

Details for joining the conference call are as follows:

(My cell number in case you have any issues joining is: 306 220-5302 – Connie Crichton)

IMPORTANT: Set this up well before the meeting:

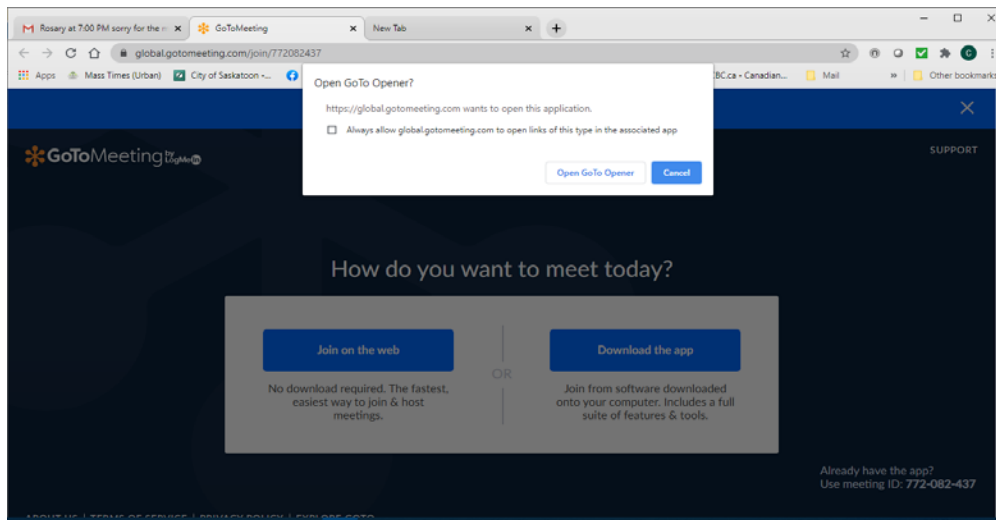
Options:

1- **IPad or iPhone** - You can download the GoToMeeting app on your **iPhone or your iPad**. This is the easiest way to access the meetings. If you have the app on your iPhone or iPad you just have to click the email (on your device) and it will automatically go to the app and you will join the meeting. Look for the mute button and the camera button. . Make sure you are unmuted or we won't be able to hear what you say. When others are talking it is best to mute your device.

2 - Computer or lap top:

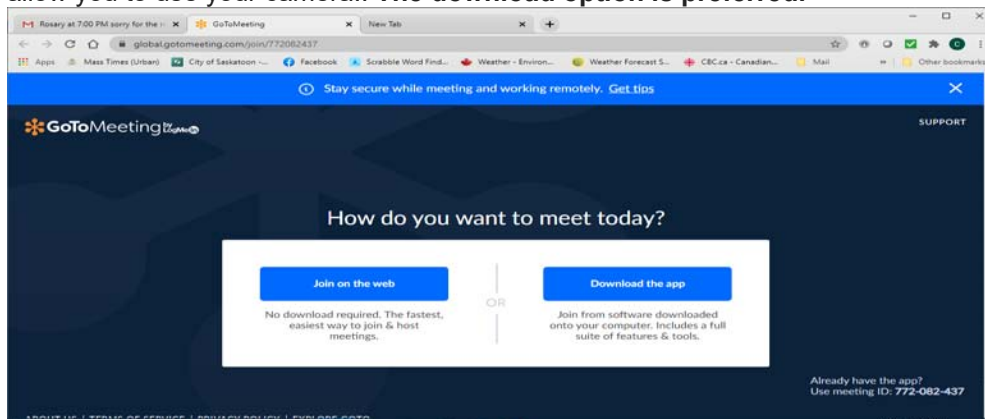
New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/join/772082437> . Download the Application. You only must do this once. Once you have downloaded the App you will get this screen and you just have to select GoTO opener.

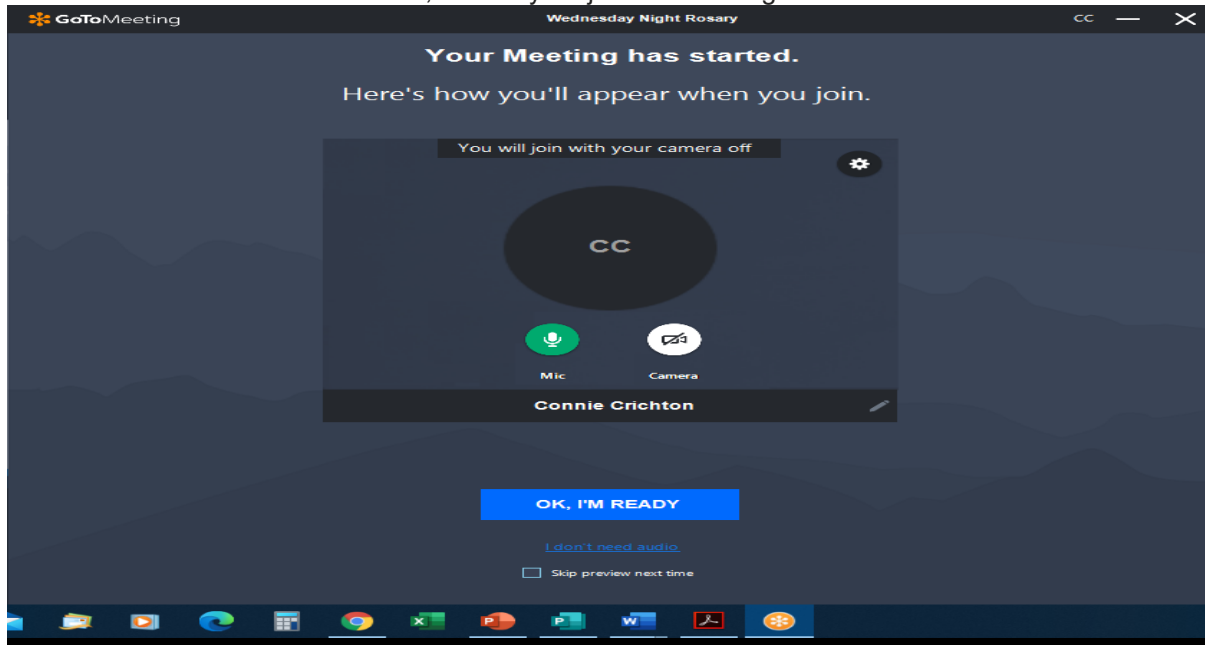


If you don't want to download the app,

just click on the link on your email. Your browser will come up and select the **Join on the web** option. This option will sometimes give you a poor connection if your internet signal is not very strong and not allow you to use your camera.. **The download option is preferred.**



You will get a preview screen where you can turn on or off your mic and camera. This is a chance for you to make sure these work. Click “OK,I’m ready” to join the meeting.



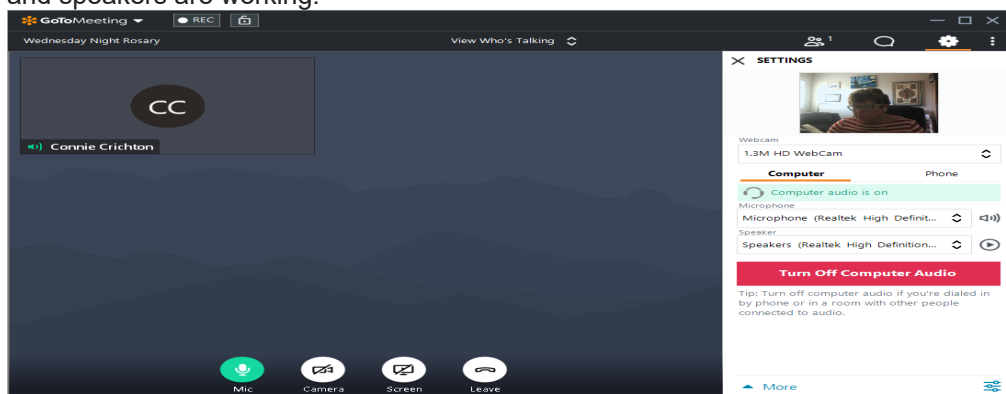
When you first join, you'll be prompted to choose which method you'd like to use to listen to the meeting audio.

Select Computer audio to use your computer's mic and speakers. Turn on your mic and your video. If you have any pop-ups asking to use your webcam, select YES.

Once you are in the session, you will see a Mic icon for Computer audio; make sure your mic is not muted when you want to talk. Keep your mic muted when other people are talking to cut down on background noise.

Note: Most Computer audio users are muted by default when they first join. If you are muted, click the red Audio button so that it glows green. Green we can hear you, red we can't.

You are now joined into the meeting. The little wheel in the upper left hand corner tell you if your webcam and speakers are working.



3 – By Telephone- You may dial into the call using the number provided. You will then have to key in the **access code** that was provided for your meeting when requested to do so. (Note this is a long-distance number. If you do not have an unlimited long-distance plan you will be charged accordingly.)