



# GoToTraining

Attendee Guide



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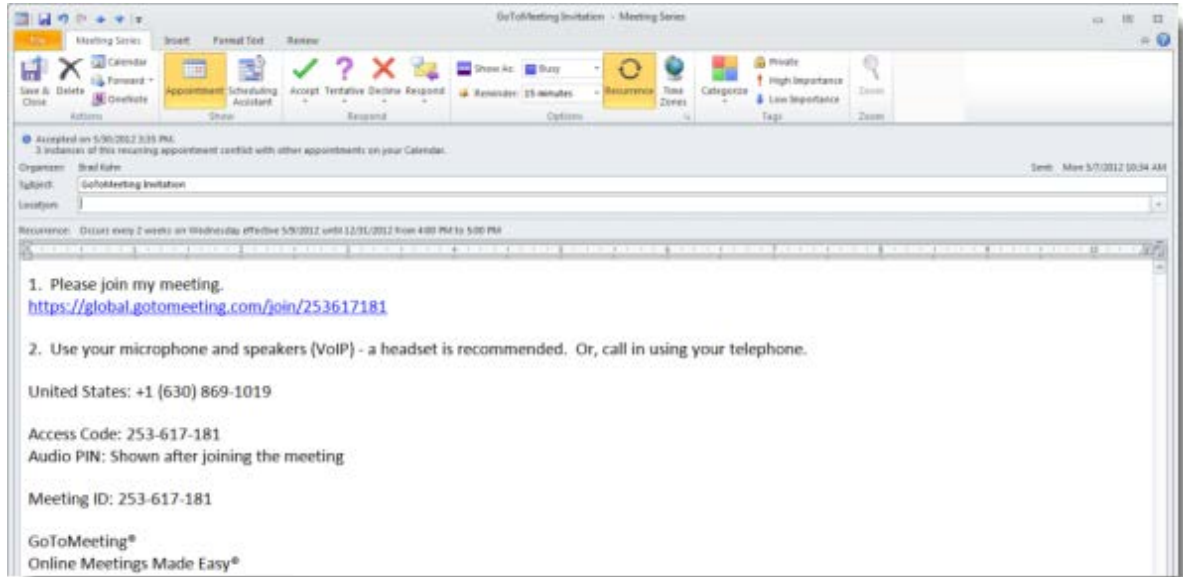
## Contents

<b>Join a Session</b> .....	<b>1</b>
Join a session from your invitation email.....	1
<b>Register for a Session</b> .....	<b>2</b>
Register for a Weekly, Monthly or Custom Session.....	2
Cancel Your Registration.....	3
<b>Control Panel</b> .....	<b>4</b>
<b>Audio</b> .....	<b>5</b>
Use your telephone .....	5
Use VoIP.....	5
Mute your audio .....	5
Know who's speaking .....	5
<b>Chat</b> .....	<b>6</b>
Send a chat.....	6
Save a Chat log.....	6
<b>Leave a Session</b> .....	<b>7</b>
Leave a session .....	7

## Join a Session

### Join a session from your invitation email

1. Open the calendar invitation you received from the organizer.
2. Click the Join URL when it's time to start.
3. If you're on a desktop computer, you may need to first download the Citrix Online Launcher file to launch the session. If you already have the app installed on your desktop, you can join by clicking the daisy icon.



## Register for a Session

To attend a session, you'll first need to register using the Registration URL in your email invitation. After you register, you'll receive a confirmation email with information on how to join the session when it's time.

1. Click the Registration URL in your invitation email.
2. Fill out all required fields in the registration form and click **Register**.
3. Once you've successfully registered, you'll see a Registration Confirmation page.
  - If the organizer sets up automatic approval, you'll immediately receive a confirmation email with information on how to join the session.
  - If the organizer sets up manual approval, the organizer must first approve your registration before you'll receive a confirmation email.
4. When it's time for the session, just click the Join URL in your confirmation email. Don't share the Join URL with anyone – it's unique to you.

### Register for a Weekly, Monthly or Custom Session

Some sessions are set to recur weekly or monthly. If these sessions are part of a series you will have the ability to choose which dates you want to attend. If these sessions are part of a sequence, you will be expected to register once to attend all sessions in the sequence.

## Cancel Your Registration

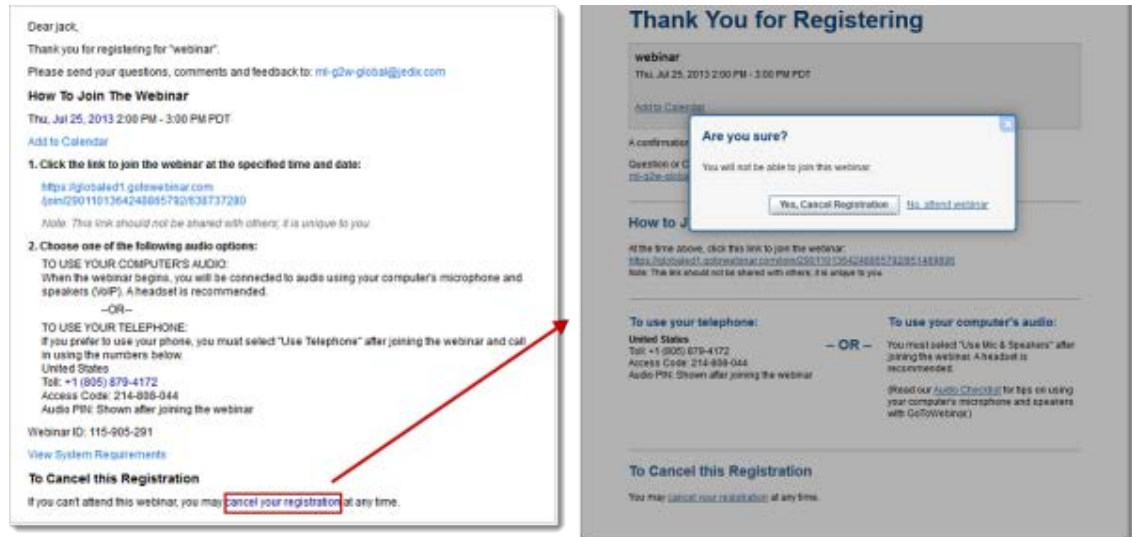
You can cancel your registration so you no longer receive emails about the session.

### Cancel Your Registration From the Registration Page

1. After you have registered for a session, you are taken to a Registration page. Click **cancel your registration** at the bottom of the page.
2. Click **Yes, Cancel Registration** on the "Are you sure?" pop-up message to cancel your registration. You will be taken to a Registration Canceled page.

### Cancel Your Registration From the Registration Email

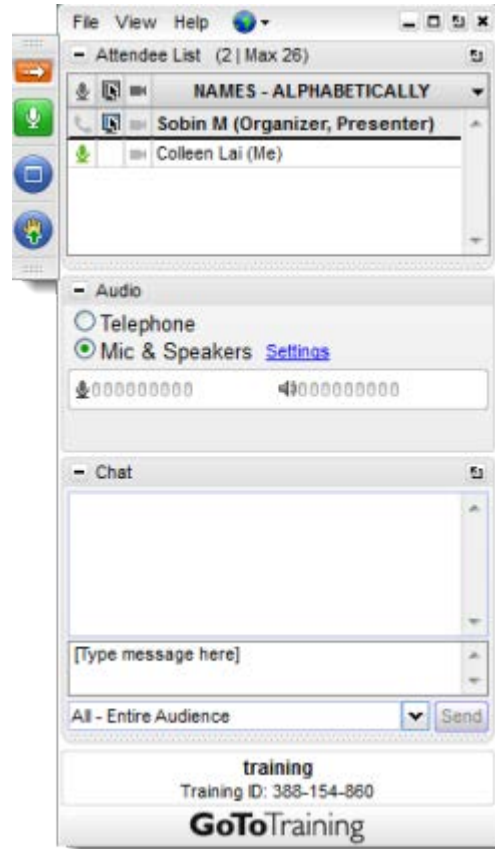
1. Open your Registration email from your inbox.
2. Click the **cancel your registration** link at the bottom of the email. You will be redirected to the Registration page.
3. Click **Yes, Cancel Registration** on the "Are you sure?" pop-up message to cancel your registration.



## Control Panel

When you first join a session, the Control Panel appears on the right side of your screen. Use the Control Panel to manage your session. To free up space on your desktop, you can collapse the Control Panel and use the Grab Tab to continue to manage your session.

- **Grab Tab:** From the Grab Tab, you can hide the Control Panel, mute yourself, view the training in full screen and raise your hand.
- **Attendee List:** View the names of all the participants in-session.
- **Audio Pane:** Use the Audio pane to switch between Telephone and Mic & Speakers.
- **Chat:** Send and receive chat messages in-session.



## Audio

Once you have joined the online portion of the session, audio information is provided in the Audio pane of the Control Panel. You will either be able to join the audio portion via telephone, VoIP and/or both. You can select your preference in the Audio pane of your Control Panel.



### Use your telephone

- You can dial in using the telephone number and access code. Enter the Audio PIN if provided.

### Use VoIP

- You can also use your computer's mic and speakers. For optimum sound quality, a headset is recommended, preferably a USB headset for ease of use.
- If using a microphone, it should be a distance of at least 1.5 feet away from any speakers that are built in to or connected to your computer.
- Using your webcam's microphone is not recommended.

### Mute your audio

- You can mute/unmute your audio from your Control Panel by clicking the microphone icon  or telephone icon .
- If you dialed in to the audio conference via telephone, you must enter your Audio PIN before you or the organizer can mute you.

### Know who's speaking

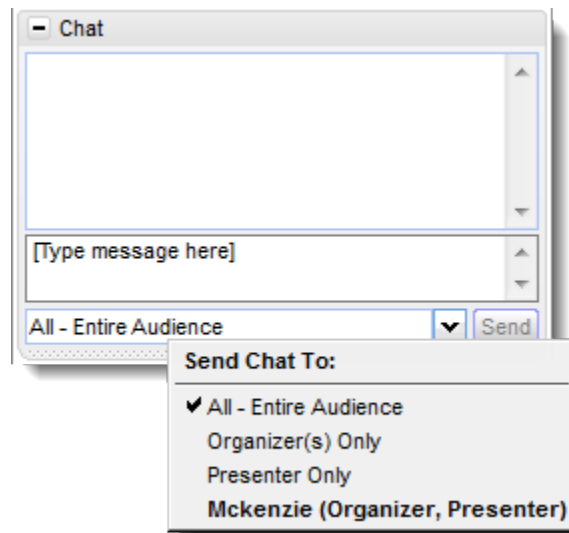
- The bottom of the Audio Pane and Viewer will indicate who's speaking. If you entered the Audio PIN when dialed in by phone, other attendees will see your name when you are speaking.

## Chat

Attendees can send and receive chats during the session. Attendees can send private chats to other attendees or organizers, or they can send a chat to the entire audience. Attendees can also save a chat log after the session ends to review the messages later.

### Send a chat

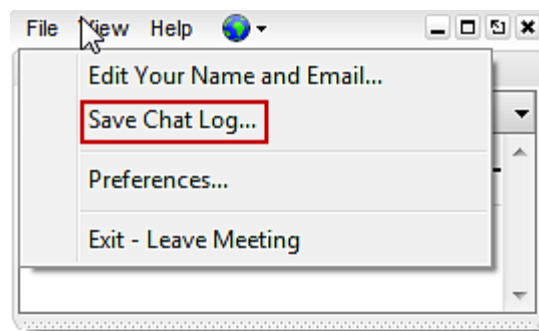
1. In the Chat pane of the Control Panel, use the **To** drop-down menu, and select either **All**, **Organizer(s) only**, **Presenter only** or the name of a specific attendee.
2. Enter a Chat in the provided field, and click **Send**. The message will appear in the recipient's Chat pane.



### Save a Chat log

**Note:** This option is only available if the organizer has enabled this setting.

1. On the top of the Control Panel, click **File > Save Chat Log**.
2. Then browse for a location on your computer to save the Chat log.
3. Click **Save**. Your Chat log will be saved to the location you choose.





## Leave a Session

You can leave a session at any time.

### Leave a session

1. Click **File** from the Control Panel and select **Exit – Leave Training**.

-or-

1. Click the Exit icon  in the Control Panel, Viewer or webcam.

2. Select **Yes** in the dialog box.