



# Virtual Meeting and Webinar Platforms

Presented by:

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# DISCLAIMER

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Today's meeting and presentation is being RECORDED by the Conejo Valley Genealogical Society and may subsequently be posted on the CVGS Website and viewed by society members and the public. The presentation and recording are the sole property of CVGS [and/or Shirley Vivion and Georgine Herd] and should not be copied or used for any purposes without explicit permission of the CVGS Executive Board.

# Meeting Tips

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- You have been asked to click your acknowledgement of the video recording in the pop-up Zoom window when the recording started. Thank you!
- While presenters are talking, your microphones will be muted to prevent background noises from interrupting our presenters.

# Meeting Tips

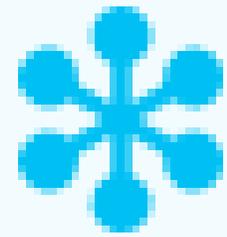
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- You may “unmute” yourself once we begin Q&A. Best practice is to hold down your spacebar while talking. Once you release it, you will become automatically muted again.
- Please type your questions when you think of them in the CHAT BOX. Type a “Q” to distinguish your question from the other posts. Questions in CHAT will be asked first, then we will open the microphones for other questions. All questions are important.

# Meeting Tips

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- We recommend turning off your video while the presenters are talking.
- We also recommend minimizing your Video Gallery and dragging it to the upper most right corner of your screen to see the full screen demonstrations.



GoToWebinar

Georgine Herd

# VIRTUAL MEETINGS AND WEBINARS

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There are a myriad of software platforms for on-line meetings/webinars. We'll be discussing two of them.

(1) Shirley Vivion    (2) Georgine Herd

***Zoom (1)***

Blue Jean

DropBox

Slack

Google Meet

Adobe Connect

FCC (Free Conference Call)

WhatsApp

Cisco Webex

Microsoft Teams

Skype

TeamViewer

Jitsi

Google Chrome

Ring Central

Salesforce

Google Hangout

Big Blue Button

Amazon.com

Microsoft OneDrive

Trello

Spotify

Discord

Adobe

***GoToWebinar (2)***

# GOTOWEBINAR

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It is important that you prepare in advance before joining a GoToWebinar for the first time.

Don't wait until the last minute or you will probably end up missing some or all of it.

# REGISTRATION PROCESS

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- You'll first need to register for the session using the Registration URL in your GoToWebinar invitation.
- After you register, you'll receive a confirmation email with information on how to join the session when it's time.

# REGISTRATION PROCESS

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1. Open your GoToWebinar invitation email.
2. Click Registration URL to open the registration form.
3. Fill out all required fields\* including your first name, last name, and email address. If prompted, accept the organizer's webinar disclaimer by checking the box, then click Register.

\* Depending on the organizer, the required information may vary

# GETTING READY TO JOIN WEBINAR

- If you're registering for a webinar sequence, you can use the same Join URL to join all sessions.

This webinar is offered several times. Select the date and time that works best for you.

Sat, Oct 10, 2020 1:00 PM - 3:30 PM PDT

[Show in My Time Zone](#)

October 10 Topic:

"From Babel to Benefit" presented by Jane Neff Rollins

Whether your ancestors arrived in North America in 1630 or 1930, if they came from a non-English-speaking country, doing genealogical research across the pond, you'll be reading documents written in another language. Archives and digital resources are providing more materials than ever, making it possible to find and translate them. Get tips about how to use professional translators for foreign-language documents yourself or to find a professional translator.

# GETTING READY TO JOIN WEBINAR

- Be careful and read everything. The previous page showed the 10/10 course description.
- However, as you scroll through the dates, the course description doesn't change.

Sat, Oct 10, 2020 1:00 PM - 3:30 PM PDT

Sat, Nov 14, 2020 1:00 PM - 3:30 PM PST

Sat, Dec 12, 2020 1:00 PM - 3:30 PM PST

Sat, Jan 9, 2021 1:00 PM - 3:30 PM PST

Sat, Feb 13, 2021 1:00 PM - 3:30 PM PST

# GETTING READY TO JOIN WEBINAR

- The host is responsible for the set-up – they are human and subject to mistakes. (We're all learning this new technology.)
- You will get a confirmation for each session you choose.

# REGISTRATION CONFIRMATION

- Once you've successfully registered, you'll see a Registration Confirmation page.
- If the organizer has automatic approval enabled, you'll immediately receive a confirmation email with information on how to join the session.
- If the organizer has manual approval enabled, the organizer must first approve your registration before you'll receive a confirmation email.

# REGISTRATION CONFIRMATION SAMPLE

You will receive one when you register. If you haven't used GoToWebinar before, you should click on the link 'check system requirements' and the program will check (see following page)

## How To Join The Webinar

Tue, Jul 21, 2020 7:00 PM - 8:00 PM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

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

Join Webinar

*Note: 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.

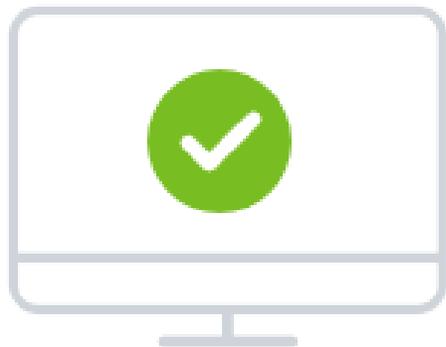
2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's

## GoToWebinar Attendee System Check for Classic Webinars

**Looks good! You can join a webinar.**



- ✔ OS - Windows 10
- ✔ Browser - IE 11
- ✔ Internet connection - Strong

[Test your system again](#)

[View System Requirements](#)

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### Next steps

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**Try a test session**

First time



**Join a webinar**

Attendee



**Learn How**

Join guide

# GETTING READY TO JOIN WEBINAR

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- When it's time for the session, just click the Join Webinar URL in your confirmation email.
- Don't share the Join URL with anyone – it's unique to you.

# JOINING A SESSION

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Now that you've checked to make sure you are ready to join, you can use the confirmation (or reminder) email and click on the link 'Join Webinar.'

## How To Join The Webinar

Tue, Jul 21, 2020 7:00 PM - 8:00 PM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

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



Join Webinar

*Note: 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

# JOINING THE WEBINAR

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- Depending on the organizer, you may get a reminder email (with the link) about the date.
- Otherwise, make sure you keep the Confirmation email handy since it contains your unique link.

# TIPS FOR A SMOOTH EXPERIENCE

- Usually the host will mute everyone when they join the webinar.
- If you are called on to speak, you may need to click on the microphone icon shown on the ribbon at the bottom of the screen.
- When you're finished speaking, you should click the microphone icon again to mute yourself (we don't want all the background noises – phone, kids demanding attention, lawn mower outside, etc., to be heard by everyone else).
- It is recommended that you prepare yourself well in advance for a GoToWebinar session to avoid some of the following problems.

## *I got an error message when trying to download the software*

- Note: When you start the registration process, the software installation will be automatic. If it was stalled or unsuccessful, the most likely culprit is a firewall or browser issue.
- Restart. Usually you will be launched directly into session, but it's possible that the automatic process got stuck somewhere along the way. Try installing the software directly here first, then join or start your session again.
- Check the browser-specific instructions. Each web browser works a little differently when downloading files, so it's possible that you missed a prompt or a button somewhere along the download process.

## *I got an error message when trying to join the webinar*

If you successfully downloaded the GoToWebinar software but encountered an error when you tried to connect to your webinar, it's possible that one of the following scenarios occurred.

- If you are trying to join a session but received a message stating "The GoToWebinar is full," then the session already has the maximum number of attendees that are allowed. You will not be able to join the session unless one of the attendees who has already joined leaves the session.

## *I got an error message when trying to join the webinar*

If you are trying to join a session and see a screen that says "Waiting for organizer," then you have successfully connected to the session! The organizer is the individual who is hosting the session (i.e., they scheduled it and invited you to it), so if you joined the session before they did, then you can just sit tight until they get there.

We call this the "Hallway" because you have arrived at the session but are still waiting for the organizer to "open the door" so you can come in.

## *I got an error message when trying to join the webinar*

If you are trying to join a session and encounter "The webinar ID is invalid" message, it means that the ID you entered does not match with the session you are trying to join because it is incorrect, was mistyped, or the webinar ID has expired.

The password you entered is incorrect. If you were invited to attend someone else's webinar and are asked to enter a password when joining, it means that the organizer who scheduled the session has password protected it for added security. This does not mean that you need to log in to a GoToWebinar account – you just need to enter the password that the organizer set.



Thank you for attending this portion of the webinar.

Now, it's time to ZOOM over to Shirley for the next portion.