

To make someone a **Presenter** or **Organizer**

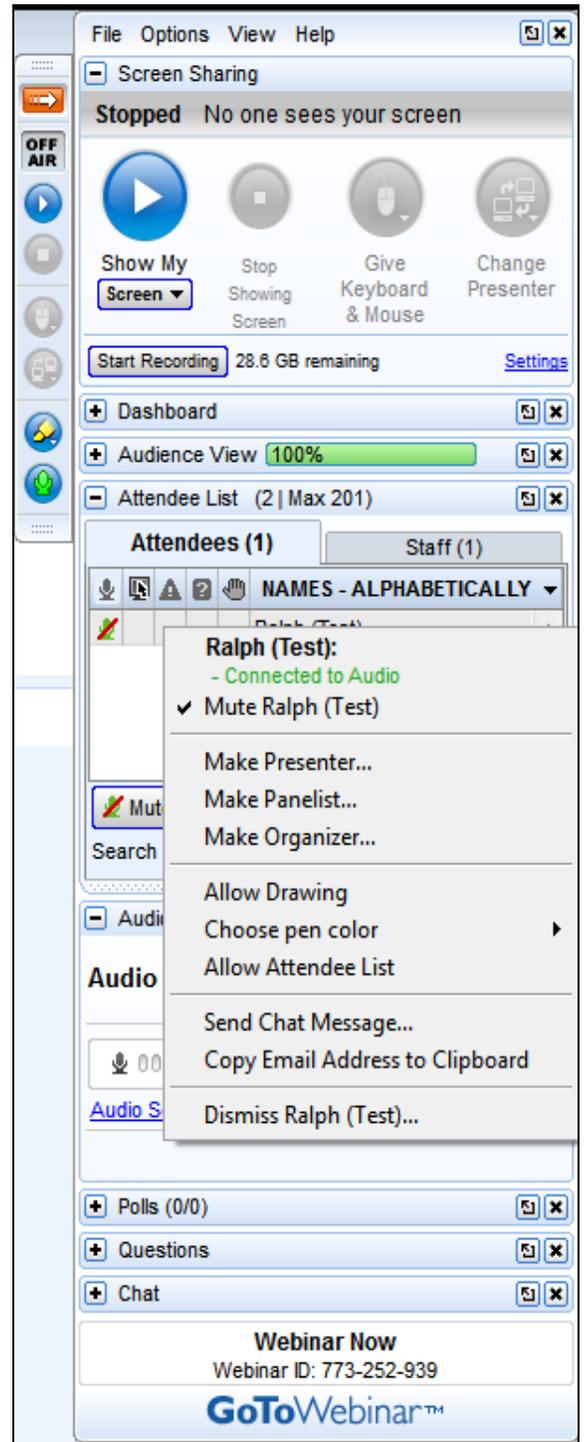
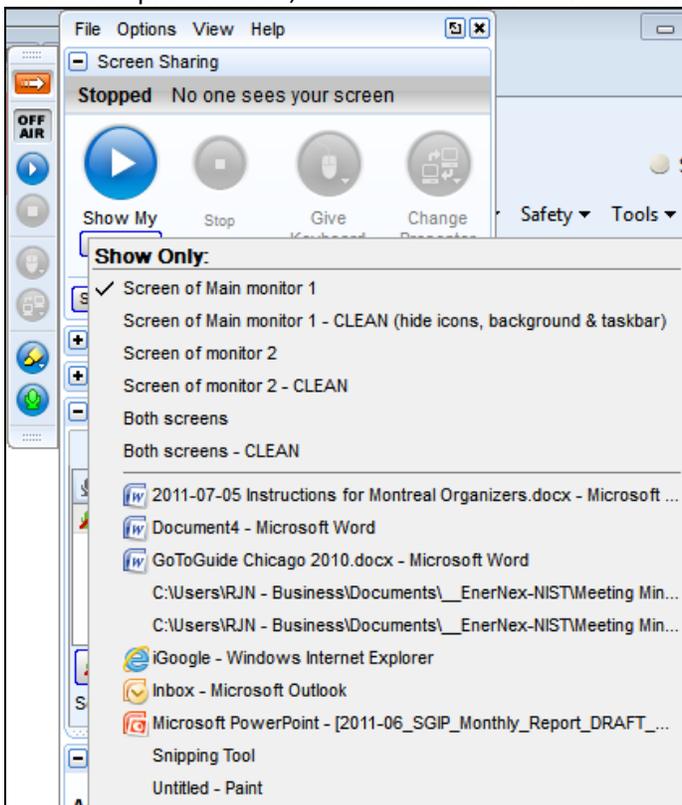
- Right click on their name to pop-up window shown on the right at the “Attendee List” area
- From here you can make the person **Presenter** or **Organizer**. (We do not use Panelist at this time.)
- You can “Dismiss” someone, say, a heckler, although that may be politically incorrect
- You can also copy the person’s e-mail address if you need to send an “emergency” e-mail to an individual

Mute and un-mute attendees as needed. When you mute/un-mute someone they will hear “muted” or “unmuted”

PRESENTER Sharing the Screen:

NOTE: The Organizer PC does NOT have PowerPoint or MS Office and is not suitable for the presentations. The PRESENTER must have his own PC, or use a PC provide by an EnerNex person

- Press the “Show My Screen” button just below the big blue button
- Pick the correct item to share. Usually it will be the Microsoft PowerPoint presentation, or “Screen of Monitor X – Clean”



Recording Meeting:

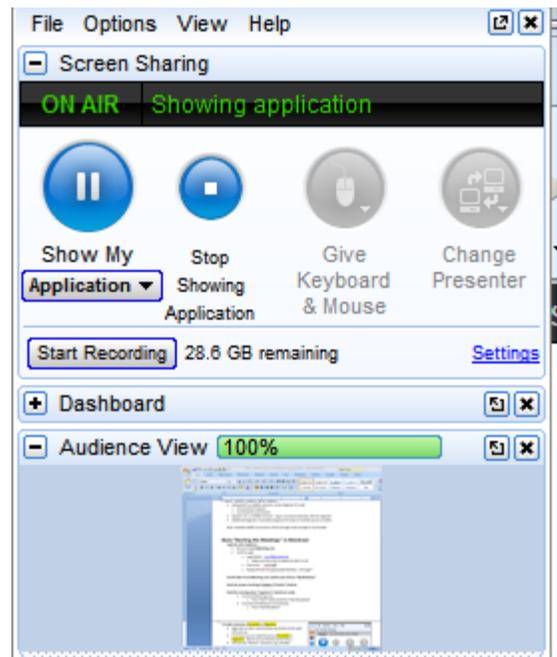
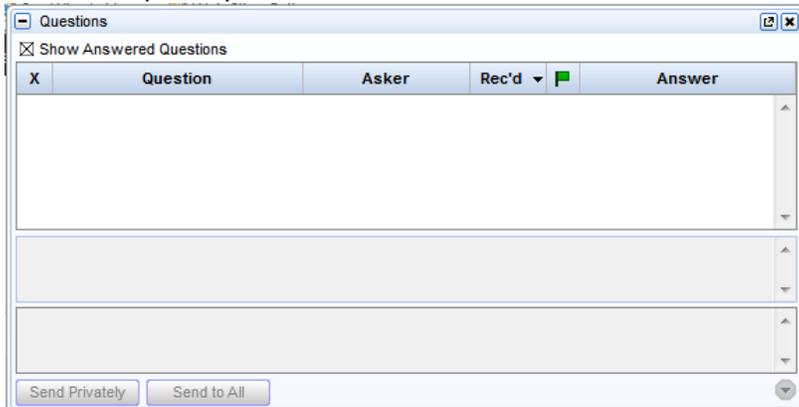
- Press the “Start Recording” button on GoToWebinar Control Panel for **Plenary and GB meeting ONLY!**

What are participants seeing?

- Expand the “Audience View” Widow as on right

Questions and Chat Panels:

- Best to drag the “Questions” box into a clear area of the screen and expand, so all the columns are visible
- Checkbox allows questions already answered to be made temporarily invisible



- Chat panel can also be expanded in the same way
 - Be careful to send messages to **ONLY** the desired person and not the default “All – Entire Audience”

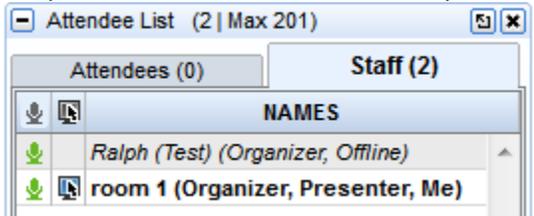
OTHER Organizers: Only the **FIRST** person can log in as above as an organizer. Other Organizers should join either by the unique registration link previously given, or by using the 9-digit meeting number:

- GoToMeeting.com
- Click on “Join a Webinar”
- Enter 9 digit number
- Enter your Name, etc. info
- The usual Download App/Yes/Run questions from the GoToMeeting add on, etc.
- **In GoToWebinar Control Panel, set Audio Mode to “Mic & Speakers”, but turn OFF the computer speakers and stay MUTED**
- When online, **have the main Organizer promote you to Organizer**

If network connectivity is lost during meeting

- If one of multiple **Organizers** loses all connectivity, that organizer will show up in Italic font in the Control Panel of remaining Organizers.

- The person who went lost connectivity is now listed in Italic font.



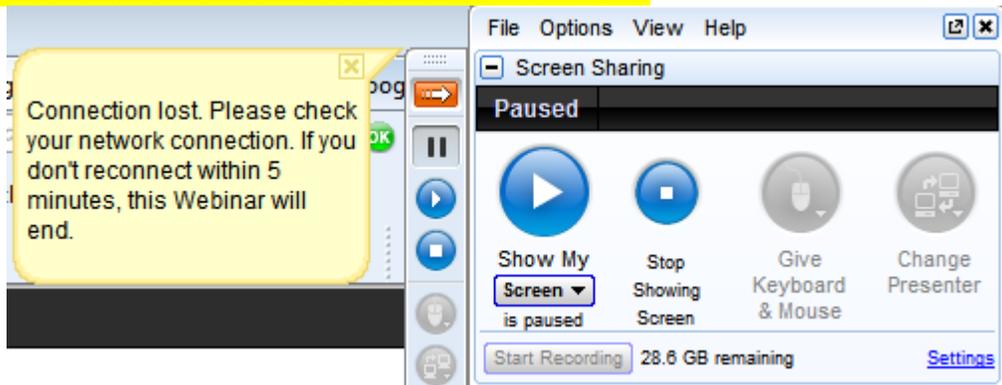
- When connectivity is restored, GoToWebinar automatically reconnects and the person is again listed in normal font

- If the **Organizer & Presenter** (or just the **Presenter**) loses connectivity:

- The last screen shared remains shared, but does not change until connectivity is restored
- When connectivity is restored, GoToWebinar automatically reconnects and display goes back to normal

- If the **ONLY Organizer** loses connectivity:

- The Webinar will end if not re-connected in 5 minutes:

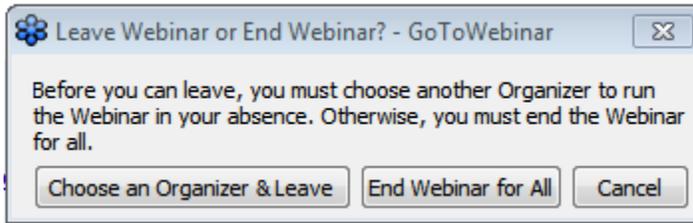


- If the ONLY Organizer's PC is also the Presenter, re-share the Presenter's screen

REMINDER: The Organizer PC does NOT have PowerPoint or Microsoft Office and is not suitable for the presentations. The PRESENTER must have his own PC, or a PC brought in by an EnerNex person

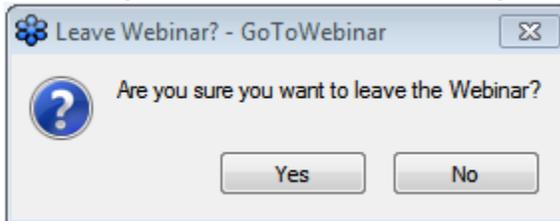
Ending or Leaving the Webinar

- The window below will pop up if the ONLY Organizer on the call...
 - Clicks on the X box on upper right of the GoToWebinar Control Panel, or
 - Clicks on **File >> Exit - Leave Webinar**

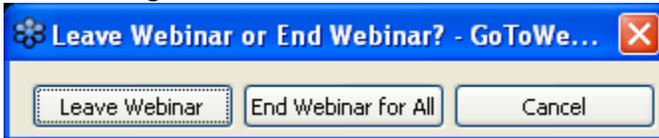


- **Never press the "End Webinar for All" button unless the meeting is truly over!!**

- If there are multiple organizers, one of these windows will pop up:
 - For the Organizer who started the meeting:

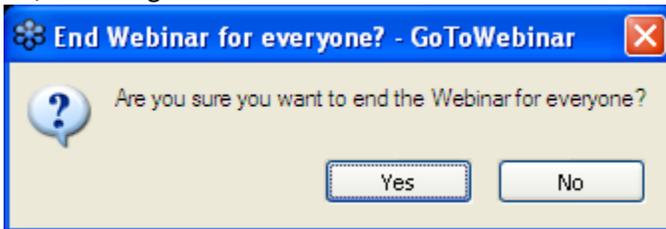


- For other Organizers:



- **Never press the "End Webinar for All" button unless the meeting is truly over!!**

- Or this one, if the Organizer clicks on **File >> Exit - End Webinar**



- **Never press the "Yes" button unless the meeting is truly over!!**

Slide Presentation Options

1. Preferred mode – Make the Presenter's PC the GoToWebinar Presenter

- Right-clicking on the person's name and choosing "Presenter"
- If remote, un-mute the individual online so organizer and presenter can arrange for the presentation to be "shared"
 - Can use the "Audience View" panel in the Control Panel to see what is being shared
 - If presenter is remote, leave him un-muted. Local presenters will use the microphone in the room.
- The presenter needs to share the PPT presentation on his/her computer screen
- The presenter can be local or remote. Procedure is the same.

2. Using OTHER PC that has Power Point

- **NOTE: Organizer PC does NOT have PowerPoint or MS office components**
- Must use a third-party PC if presenter does not have one. Example, use an EnerNex PC from one of the attendees
- Follow procedure above to make the proper PC the presenter

3. Sharing one of the two screens, if needed

Note: This PC can be the main Organizer PC, but it is preferable to use an additional PC instead.

- Set up the projector (two screens from one PC) so the laptop's main screen is available for monitoring other activities
 - In **Windows 7**:
 - [Windows key]-P brings up display options: Choose EXTEND
 - In on **Windows XP**:
 - Right click on a blank space on the screen and go through the graphics options
 - Display #2
 - Check "Extend my Windows desktop onto this monitor"
 - Apply
 - OK
- Open up PowerPoint presentation and run presentation.
 - If the presentation comes up on the laptop screen and not the projector,
 - PPT 2007 and 2010: go to "Slide Show" – "Show Presentation on" the correct screen, such as "monitor 2"
 - PPT 2003 and older: go to "Slide Show" – "Set up Show" – "Multiple Monitors" – "Display slide show on" the correct screen, such as "monitor 2"
- Share the monitor (projector) with the presentation from the GoToWebinar Control Panel