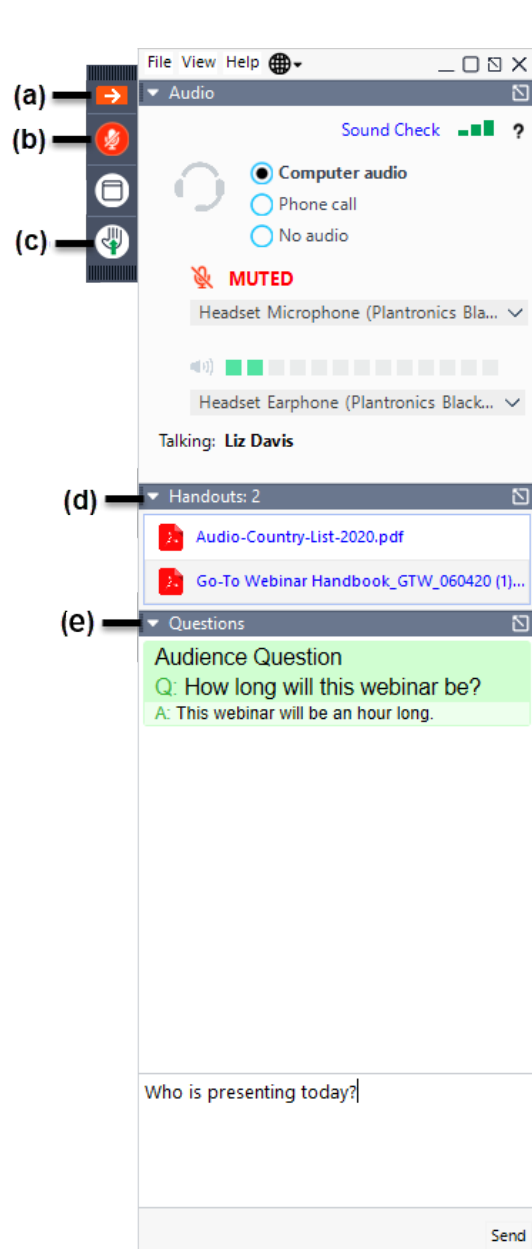


GoToWebinar Attendee User Guide

How to use the webinar panel



(a) Close and open the webinar panel

Click the red arrow to slide the panel closed or back open

(b) Mute and unmute yourself

By default, all attendees are muted when they join a webinar. If the organizer unmutes you, you can click the Mic icon to unmute yourself.

(c) Raise your hand

You can grab the organizer's attention by raising your hand using the Hand icon. This will notify the organizer that you are requiring attention.

(d) Download handouts

If the organizer uploaded handouts, you can download them to your computer or Android device. If you're on an iOS device, you can preview them in the Safari app.

(e) Ask questions

You can ask the organizer questions at any point during the webinar. Once the question is answered, it will display in the Questions pane. If you do not see the Questions pane, the organizer may have disabled the feature.

Answer polls

At any point during the webinar, the organizer may launch a poll. Once you're done answering the poll, click **Submit** to send your answer to the organizer.