

Dear participants

Please find below instructions for using the GoToMeeting system for the **WA Journal Club meeting at 7.30am on Wednesday 26 June 2019.**

If you have not used GoToMeeting before it is suggested that you click on this link <https://support.logmeininc.com/gotomeeting/get-ready> to check that your system will meet all the requirements of GoToMeeting.

Instructions on how to join the meeting from your computer or laptop and the set up during the meeting are available here: <https://support.logmeininc.com/gotomeeting>

To log into the meeting on your computer please use this link: <https://www.gotomeet.me/adea/wa-branch-journal-club>

To best hear the meeting you should use a headset with earphones and a microphone. You can also listen through your computer or laptop speakers.

If your computer or laptop doesn't have a speaker, you can use your phone to dial in. You will still need to login on a computer laptop if you wish to watch the presentations. Select "Phone call" after joining the webinar and call in using the numbers below. **See image on the next page.**

- Dial in number: 02 9091 7603
- Access Code: 864-279-149
- Audio PIN: Shown after joining

If you just wish to dial in using your phone also use the above numbers to do so.

It is useful to log in 10-15 minutes prior to the meeting so you can check that everything, including the audio, is working OK. The meeting will be activated from **7.15am on Wednesday 26 June 2019.**

During the teleconference and if you are not speaking, it is best to mute yourself so background noise where you are does not interfere with the meeting. Click on the green speaker icon at top left of the control panel to do this. **See image on the next page.**

If you wish to ask questions or highlight something during the meeting you can type comments and questions into the 'Chat' box at the bottom of the control panel and then press 'Send'. These will be seen by everyone linked in to the meeting. **See image on the next page.**

Talking: **Katy Robinson**



Audio ▾

Screen ▸

Webcam ▸



Computer audio

Phone call



Microphone (5- Sennheiser USB hea... ▾



Speakers (5- Sennheiser USB headset) ▾

[Troubleshooting](#)

[Sound Check](#)

> Audience view

> Attendees: 1 of 26 (max)

▾ Chat



Enter your message

To: Everyone ▾

[Send](#)



Record ⚙️

Meeting ID: 178-329-733 👤