

# How to Use the CEDI Webinar Feature

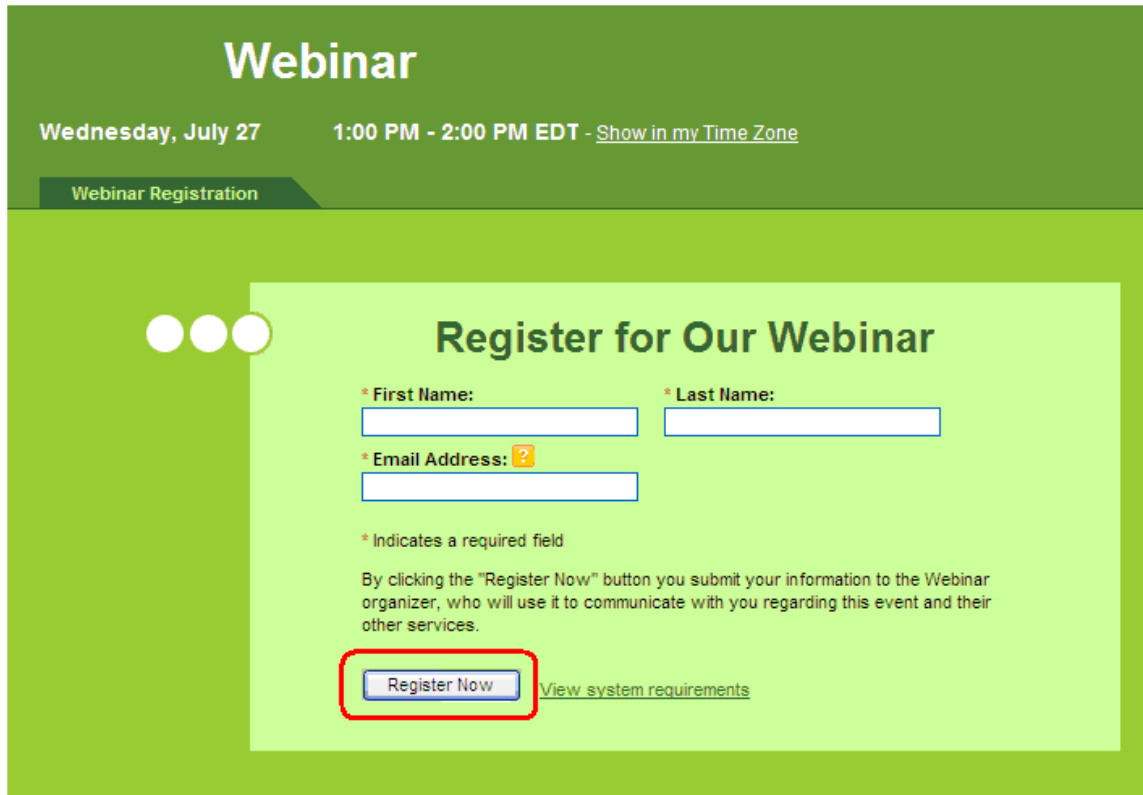
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# Registration

Click on the registration link provided on the CEDI Web site.

The following screen will display.



The screenshot shows a registration page for a webinar. At the top, the word "Webinar" is displayed in large white text on a green background. Below it, the date and time are listed: "Wednesday, July 27" and "1:00 PM - 2:00 PM EDT - [Show in my Time Zone](#)". A dark green bar contains the text "Webinar Registration". The main content area is light green and features a registration form titled "Register for Our Webinar". The form includes three input fields: "First Name:", "Last Name:", and "Email Address:". The "Email Address:" field has a small question mark icon. Below the fields, there is a note: "\* Indicates a required field". A paragraph of text explains that clicking "Register Now" submits information to the organizer. At the bottom of the form, there is a "Register Now" button (highlighted with a red rectangle) and a link for "View system requirements".

Your email address and personal information will be used by the Webinar organizer to communicate with you about this event and their other services. To review the Webinar organizer's privacy policy or opt out of their other communications, contact the Webinar organizer directly.

Safeguarding your email address and Webinar registration information is taken seriously at GoToWebinar. GoToWebinar will not sell or rent this information.

View the [GoToWebinar Privacy Policy](#).

Fill in the required fields.

Click Register Now

# Thank you for registering


## Registration Complete

You have successfully registered for the following Webinar:

**Webinar**  
Wednesday, July 27 1:00 PM - 2:00 PM EDT

[Add to your Outlook calendar.](#) 

A confirmation email has been sent to you.

1. At the time above, click this link to join the Webinar:  
<https://www3.gotomeeting.com/join/448651422/1066515424> 

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

Toll: +1 (484) 589-1010

Access Code: 289-338-859

Audio PIN: Shown after joining the Webinar

Webinar ID: 448-651-422

### System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.


You can add the Webinar information to your Outlook Calendar by clicking on the [Add to your Outlook calendar](#) option indicated above.

You will also receive an e-mail confirmation.

Dear Registrant,

Thank you for registering for:

**Webinar**  
Wednesday, Jul 27 1:00 PM - 2:00 PM EDT

1. Click here to join:  
<https://www3.gotomeeting.com/join/448651422/106651534> 

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

Toll: +1 (999) 555-5555

Access Code: 289-338-859  
Audio PIN: Shown after joining the Webinar

Webinar ID: 448-651-422

Please send your questions, comments and feedback to: [julie.mcbee@wellpoint.com](mailto:julie.mcbee@wellpoint.com).

**System Requirements**  
PC-based attendees  
Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees  
Required: Mac OS® X 10.5 or newer

Read our [Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

[Add to your Outlook calendar](#)

The link to access the Webinar will be on the confirmation screen and the confirmation e-mail you receive. You can either click on the link or copy and paste it in your web browser.

## Joining the Webinar


You will want to log in to the Webinar before the start time indicated on your confirmation e-mail.

Open your confirmation e-mail or the event saved in your outlook calendar.

Dear Registrant,

Thank you for registering for:

**Webinar**  
Wednesday, Jul 27 1:00 PM - 2:00 PM EDT

1. Click here to join:  
<https://www3.gotomeeting.com/join/448651422/106651534> 

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[Add to your Outlook calendar](#)

Click on the link to join the Webinar or copy and paste it in your web browser.

The Webinar screen will attempt to join the Webinar

GoToWebinar® 24/7 Support

 **Joining Webinar...**

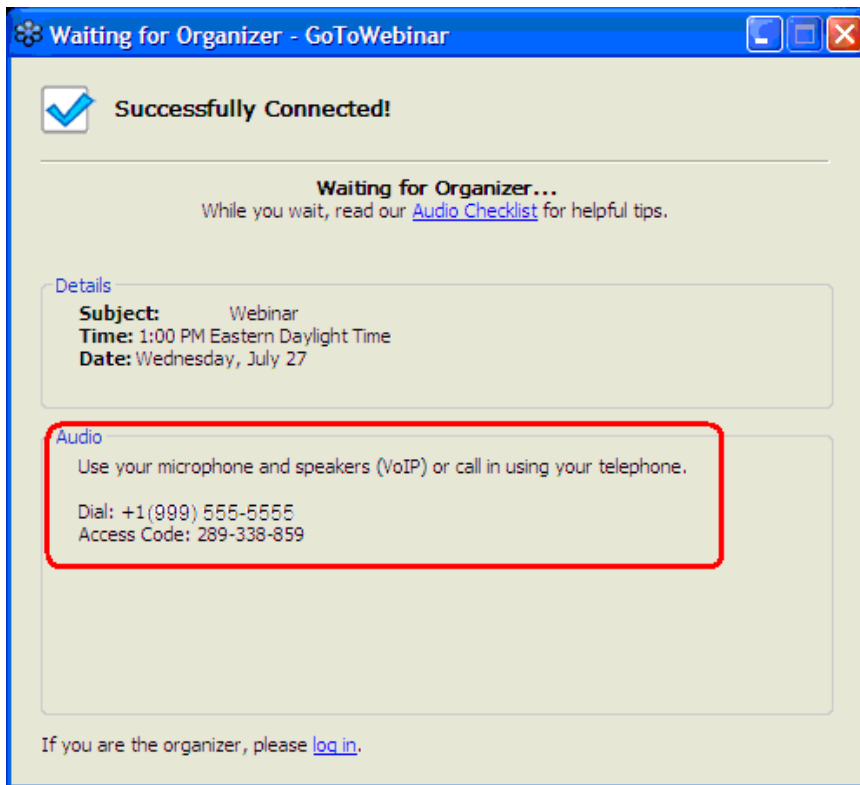
Click **Run**, **Yes** or **Always** if prompted.

**Questions?**

- For 24/7 support, contact [Global Customer Support](#).
- Review the [FAQ](#) for using GoToWebinar with Firewalls.
- Tweet to us [@gotomeeting](#).

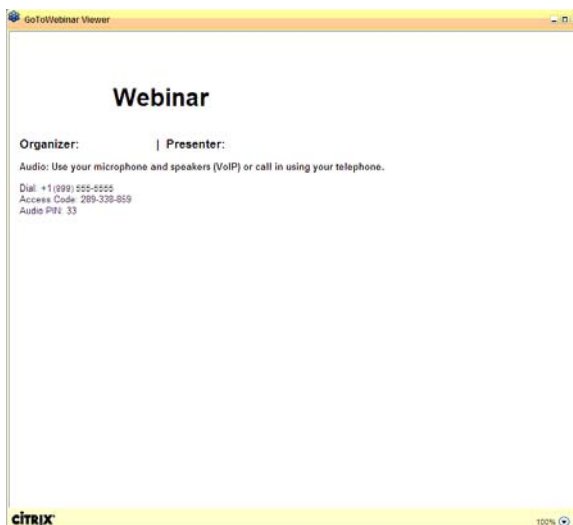
[About Us](#) | [Terms of Service](#) | [Privacy Policy](#)**CITRIX** | online

If you have joined the Webinar before the Organizer (the person hosting the Webinar), the following screen will display.

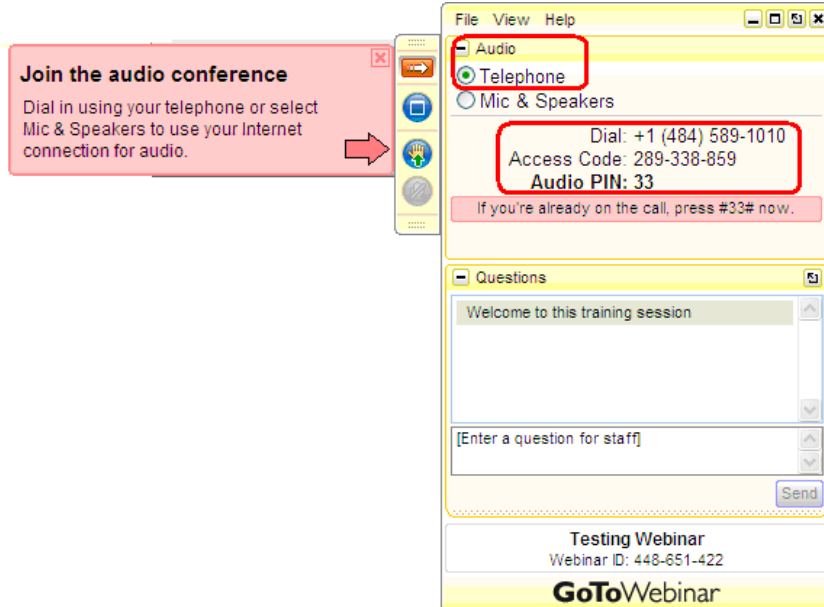


**NOTE:** While you can use the microphone and speakers on your computer to listen to the Webinar, you **must** dial in to the Audio phone number to be able to ask questions.

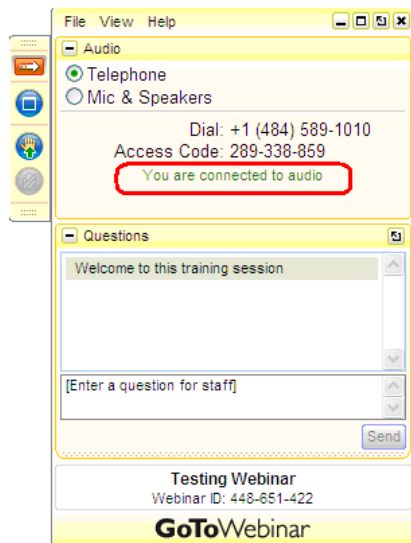
Once the Organizer joins the Webinar, the following screen will appear until the presentation begins.



You will also receive the Webinar Tool Bar.



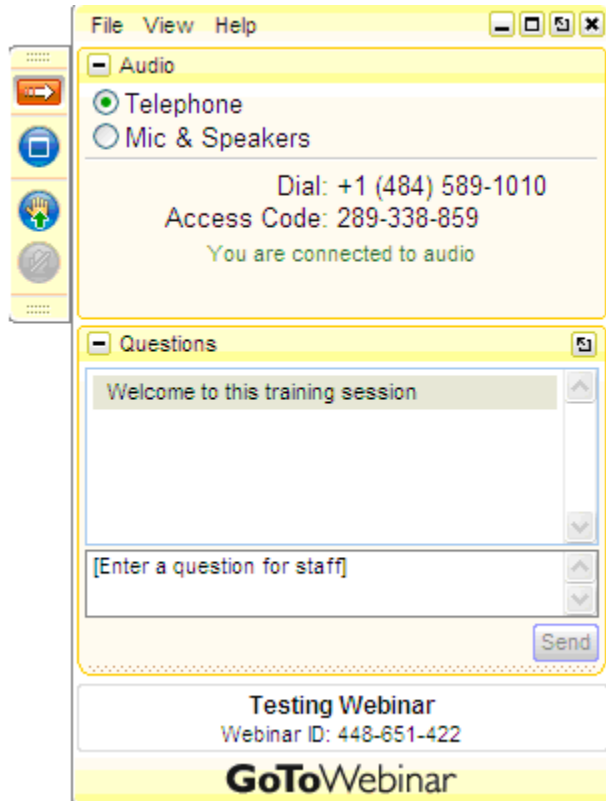
Under **Audio** select the Telephone radio option. This will display the phone number, access code, and audio pin you will need to join the call. Once you have dialed in, it will indicate that you are connected to the audio.



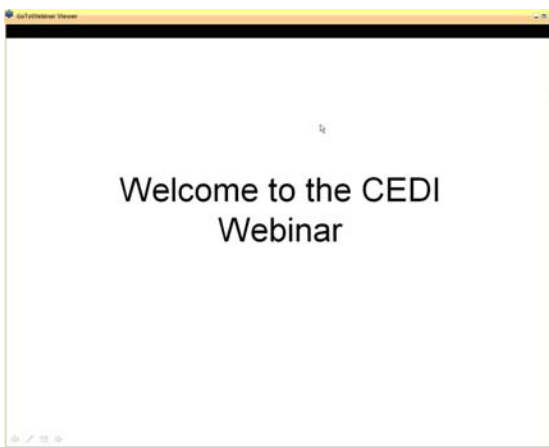
**NOTE:** You must join the Audio portion of the call to be able to ask questions. The Organizer will not be able to hear you ask questions if you are using your computer's microphone & speakers option.

## How to Use the Webinar Tool Bar

This is the Webinar Tool Bar.



Once the Organizer has started the Webinar, a display of their screen will automatically appear in the GoToWebinar Viewer.





Use the blue window button to choose if you want the presentation to fill the monitors screen;



Or appear in a window.



The red arrow will minimize your Webinar Tool Bar;



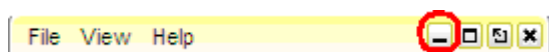
Or return the Webinar Tool Bar to full view.



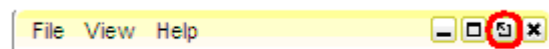
The hand with the green arrow (raising your hand) will allow the Organizer to see that you have a question.



The hand with the red arrow (lowering your hand) will let the Organizer know that your question was answered and no longer have a question to ask.

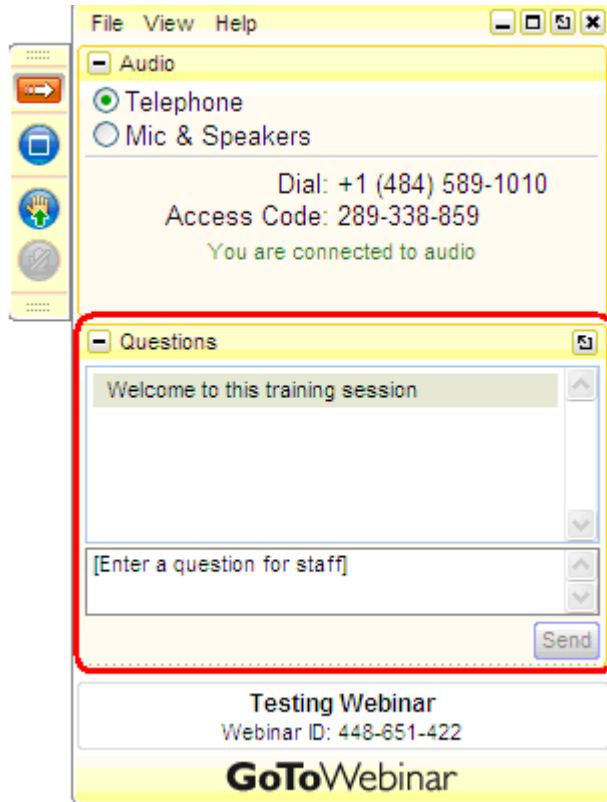


This will allow you to minimize the Tool Bar completely.



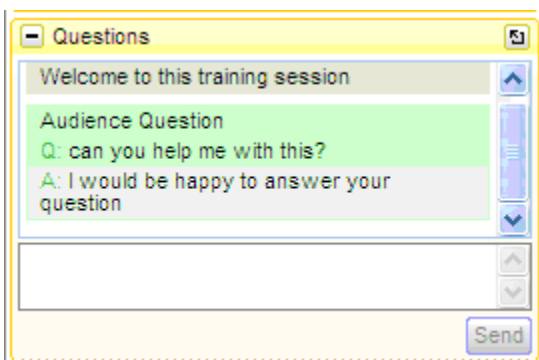
This will allow you to move the Tool Bar to the other side of your screen.

The Questions section will allow you to type questions to the presenter instead of asking it aloud.



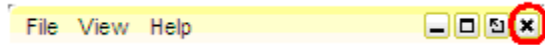
When the Organizer answers the question, it can be replied to individually or back to everyone participating in the Webinar depending on the type of question.

If the question is responded back to the whole group, a message will appear in the Questions section showing the original question and the Organizer's reply.

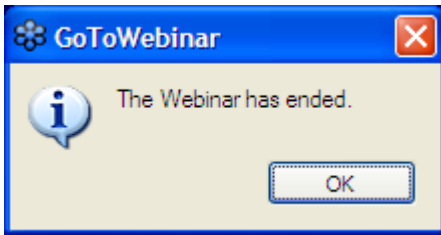


## Closing the Webinar

If you leave before the end of the Webinar, you can click the X in the top right corner of the Webinar Tool Bar to exit.



If you wait for the Organizer to leave the Webinar, you will see the following screen.



Just click OK.