

# Process Sheet

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Web Services

Attend a Webcast Using Qwest® and  
GoToMeeting™

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### **Version Control**

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This document supersedes all previous versions.

This Process Sheet is based on the software running with a standard configuration and does not reflect any custom setups or programming clients may have. As such, some screens and commands may not look or function exactly as shown in the Process Sheet.

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## Web Services

### Attend a Webcast Using GoToMeeting™ and Qwest®

This process sheet explains how to use Qwest® and Citrix® GoToMeeting™ to hear and view a webcast. Both services are free for you to use.

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## Attending a Webcast

To attend a webcast, you must dial into Qwest for the audio portion and then sign into GoToMeeting.

### Dial into Qwest

To participate in the teleconference portion of this meeting, Elite clients will need a telephone preferably with a hands free or speaker phone function.

1. To join the teleconference, dial the following toll-free number:  
**(866) 248-0556**
2. A recorded Qwest operator will come on the line and ask you to dial the room number. Using your telephone, dial the room number provided by the moderator, using the star key for asterisks.

After dialing the room number, Qwest will put you on hold if the Emphasys moderator hasn't joined the call yet. If this happens, remain on the line. Once the Emphasys moderator signs in, you will be taken off hold and patched through automatically.

If the moderator has already started the call when you dial the room number, Qwest will patch you straight through without putting you on hold.

If you do not have the GoToMeeting webcast number, the moderator will give it to you now.

When the call is finished, break the connection by hanging up the telephone.

### Sign into GoToMeeting

1. Using a PC with internet access, navigate to the following site: <http://www.gotomeeting.com/join/>.

2. On the security warning screen, click **Yes** or **Always**.



Figure 1: A version of the security warning screen

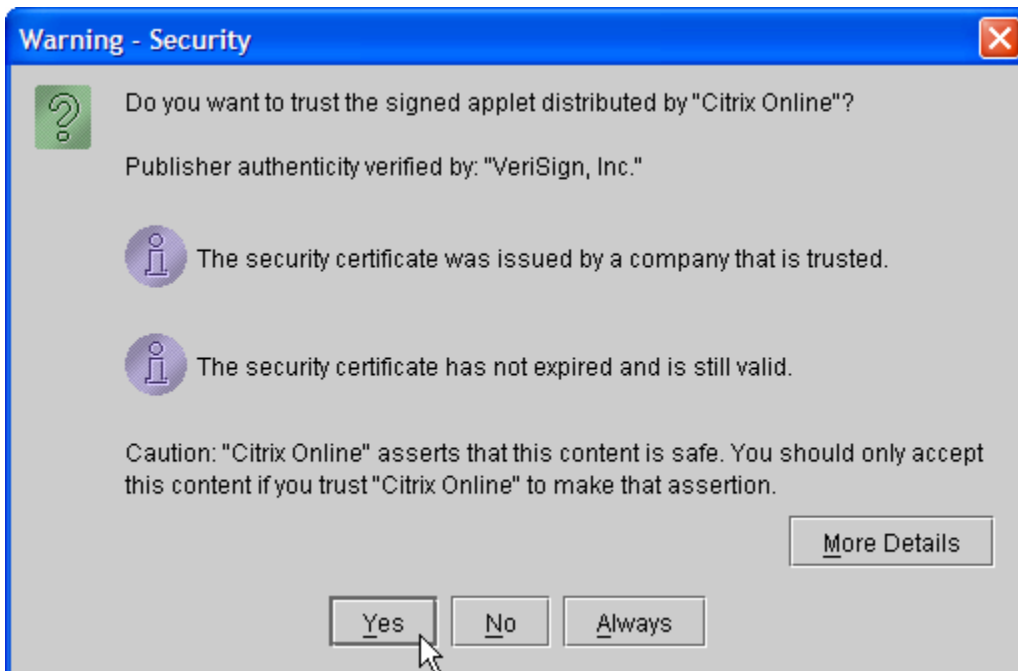
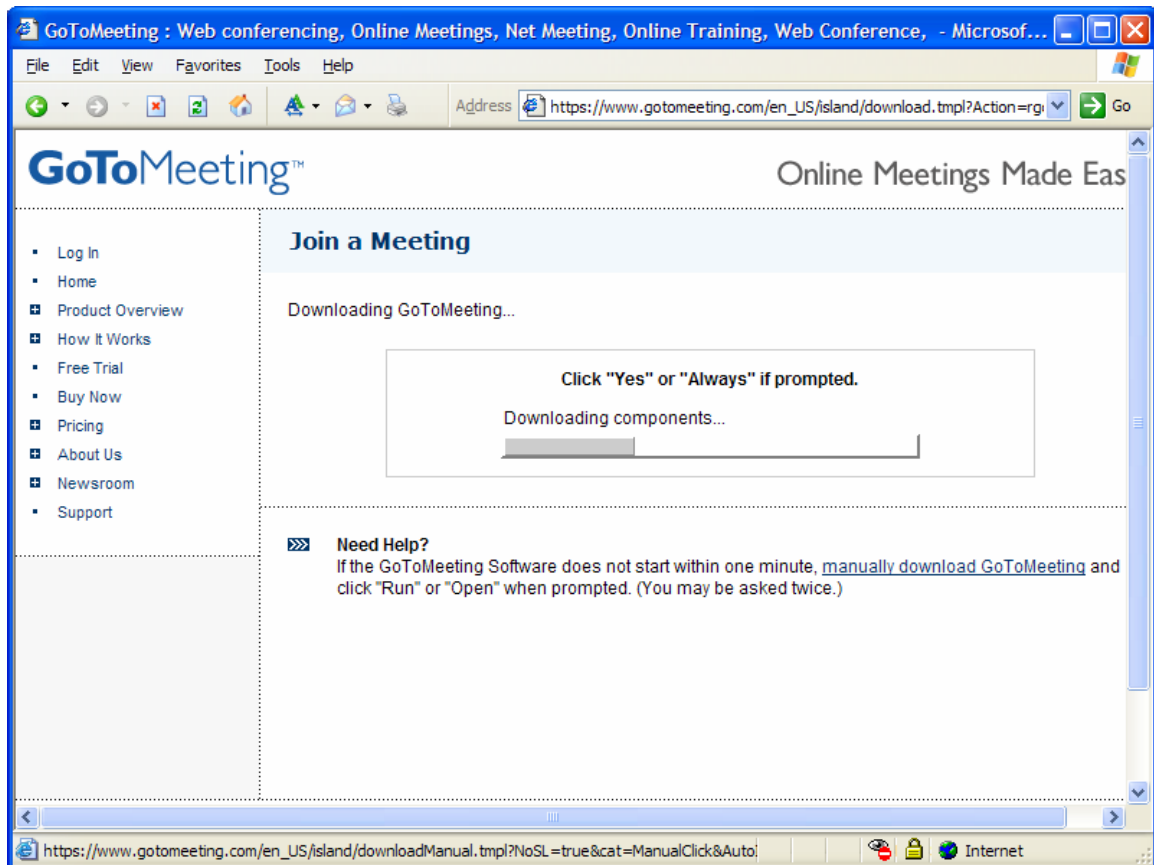
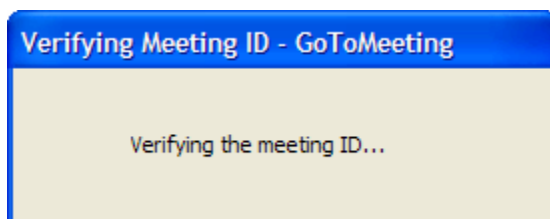


Figure 2: Another version of the security warning screen

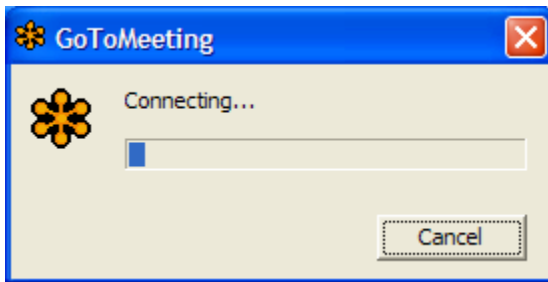
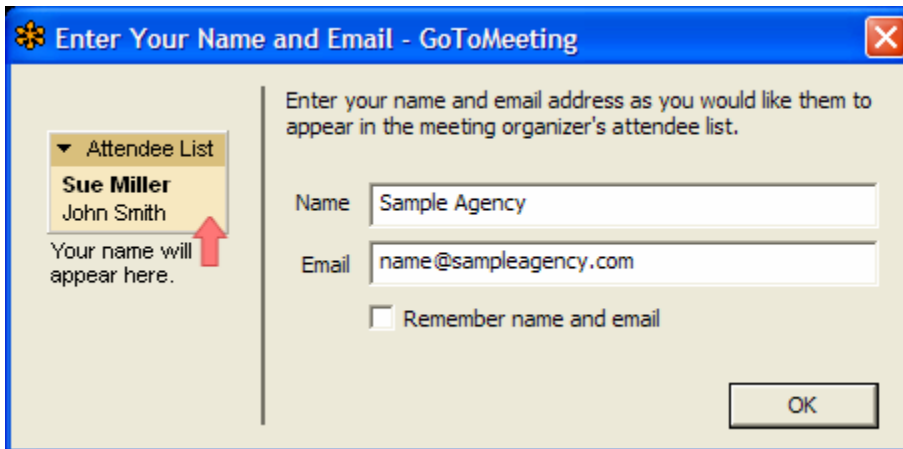
- GoToMeeting components will download. If this is the first time you are using GoToMeeting, the download will take a few moments.



- On the **Join a meeting – GoToMeeting** screen, type the meeting ID in the **Meeting ID** box and then click **OK**.

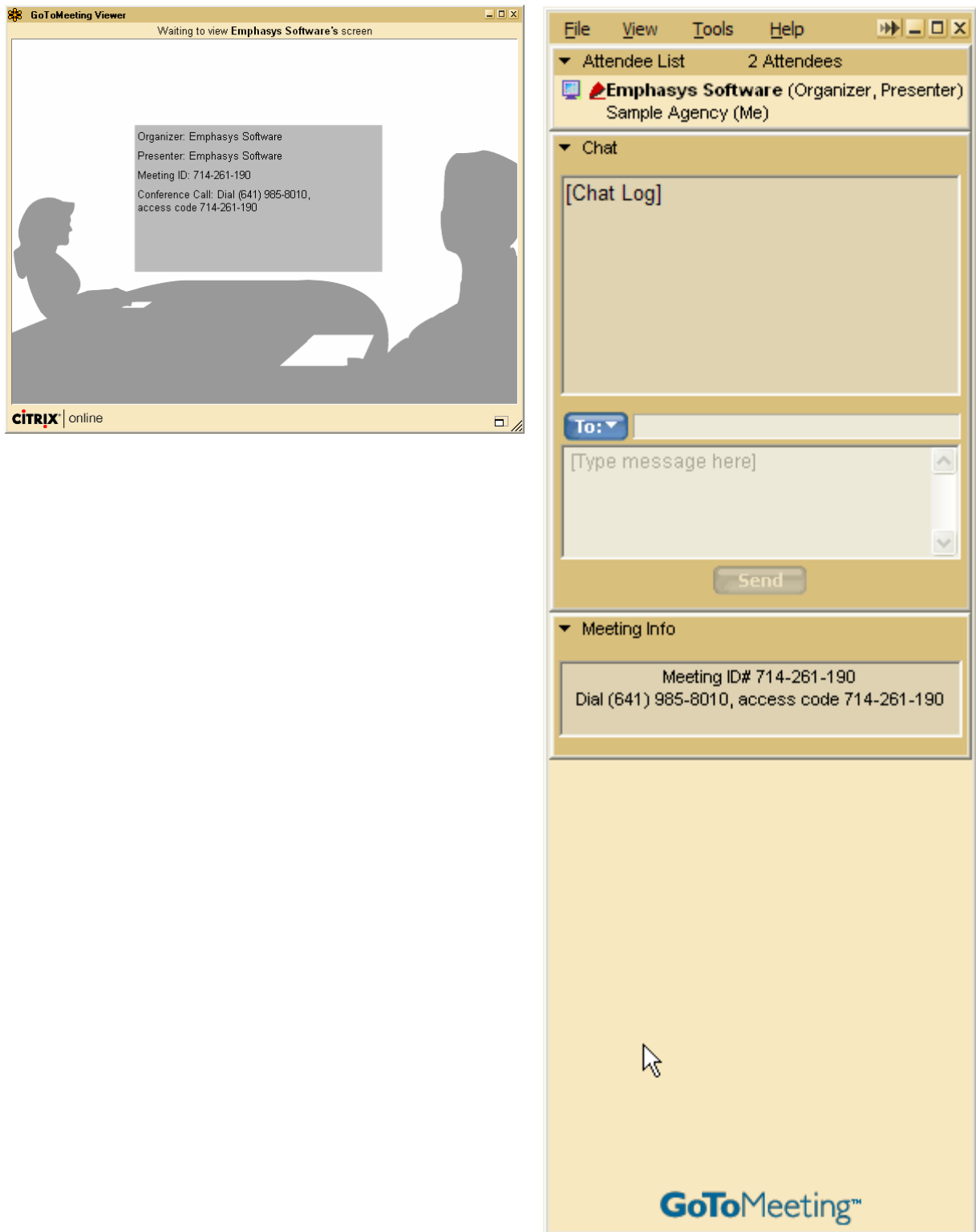


- Next, type your agency's name in the **Name** box and a contact e-mail in the **Email** box. Then click **OK**.



GoToMeeting screens will appear.

Note: The GoToMeeting sidebar will include a dial-in number. *Do not dial into this number.* It is not toll free. Instead, follow the instructions in the next section to dial into a toll free Qwest conference room.



GoToMeeting sidebar

## Tips

Following are some tips that will help everyone get the most out of the conference call:

- If you have a speakerphone, mute the call until you wish to address the group.  
This cuts out extraneous background noise so everyone can hear the speaker clearly.
- When you do speak, identify yourself and your agency to the rest of the attendees.
- Try to save your questions until a logical break at the end of a segment or module.