

#### **Texas Department of Motor Vehicles**

#### **GoToWebinar Access Instructions**

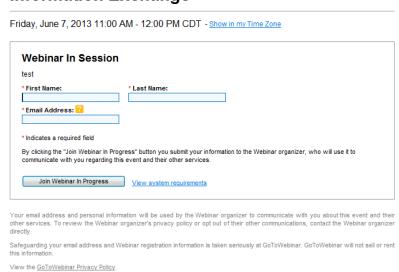
### Before you start:

- It is best to access the InfoXchange on a laptop or PC equipped with a
  microphone and speakers this will allow you to hear the meeting and ask verbal
  questions without having to call in to the meeting using the long distance number
  provided. If you do not have a mic and speakers, dial the number provided in the
  meeting invitation in addition to accessing the meeting online.
- Start the access process several minutes before the InfoXchange begins to allow time for the file to download. As the software will not download the file until the host has joined the meeting, plan on TxDMV accessing the meeting 10 minutes prior to the start time.
- Note: <u>Every</u> GoToWebinar session has a different Webinar ID and Call in Number. You will not be able to access new meetings with previous invitations.

## To access the InfoXchange:

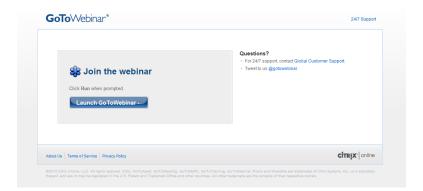
- 1. Single click on the link provided in the email. GoToWebinar will lead you through the steps to access the meeting.
- 2. Enter Your First and Last Name and your email address to register for the InfoXchange and click the button to join.

# Information Exchange

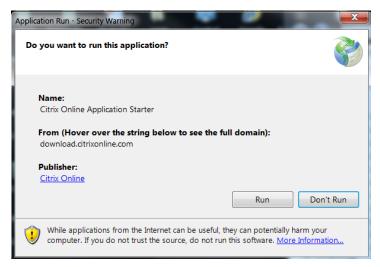




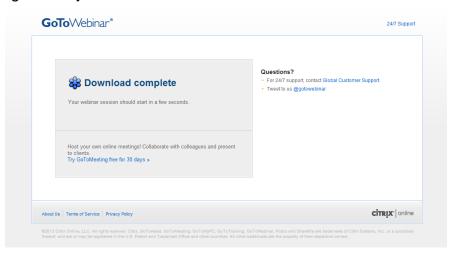
3. Click Launch GoToWebinar on the Join the webinar window.



4. When prompted, click **Run**. (If you are prompted to, click **Save File**. Then double-click the file in the Downloads window and click **Run**.)



5. You will receive a confirmation when the download is complete and the session will begin shortly.

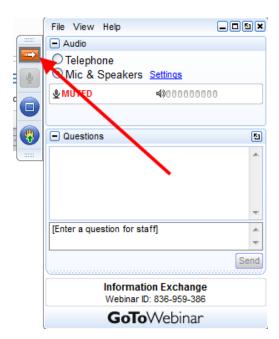




6. The RTS main screen will display. Your Control Panel will appear on the right side of your screen.

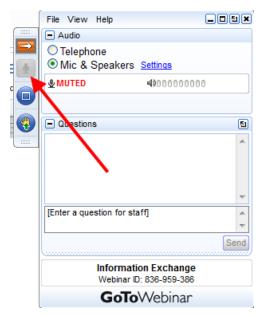


- 7. Note the options on your Control Panel.
  - The red arrow icon can be used to open or close the Control Panel.

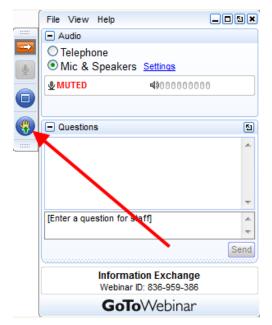




 The Microphone icon should be grayed out when you enter the session. As always, for the main part of the InfoXchange, we will Mute all the participants so everyone will be able to hear the walkthrough clearly.

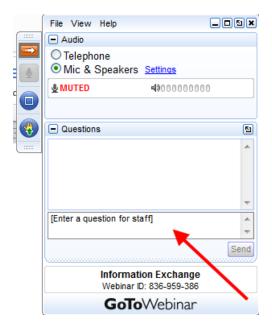


• If you want to ask a verbal question, click on the Hand icon to "Raise your Hand" to ask the question. We will see your raised hand and unmute you.

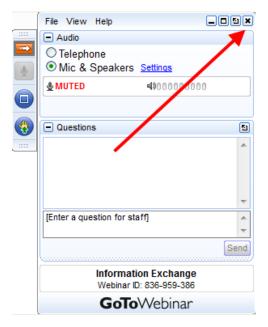




 You can type questions in the Questions area at any time during the InfoXchange.



8. When the InfoXchange is over, click on the X in the upper right corner of the Control Panel or the Webinar Viewer screen to exit the session.





• You will get a pop-up box to confirm exit.

