

# VIRTUAL APRIL 2021 PROCUREMENT DIVISION MEETING

April 13 | 9:00 am – 5:30 pm EDT



## NDIA HOW TO: Use GoToWebinar as an attendee

### PRE-WEBINAR CONFIRMATION EMAIL

Upon registration, GoToWebinar will send you an automated confirmation email like the one to the right, which will contain your unique webinar access link, a webinar access **password**, and call-in information. Through the automated confirmation email, you can also add the webinar to your preferred calendar and check your system requirements to ensure proper access to the webinar.

[Add to Calendar](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

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

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (562) 247-8321

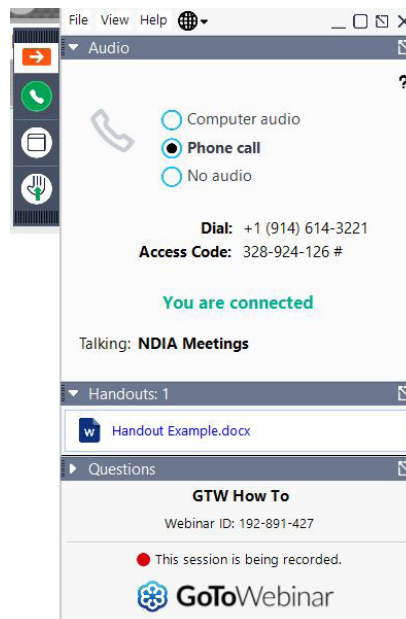
Access Code: 425-214-965

Audio PIN: Shown after joining the webinar



### CONDENSED CONTROL DOCK

To the left is an example of your condensed control dock. Select the orange arrow to see more about your audio and the questions box feature.



### MAIN CONTROL DOCK

Here is your main control dock. You can see if you are muted or unmuted. Attendees are muted unless unmuted by an organizer. You can also see where your audio is coming from and who is speaking.

You can download all available files within the handouts section.

Q&A is also possible via the question feature, where you can type in questions for the speakers to answer.

### WEBINAR SESSION VIEW

To the right is an example of what you will see once the webinar has started. If the speakers do not have their webcams on, you will only see the presentation.

