UUP Webinar Login Instructions (HQ Line)

Webinar Procedures and Instructions (Participant)

There are two components required to participate in the webinar:

- **A device connected to the internet (phone, tablet, or computer)**.

AND

- **An audio device (phone, headphones, or computer with speakers)**

Video and Audio Instructions:

Use the following link: gotomeet.me/UUPMeet

1. Click **JOIN MY MEETING**

2. If this is your first time using GoToMeeting, follow the prompts to download **GoToMeeting Opener**

3. Chose **Computer Audio** OR **Phone**

    a. Select **Computer Audio** to use your computer's microphone and speakers.

    b. Select **Phone** call to use your phone to dial in to the webinar.

        i. Dial the phone number on the screen and enter the Access Code and Audio Pin

4. A box pops up saying "**Here's how you'll appear in the meeting**"

    a. **Type your name next to the pencil symbol** and then click **OK, I'M READY**
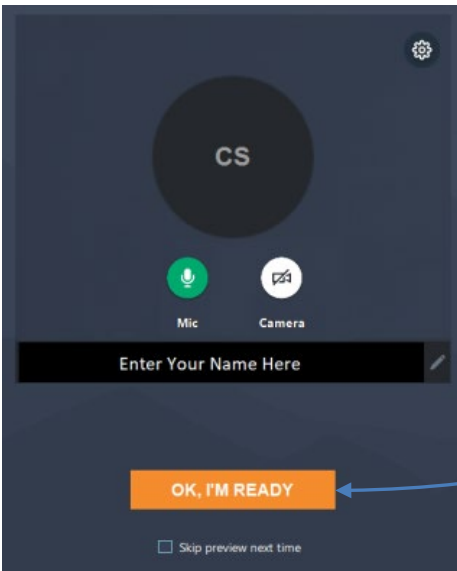
Please Note:

1. Your Meeting Host will control what you see on the screen and may mute your microphone temporarily to ensure a quality audio experience for all attendees.
2. If you would like to TEST your audio or video connection in advance of the webinar, please use the following link:

TEST Webinar Audio & Video

6. Once you have joined the meeting you may use your microphone to speak. There is also a Chat function which can be used to post questions or add comments during the presentation without interrupting the speaker.