

CalHFA Virtual Board Meetings

REGISTER FOR THE MEETING

1. Click on the GoToWebinar registration link provided on the meeting agenda.
2. Complete the registration form.
3. You will receive an email confirming your registration for the meeting, along with the option to add it to your Outlook® Calendar.

NOTE: Each registered attendee is provided with a unique link to access the meeting and should not be shared with other attendees

JOIN THE MEETING

1. A few minutes before the meeting starts, open your confirmation email or Outlook® appointment.
2. Click on the “Join Webinar” link in the email or Outlook® appointment.
3. If prompted, click Yes, Grant or Trust to accept the download.
4. Join the audio portion of the meeting. Audio information is provided in the Audio pane of your Control Panel, in the meeting confirmation email or in the Outlook appointment

CHOOSE YOUR AUDIO

1. There are two audio options in the Audio pane of your Control Panel. By default, you will be joined into the meeting muted.
2. If the option “Use Mic & Speakers” is available, you can join the meeting via VoIP. If you choose to join via VoIP, you will need speakers to listen to the meeting and a microphone to speak (if the organizer gives you speaking rights).
3. If you prefer to use your phone for audio during the meeting, dial the call-in number and enter the meeting access code and audio PIN when prompted.

AUDIO OPTIONS

- **COMPUTER**
VoIP (Voice over internet protocol) uses your broadband internet connection to provide audio through your computer’s microphone and speakers.

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- TELEPHONE

This option allows attendees to use their phone speaker and mic for audio during the meeting. To watch the meeting via GoToWebinar using your phone as audio, attendees should:

- Register to attend the meeting as described in “Register for the Meeting” section above.
- Join the meeting using the “Join Webinar” link.
- After joining the meeting, select “Telephone” for audio source.
- A call-in number, meeting access code, and a unique Audio PIN will be provided.
- Dial the call-in number on your phone, enter the meeting access code and Audio PIN when prompted.

Attendees cannot self-mute/unmute. A meeting organizer will unmute an attendee’s mic during the public comment portion of the meeting.

Indicate you would like to comment on an agenda item by using the “raised hand” feature on GoToWebinar.

NOTE: The audio PIN is required if an attendee wishes to provide public comment. If you do not wish to provide comment, you do not need to enter an audio PIN

LISTEN ONLY PHONE OPTION

Attendees who wish to only listen to the meeting and do not wish to provide public comment may do so by telephone. The meeting call-in number and access code are provided on all meeting notices and agendas. Dial the number and enter the information requested when prompted. You do not need to register for the meeting if you are participating by listen only.

Notices, agendas, and written materials related to the meeting can be found by visiting the Board Meeting page at calhfa.ca.gov.

Attendee Connection Guide

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ACCESS WEBINAR HELP

Click **Help** at the top of the Control Panel to access online help.

USING THE CONTROL PANEL

Once you have joined the meeting you will see the Attendee Control Panel and Grab Tab (a). The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

- Grab Tab - Click arrow to open/close Control Panel. **(a)**
 - i. Click square to toggle Viewer Window between full screen/window mode.
 - ii. Click hand icon to raise/lower hand.
- Audio pane - Select audio format: Computer audio or Phone call **(b)**
- Questions pane- Type your question and click **Send** to submit it to the organizer **(c)**
- Webinar details - Provided for quick reference **(d)**

