

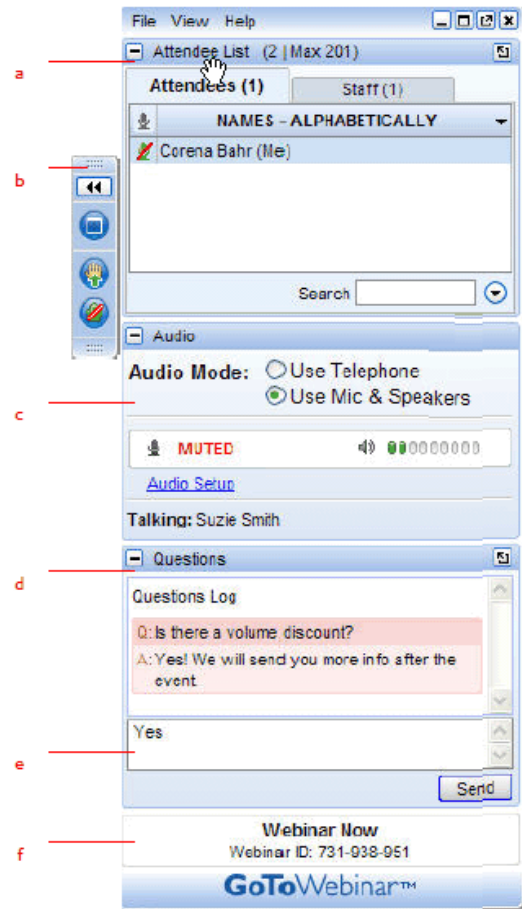
# To Attend a Webinar or Meeting with BizInt Solutions

## Computer System Requirements:

- Windows® 7, Vista, XP, 2003 Server, 2000 or Mac OS X v10.4.11 Tiger or newer
- Internet Explorer® 6.0 or newer or Mozilla® Firefox® 3.0 or newer or Safari™ 3.0 or newer  
(**JavaScript™ and Java™ enabled\***)
- An Internet connection, with cable modem, DSL or better recommended

## To attend a BizInt Webinar using Go To Webinar

1. There are two ways to join a Webinar:
  - If you need to preregister for a Webinar session you should receive an e-mail from the organizer with the registration link. Click on the link to open the registration form in your browser. Provide at the minimum all required information and click Register Now. You will receive an e-mail containing a link associated with your registration.
  - After a Webinar begins, the organizer can send an e-mail with the meeting access link. With this link, provide your name and e-mail when prompted.
2. Click on the link to launch a browser window that will display the connection process. Another window will open to display the Webinar session from the organizer.
  - If you have problems connecting see NOTES below.
3. You will also have a control panel that opens in a separate window.
  - a. Attendee panel – if organizer has made this visible
  - b. Click on arrow on this side tab to minimize/maximize control panel
  - c. Select the audio mode you will be using (see Audio access in next item)
  - d. View typed questions and responses to the organizer – if organizer has made this visible
  - e. Type your question to the organizer and click send
  - f. Information on the current Webinar
4. Audio access (select option in Audio Mode on Control panel):
  - Use the speakers and microphone in your computer. Unless you are alone in a quiet room, we recommend using a headphone (with microphone) connected to your computer's speaker/mic jacks or to a USB port. There are no toll charges associated with this option.
  - Dial in using your telephone and one of the telephone numbers for several countries listed in the invitation e-mail or on the control panel. Follow the telephone prompts to enter the Access Code and the Audio Pin. Toll charges may be applied to this call by your service provider.



- To leave the Webinar, click on File menu, then click on Exit – Leave Webinar.

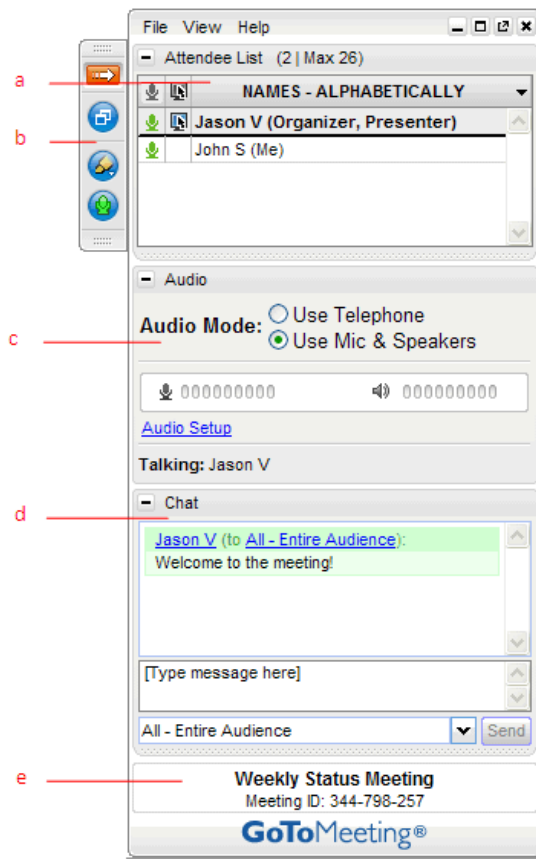
**NOTES:**

- If JavaScript or Java is not enabled, you may be asked you to download a file named g2m\_download.exe. Save this file to your desktop and then double-click on it to launch it. Or to check if you have Java installed and enabled in Internet Explorer:
  - In Internet Explorer, click on Tools menu
  - Click on Internet Options, then Click on the Program tab on the panel
  - Click on Manage add-ons button. You will get a list of add-ons installed on your computer. Look for Java (usually under the Sun Microsystems) and check if it is enabled.
- If you have a “firewall” that controls internet access and security, you may also have problems connecting. Please contact the organizer for additional instructions.

**To attend a BizInt meeting using Go To Meeting**

- You do not need to preregister but you should receive an e-mail from the organizer, before or during the meeting, with the meeting access link. Click on the link to launch a browser window that will display the connection process. If you have problems connecting see NOTES below.
- You will be prompted to enter your name and e-mail. Provide this information to be identified in the meeting. Another window will open to display the meeting session from the organizer.

- You will also have a control panel that opens in a separate window.
  - Attendee panel – if organizer has made this visible
  - Click on orange arrow on this side tab to minimize/maximize control panel
  - Select the audio mode you will be using (see Audio access in next item)
  - Chat section to type a question to the organizer
  - Information on the current meeting



- Audio access:
  - Use the speakers and microphone in your computer. Unless you are alone in a quiet room, we recommend using a headphone (with microphone) connected to your computer's speaker/mic jacks or to a USB port. There are no toll charges associated with this option.
  - Dial in using your telephone and one of the telephone numbers for several countries listed in the invitation e-mail or on the control panel. Follow the telephone prompts to enter the Access Code and the Audio Pin. Toll charges may be applied to this call by your service provider.

- To leave the meeting, click on File menu, then click on Exit – Leave Meeting.