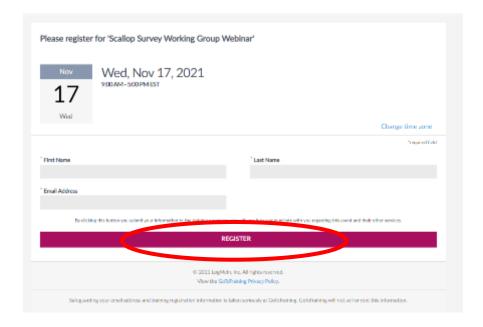
## **GoToTraining – Instructions To Join**

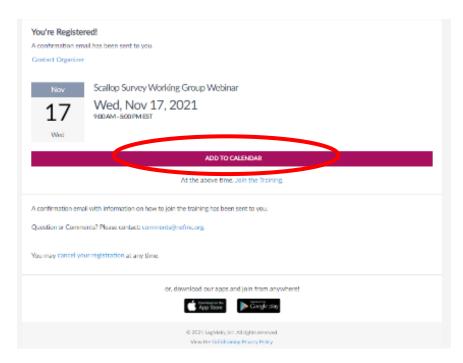
- \*\*Must have Google Chrome installed on your computer to participate in breakout sessions
- \*\*Set Google Chrome as your default browser in advance of the meeting (you can revert after the meeting)
- \*\*Connect to meeting audio using Computer Audio (do not use Phone Audio)
- \*\*Please review the GoToTraining Attendee Guide <a href="https://support.goto.com/training/att-guide">https://support.goto.com/training/att-guide</a>

## Join on computer:

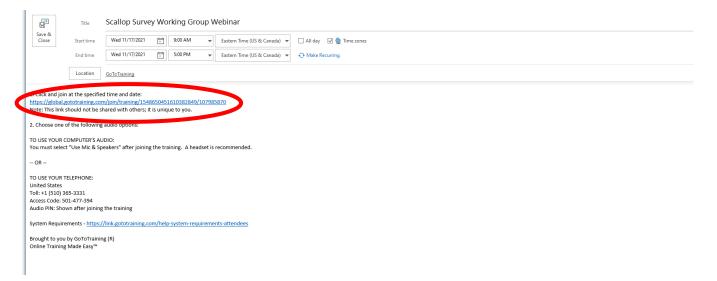
- 1. Click the link located in the Meeting Notice to register (also here):
- Online access: https://attendee.gototraining.com/r/1548650451610382849
- This meeting will be broadcast online via GoToTraining. Pre-registration is required.



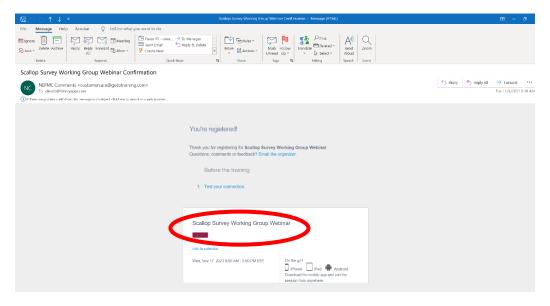
- 2. Register with Name and Email; Click "Register"
- 3. You will see a screen that confirms your registration for the meeting and asks you to add the meeting to your calendar.



4. Click "Add to Calendar"



- 5. A calendar invitation will download, and you can open it from the bottom portion of your computer screen.
- 6. The calendar invitation includes a link to join the meeting on November 17<sup>th</sup>.
- 7. Click "Save & Close" to add the meeting to your calendar.
- 8. You may join the meeting by using the calendar link on November 17<sup>th</sup>.
- 9. You will also receive an email from "NEFMC Comments" to confirm your registration, you may join the meeting by clicking "Join" through this email on November 17<sup>th</sup>.



10. You will receive additional email reminders from "NEFMC Comments" the before the meeting. You can join the meeting by clicking the Join link through any of the reminder emails.