Prologue: before we get started…
Basic commands for GoToWebinar

- Testing your audio
- Mute/unmute
- Raising hands
- Asking questions

USING THE CONTROL PANEL

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

Note: Viewing the Attendee List, raising your hand and asking questions are only available if the organizer has enabled these features.

- Attendee List (viewable only if organizer has enabled) (a)

- Grab Tab – Click arrow to open/close Control Panel. Click square to toggle Viewer Window between full screen/window mode. Click hand icon to raise/lower hand. Click mic icon to mute/unmute your audio (if organizer has enabled) (b)

- Audio pane – Select audio format. Click **Audio Setup** to select Mic & Speakers devices (c)

- Questions pane– If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages to attendees will also show here (d)

- Type your question and click **Send** to submit it to the organizer (e)

- Webinar details – Provided for quick reference (f)