

Getting Ready for GoToMeeting

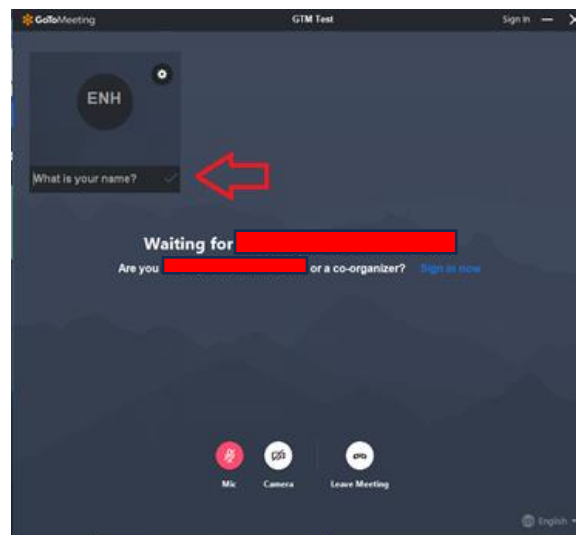
We look forward to your participation in
HCPro's Live Virtual Medicare Boot Camp - Physician Services Version!


This is a quick guide to familiarize yourself with the GoToMeeting platform.

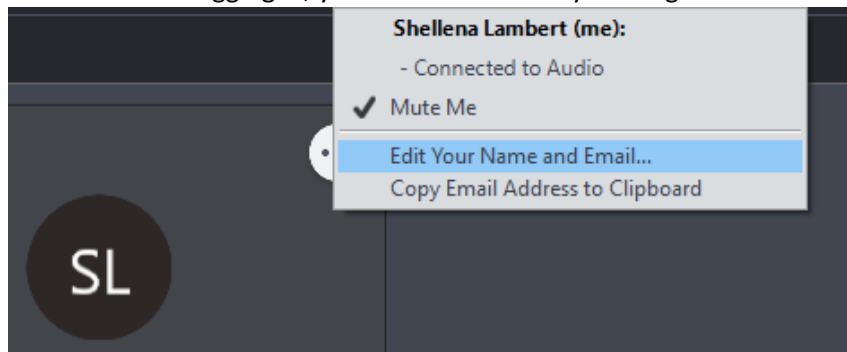
1. **Check your system!** To ensure your system supports GoToMeeting, use this link <https://support.goto.com/meeting/system-check>
New to GoToMeeting? Get the app now and be ready for when your first meeting starts:
<https://meet.goto.com/install>
2. **Join the sessions!** Below is the schedule of class dates and times. At these designated times please visit <https://meet.goto.com/400064781> to join the sessions.

| May 2024 Class Schedule <i>*all times listed are Eastern</i> | |
|--|----------------|
| 13-May | 12:00pm-5:00pm |
| 14-May | 12:00pm-5:00pm |
| 15-May | 12:00pm-5:00pm |
| 16-May | 12:00pm-5:00pm |
| 17-May | 12:00pm-5:00pm |

3. We ask that you please disable your webcam so it does not distract from the course material. GoToMeeting will give you the option to turn your webcam off prior to joining.
4. Once you have successfully logged in, below is an example of what the platform will look like while you wait for the organizer to join. Please take this opportunity to enter your first and last name so we can take your attendance:



*If you forget to enter your name while logging in, you can edit it later by clicking on the 3 dot icon  next to your pod:

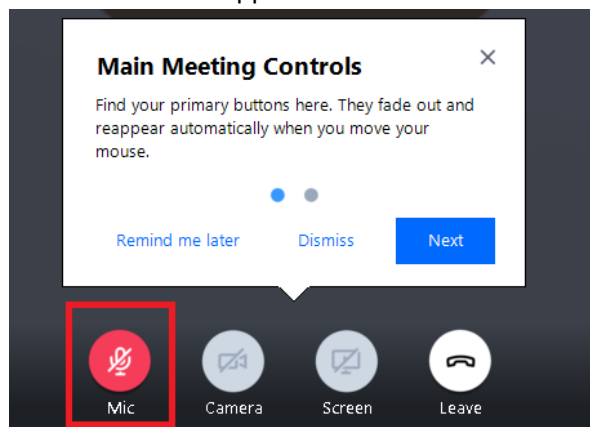


5. There are 2 ways to connect to audio:


a. **Computer Audio:** This is how you will automatically be logged in.

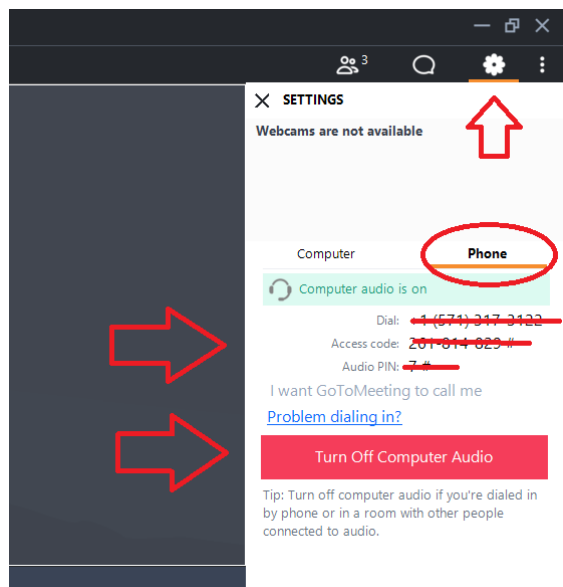
Please make sure your mic is enabled, but muted.

To make sure your mic is muted, simply move your mouse in the GoToMeeting platform and the icons shown below will appear in the bottom middle section of the screen.




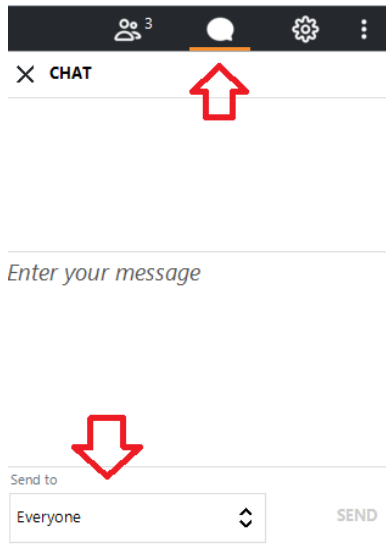
**If computer audio is not working for you, or you lose audio due to internet speed, try dialing in.*

b. **Phone Call:** If you choose to dial in, find the settings icon on the top righthand corner of the screen  and make sure that the “phone” button is selected and dial in using the phone number, access code, and audio pin (example below). Then please click “Turn Off Computer Audio”.



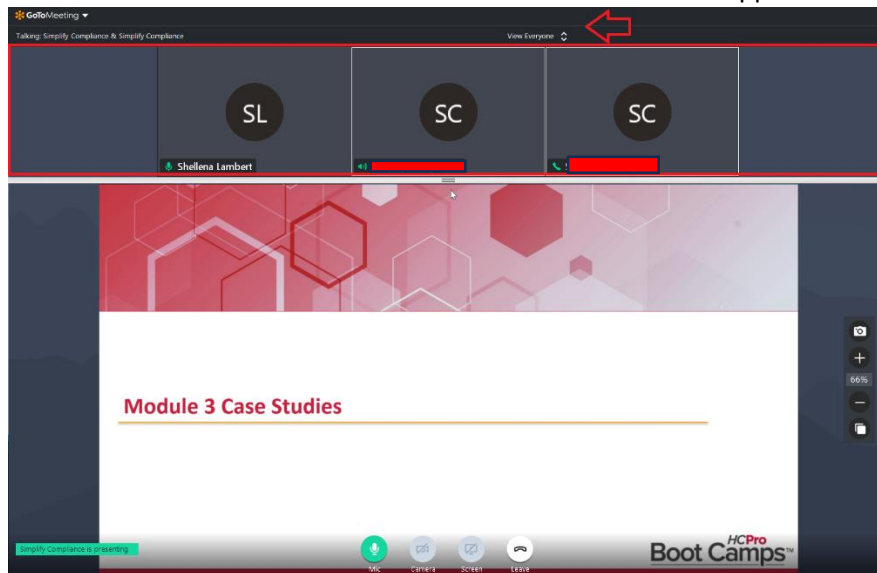
6. If you have questions during the presentation, please type them in the **chat box**.

You can find the chat box by clicking on the thought bubble icon  on the top righthand corner of the screen. If your question requires some back and forth with the instructor, simply type “Oral Question” and we will prompt you and unmute your line:



Please Note: When sending messages in the chat box, be sure to send it to “everyone” as any messages you send to the “organizer” are private messages to the technical host, and the instructor does not see it.

7. Once the instructor shares their screen an attendee bar will appear on the top of the presentation



Please Note: In order to hide the attendee bar so that the presentation is in full screen, simply click the drop-down arrows listed as “View Everyone” and change it to “Hide everyone”

