Equipment Needed

Computer Hardware/Software Requirements

**Windows**
- Windows XP (32 bit), Windows Vista (32 or 64 bit) or Windows 7 (32 or 64 bit)
- Pentium III 1 GHz processor
- 512 MB RAM

**Mac OS X**
- Mac OS X 10.5 (32 or 64 bit) or Mac OS X 10.6 (32 or 64 bit)
- G4, G5 or Intel processor
- 512 MB RAM

Audio Requirements
In addition to the above requirements, all clients require the following:
- Java version 1.5 or higher
- Cable modem, DSL, or better Internet connection

Audio Requirements
You may connect to the audio portion of the webinar either by:
- Telephone (Conference call phone number and PIN will be provided in your registration email)
  
  **OR**
  - Computer audio (VoIP)

VoIP Audio Device Recommendations
When using VoIP for your Webinar, audio quality can vary based on your audio software/hardware manufacturer, operating system and internet connection speed.

**Best**
- USB headset connected to your computer

**Good**
- Headphones and USB microphone connected to your computer
- Analog headset connected to your computer

**Fair**
- Headphones and analog microphone connected to your computer
- External speakers and USB microphone

**Poor**
- External speakers and USB Webcam microphone
- External speakers and analog microphone
- Laptop built-in microphone and speakers

Connect

Login
Follow the link provided in the registration email. It will direct you to the login screen on gotowebinar.com. Please fill out the fields on the login screen and click the 'Register Now' button. If you received a registration letter, you are already registered for the course. This step is simply required to log into the meeting and identify your attendance.

**Test Audio**
After logging in, participants should be able to hear an announcement stating that the webinar will begin shortly. You will be automatically connected through your computer via Voice over IP (VoIP). If you wish to connect via telephone, select the Use Telephone option. GoToWebinar will give you the conference call number, Access Code, and personal PIN in the Audio Panel.
**Interact**

In addition to audio and video feeds, the webinar platform provides several ways to communicate and interact with moderators and other participants.

**Questions**

The question box allows participants to submit questions to the presenters during a webinar.

![Question Box](image)

**Polls**

Polls allow instructors to receive opinions and feedback.

![Polls](image)
Additional Resources

GoToWebinar Attendee Quick Reference Guide
http://support.gotomeeting.com/ics/support/DLRedirect.asp?fileID=75133

For Technical Assistance During a Webinar
Please Contact:
Michael Ward
Employment and Disability Institute
Email: mww59@cornell.edu
Office Phone: (607) 255-8348