice Center Notice to Mandated Reporters Webinar on June 25th** runs as smoothly as possible, please review the instructions below to help you prepare for the meeting.

What is a GoToWebinar Meeting?

A GoToWebinar is a meeting conducted virtually using the web. The **Justice Center Notice to Mandated Reporters** will use Cisco GoToWebinar software which provides us with an online meeting space. With Cisco GoToWebinar software, you can meet with your colleagues online, which allows you to collaborate in real-time, even over long distances, without the need to commute.

How does a GoToWebinar Meeting work?

All you need to participate is a computer with Internet access and a phone line. The only difference between a live meeting and a GoToWebinar meeting is that the participants in a webinar can attend remotely. They can view the presentation materials on their computer by logging in via the link sent out in the invite. The participants will be also able to listen to the presentation by calling in to a conference line that is included in your invite. The GoToWebinar registration URL and Audio Conference details are included below.

How to Get Ready for the GoToWebinar Meeting

1. Before you begin, you'll need:

- ✓ Computer with Internet access
- ✓ Telephone for the audio conference
- ✓ GoToWebinar URL which you will receive upon registering

2. Prepare and setup your computer at least 1 business day before the session date:

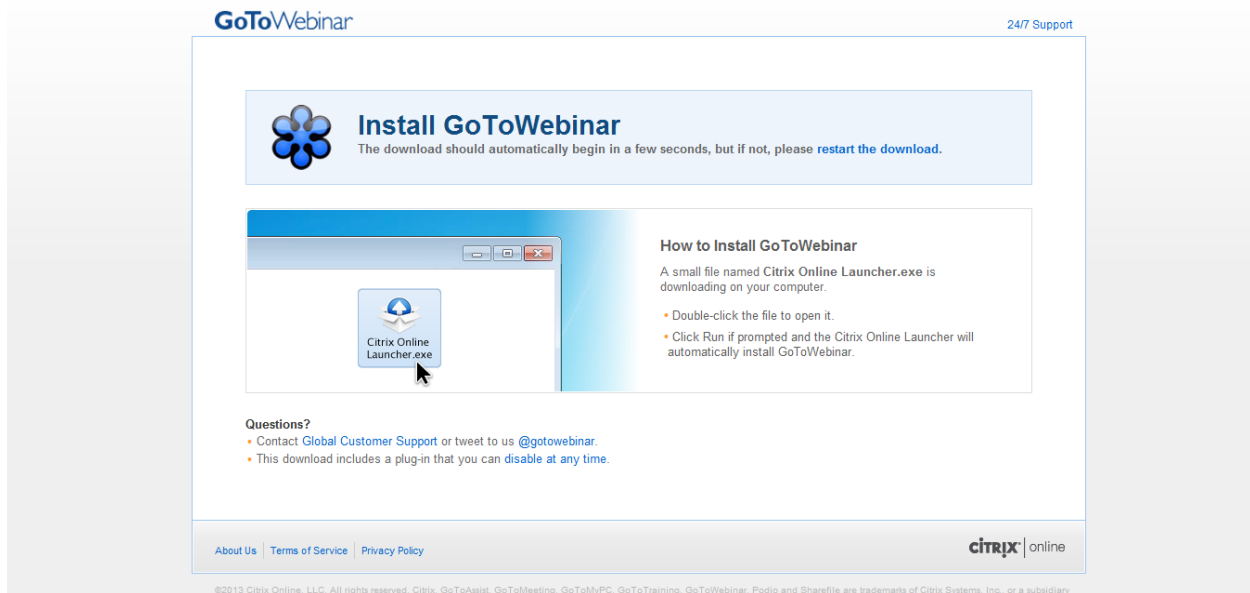
- Click on the link below and register and receive the URL to the June 25th GoToWebinar meeting.
- <https://attendee.gotowebinar.com/register/194061954404616448>
- You will be brought to the following page.

The screenshot shows a registration form for a webinar titled "Justice Center Process Orientation". The event is scheduled for "Mon, May 6, 2013 2:00 PM - 3:30 PM EDT". The form includes fields for "First Name", "Last Name", and "Email Address". A note indicates "128 more characters allowed. (128 max)" for the email field. A "Register" button is highlighted with an orange circle. Below the form, there is a small information icon and a note: "By clicking this button you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services." At the bottom, there is a copyright notice: "©1997-2013 Citrix Online, LLC. All rights reserved. View the GoToWebinar Privacy Policy."

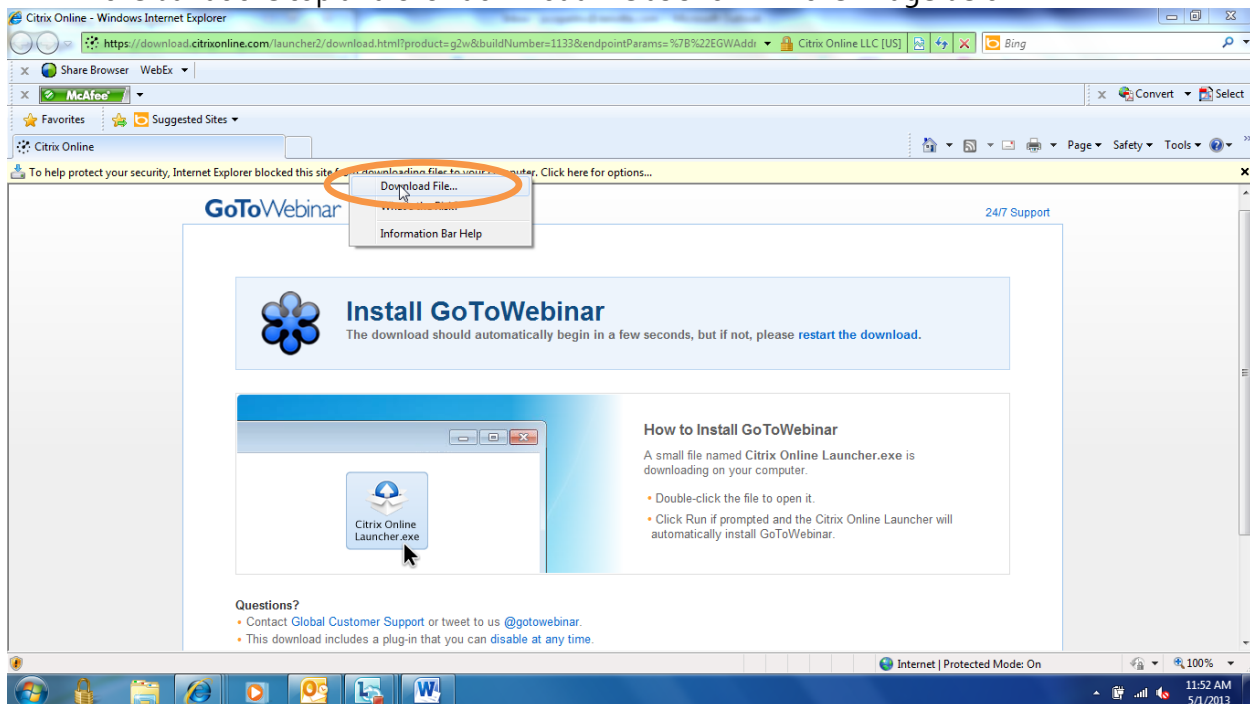
- Enter your information into the appropriate fields to register for the event and click "Register".
- After registering, you will be brought to following page which will include the audio conference information provided in the "Meeting Details" above, as well as the URL to join the webinar on specified date.. You will also receive an e-mail confirming your registration that includes the URL for the GoToWebinar and the audio conference information.

The screenshot shows a "Thank You for Registering" page for the "Justice Center Process Orientation (DOH & OCFS)" webinar. It includes a confirmation email with information on how to join the webinar. A "Question or Comments? Contact:" link points to "twan@deloitte.com". A "How to Join the Webinar:" section provides a link to join the webinar: "https://global.gotowebinar.com/join/8717789762839893088/227890374". A note states: "Note: This link should not be shared with others; it is unique to you." Below this, there are instructions for joining via telephone and computer. The telephone instructions include the toll-free number "+1 (415) 655-0053", access code "450-188-736", and audio PIN. The computer instructions state: "You must select 'Use Mic & Speakers' after joining the webinar. A headset is recommended." A link to "Read our Audio Checklist" is provided. At the bottom, there is a copyright notice: "©1997-2013 Citrix Online, LLC. All rights reserved. View the GoToWebinar Privacy Policy."

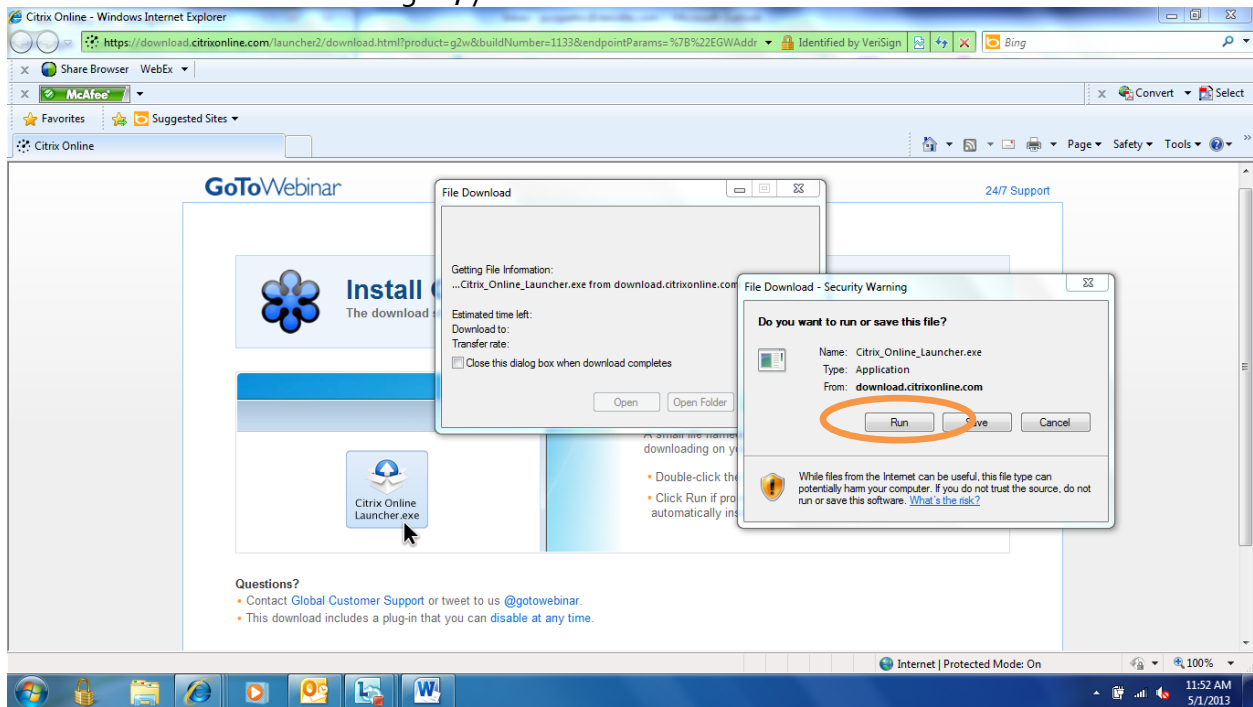
- Click on the link to the GoToWebinar URL either on the screen in front of you, or in your e-mail confirmation. You will be brought to following page.



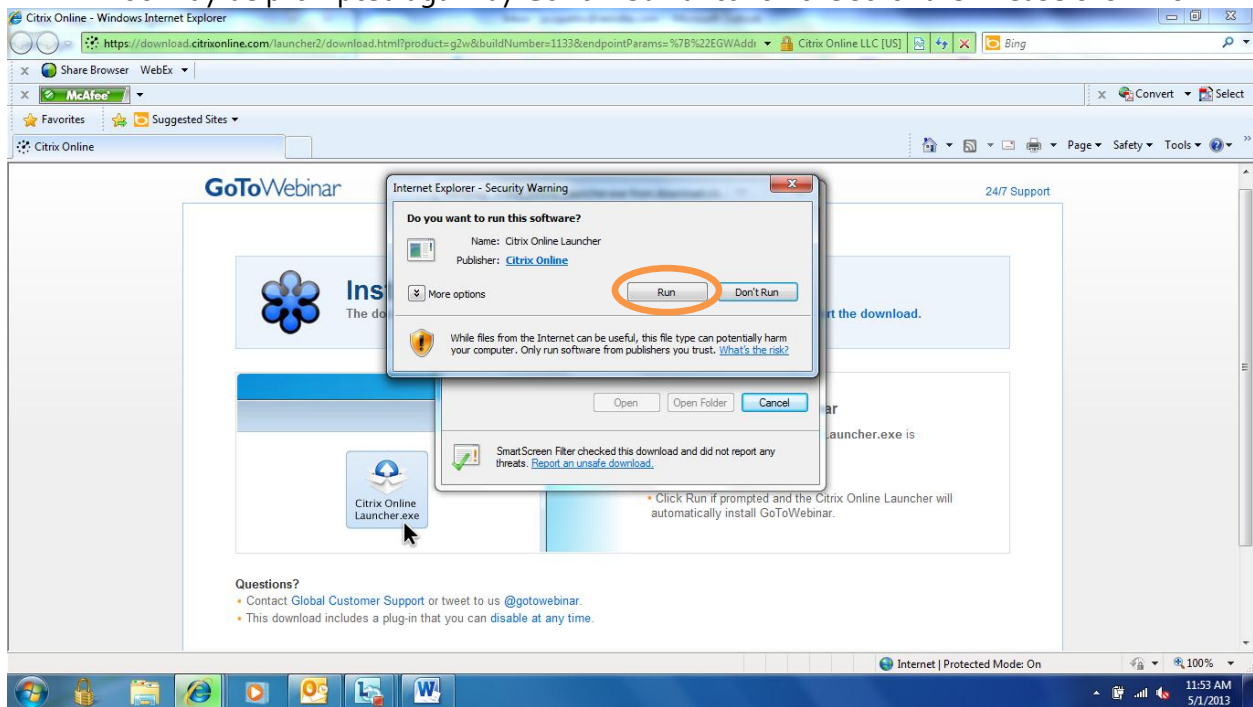
- If the download doesn't start automatically, it may be due to your Internet browser's security settings. If this occurs, you will be brought to the page below. Please click on the bar at the top and click download file as shown in the image below.



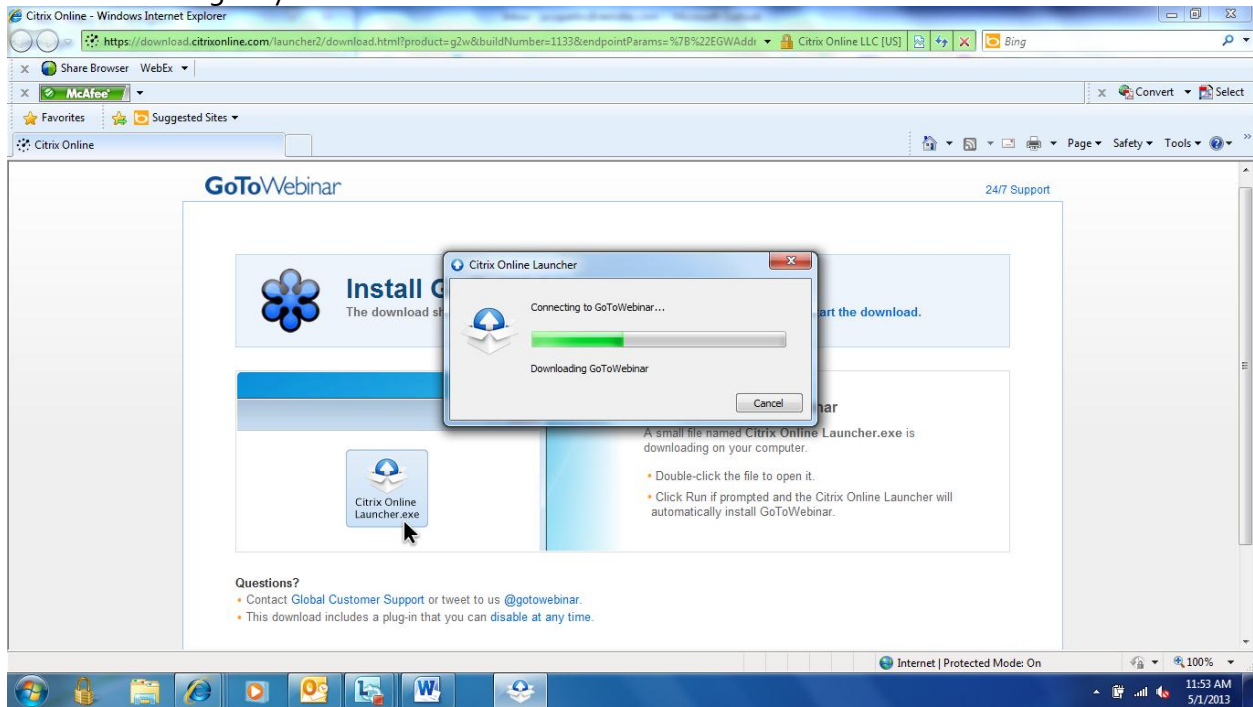
- Once the download begins, you will see the screen below. Click "Run".



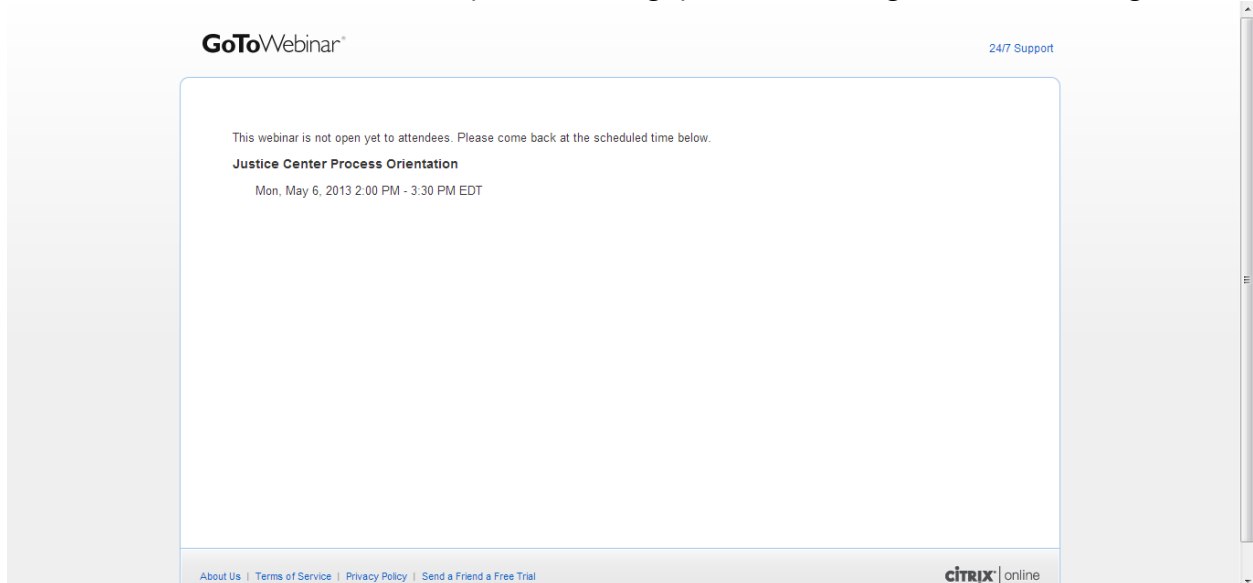
- You may be prompted again by GoToWebinar to run the software. Please click "Run".



- Once the software begins to download and run on your computer, you will see the following on your screen.



- When the software has completed running, you will be brought to the following screen.



3. For Technical Support, please contact your local IT help desk.

- If you have technical issues, it may be related to the Internet connectivity or network security of your local office. For such issues, please contact your local IT Help Desk to help resolve the issue.**

How to Participate on the Day of the Webinar

1. To attend the GoToWebinar meeting, click on the URL provided in your registration confirmation e-mail. You may be promoted to "Download" and "Run" the software.
2. From your phone line, dial the phone number provided to you in your confirmation e-mail and enter your individual, customized passcode.
3. **If you need any technical support, please contact your local IT help desk.**

We look forward to your participation!