Thomas P. DiNapoli, State Comptroller

NYSLRS
New York State & Local Retirement System

How to Join a Webinar using GoToWebinar

Step	Action
1	Register for the webinar using the Registration URL. This is generally sent to you via email. Some Registration URLs can also be found on our <u>Employer Events</u> page. *Tip: Look for a hyperlink that starts with "https://attendee.gotowebinar.com/register" and ends with a unique registration code.*
2	Fill out all required fields then click the [Register] button.
3	You will see Registration Confirmation Page. A confirmation email will also be sent to you.
4	Before joining, be sure to check <u>system requirements</u> to avoid any connection issues.
5	As the event approaches, you will receive a reminder email to attend the upcoming webinar.
6	When it's time for the webinar, click the [Join Webinar] button in your confirmation email.
7	Once you have launched the webinar, you will need to set up your audio. **To join using your computer's mic and speakers:** • Click **Computer Audio** • Use the drop-down menus to select the desired audio devices • Click **Continue** • *Tip: If you experience audio quality issues, try switching to Phone mode instead* **To join using your telephone:** • Click **Phone Call** • Use your telephone to dial the provided number and enter the codes • Click **Continue**
8	For additional assistance, visit the <u>GoToWebinar Help Page</u>.