



# Total Accounting Solutions

welcomes you to

## Our Lunch 'n' Learn TASinar Tips Series

(Held the last Friday of the Month @ Noon)

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**Microsoft**  
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# To Join the Conference Call



**STEP 1:** Expand your window, if hidden

**STEP 2:** Dial the phone number, and enter the access code displayed on your window followed by #

This will join the conference call in listen only mode

# To Unmute Your Connection



The screenshot shows the GoToWebinar interface. On the left, a vertical toolbar contains three icons: a double left arrow, a square with a square inside, and a hand with a microphone. A black arrow points from a circled '1' to the double left arrow icon. On the right, a 'Dial' window is open, showing 'Audio Mode: Telephone', 'Dial: Access Code', and 'Audio PIN:'. A black oval highlights the 'Audio PIN' field, with a circled '2' next to it. Below the 'Dial' window is a 'Questions' section with a 'Questions Log' and a 'Send' button. At the bottom, it says 'TEST Webinar ID: 668-222-682' and 'GoToWebinar™'.

**STEP 1:** Expand your window, if hidden

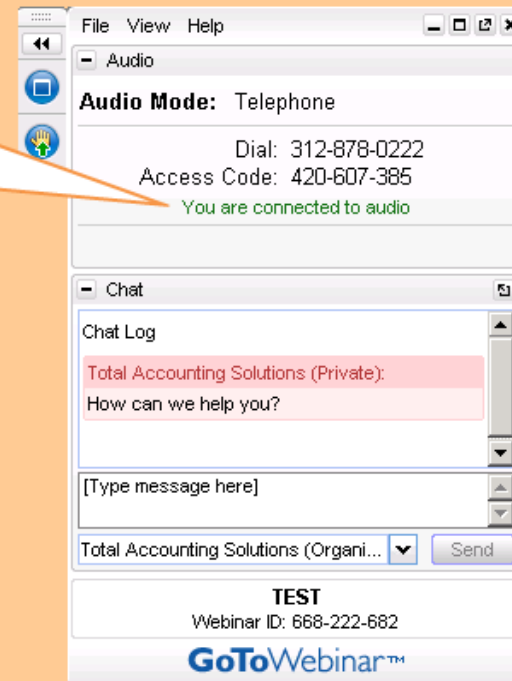
**STEP 2:** Enter #, then your personal 2-digit audio pin followed by another #

You will still be in mute mode until an organizer unmutes you

# Four Ways Mute is Managed



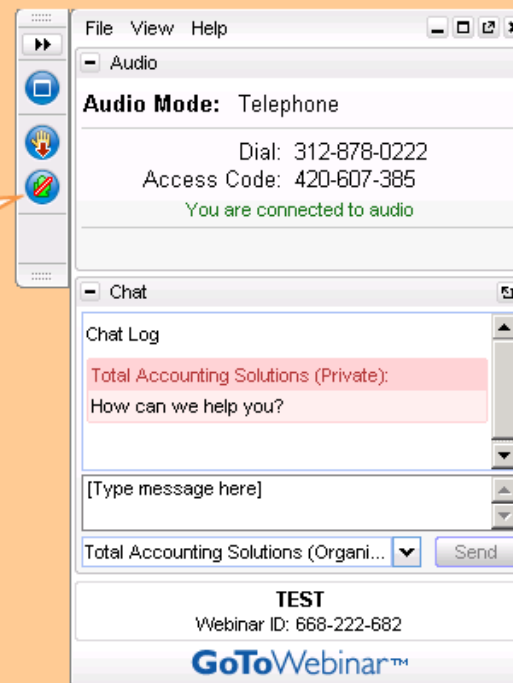
**Option #1:** If the 2-digit audio code is not entered, you will remain in listen-only mode. Look for the message 'You are connected to audio' to know you have entered the codes correctly.



# Four Ways Mute is Managed



**Option #2:** Until the presenter unmutes your call, you will not see the microphone button.



# Four Ways Mute is Managed



**Option #3:** Once the organizer has unmuted your session, you can click the microphone button to mute and unmute yourself. The red slash indicates you are muted.

The screenshot shows a window with the following content:

- File View Help** (Menu)
- Audio** (Section)
- Audio Mode:** Telephone
- Dial: 312-878-0222
- Access Code: 420-607-385
- You are connected to audio
- Chat** (Section)
- Chat Log
- Total Accounting Solutions (Private):
- How can we help you?
- [Type message here]
- Total Accounting Solutions (Organi... [Dropdown]
- Send [Button]
- TEST
- Webinar ID: 668-222-682
- GoToWebinar™

# Four Ways Mute is Managed



The screenshot shows a GoToWebinar interface with two main panels: Audio and Chat. The Audio panel displays 'Audio Mode: Telephone', 'Dial: 312-878-0222', 'Access Code: 420-607-385', and 'You are connected to audio'. The Chat panel shows a chat log with a message from 'Total Accounting Solutions (Private): How can we help you?' and a text input field with a 'Send' button. A vertical toolbar on the left contains icons for navigation and audio control. A speech bubble points to the microphone icon, which is currently unmuted (no red slash).

**Option #4:** If the microphone is marked as unmuted (no red slash), the mute button on your phone can be used.

# To Resize the Viewer Window



The GoToWebinar Viewer window can be resized at any time by either clicking the drop-down resizing menu or by clicking and dragging to resize.

Regardless of the size you will always see the complete screen.

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# Three Ways to Ask a Question



## Option #1: Raise Your Hand



Click on the Hand with the Green Up Arrow to Raise Your Hand



Click on the Hand with the Red Down Arrow to Lower Your Hand

Click on the Blinking Dialog Box to Reply to a Question

# Three Ways to Ask a Question



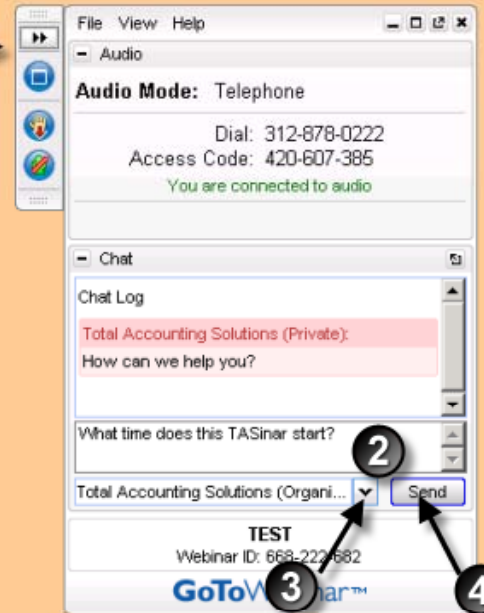
## Option #2: Post a Question

**STEP 1:** Expand your window, if hidden

**STEP 2:** Enter your question in the question box

**STEP 3:** Choose the sendee

**STEP 4:** Click the send button



# Three Ways to Ask a Question



## Option #3: Ask

Unmute your phone and just ask!



Tips on Using GoToWebinar

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# Leaving GoToWebinar

