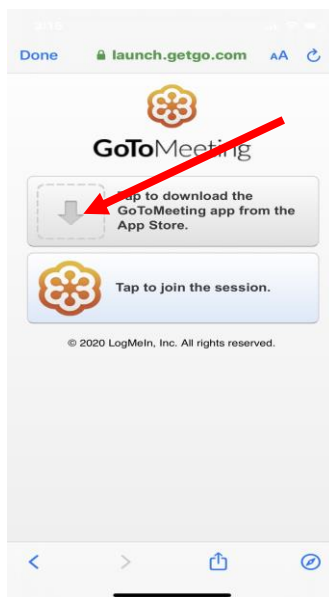# MS WELLNESS VIRTUAL MEETING INSTRUCTIONS
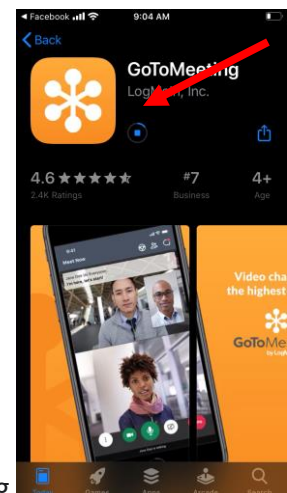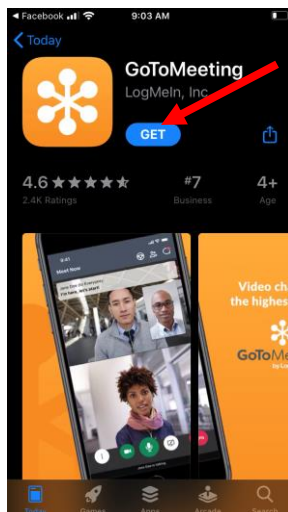
To join via telephone:

1. Call 1-517-317-3122
2. When prompted enter access code 372 907 581#
3. To enable auto command press # or *

<mark>If you are new to Go To Meeting</mark> and joining via smartphone:

1. Click this link https://global.gotomeeting.com/install/372907581

2. Click the box with an arrow stating "Tap to download the Go to Meeting app from the App Store.
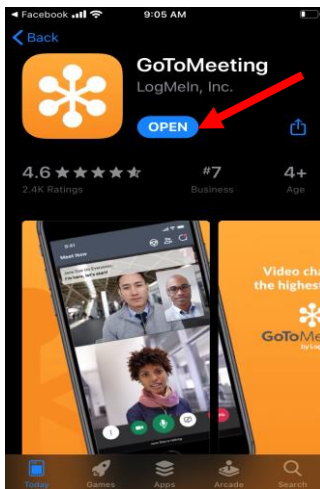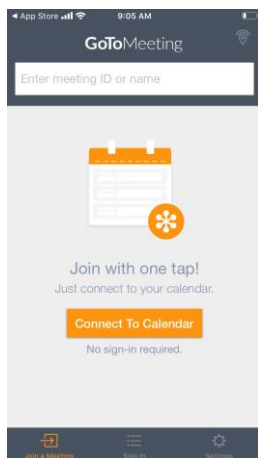

3. Select "Get".
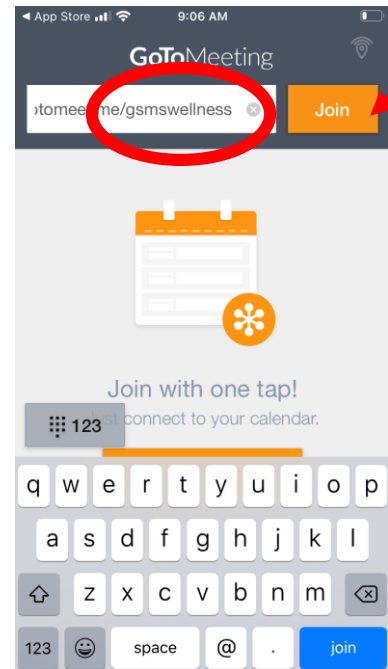

and the screen will turn to this, meaning it is loading

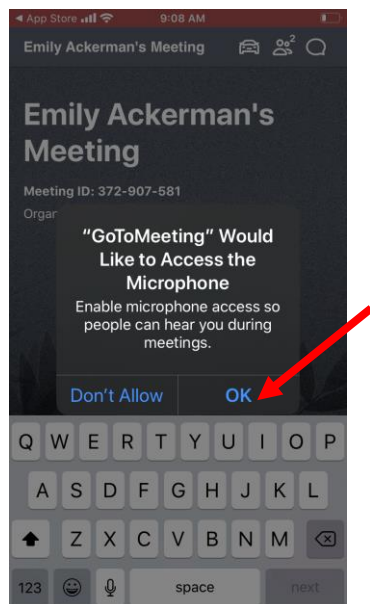4. When it is done loading you will see this screen, select "open".
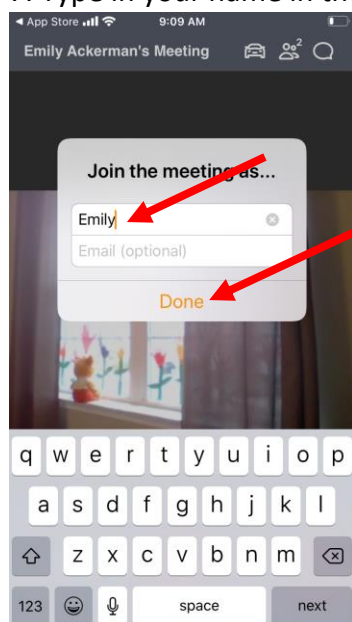

5. You will see the following screen...
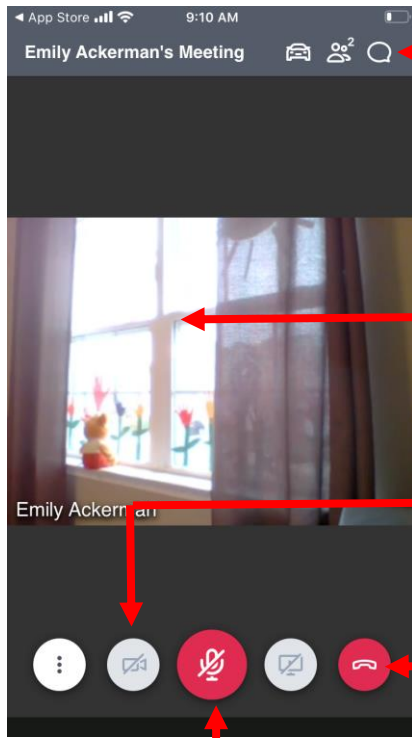

Type in GSMSWellness and select "Join".

6. You will see the following screen, select "OK".

7. Type in your name in the name field so we know who is joining us. Select "done".

8. *Welcome* to the meeting.

Click here to chat. You can type in here to say something if you are muted by the presenter or if you have trouble with audio.

Presenter Screen

Video/Webcam: If you want us to see you, make sure this doesn't have a line through it. Click on it to enable.

Click here to hang up.

Microphone (When it has a line through it, it means you are "muted". Click to "unmute".

If you are returning via smartphone:

1. Look on your phone application list, select "Go to Meeting".

2. Type in GSMSWellness and click "Join.

3. *Welcome* to the meeting.

Click here to chat. You can type in here to say something if you are muted by the presenter or if you have trouble with audio.
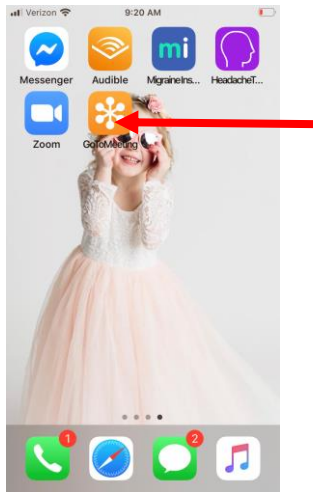
Presenter Screen

Video/Webcam: If you want us to see you, make sure this doesn't have a line through it. Click on it to enable.
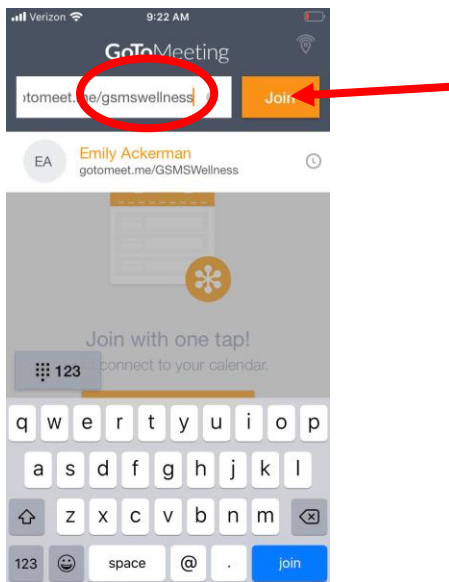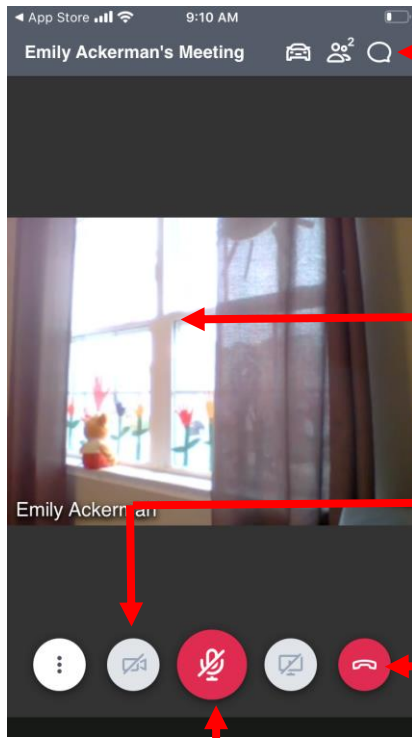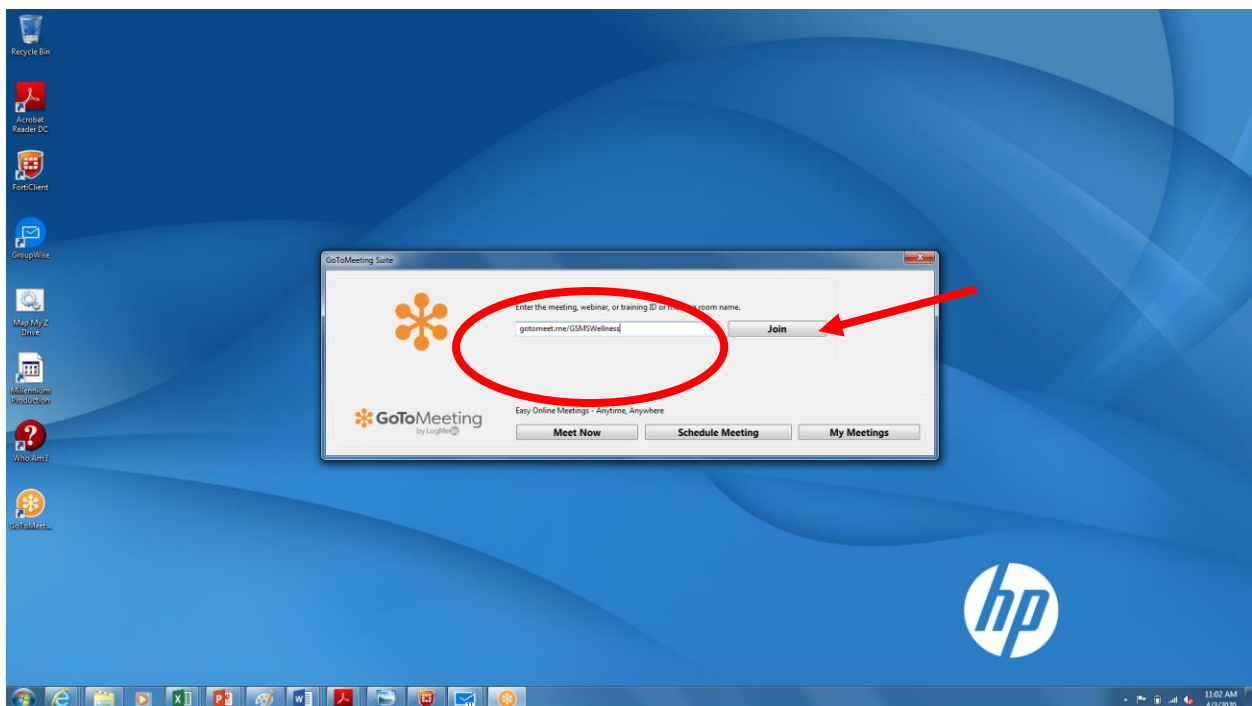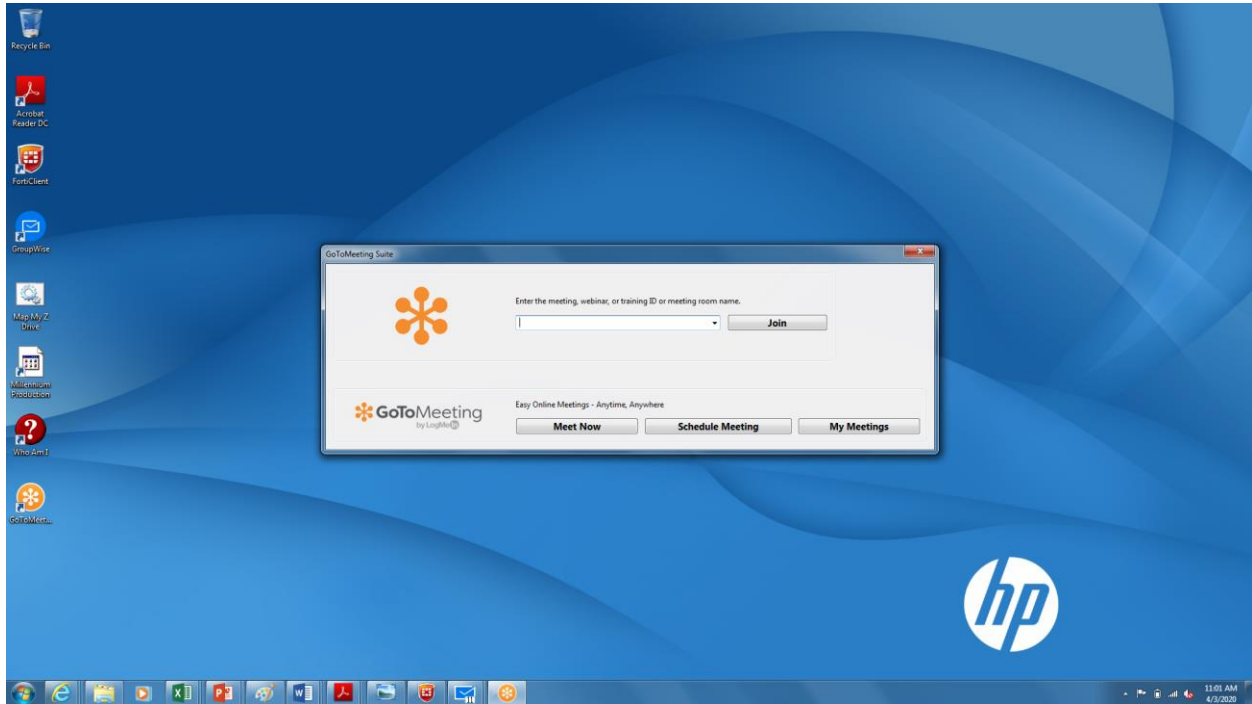
Click here to hang up.

Microphone (When it has a line through it, it means you are "muted". Click to "unmute".

Joining the first time via computer

1. Type https://global.gotomeeting.com/install/372907581 in your internet browser.

2. A pop-up will appear asking for permission to run install, click **"Run".**

3. Another pop-up will appear indicating the program is downloading. Be patient and wait.

4. Another pop-up will appear. Enter the meeting name **GSMSWellness** and click **"Join".**
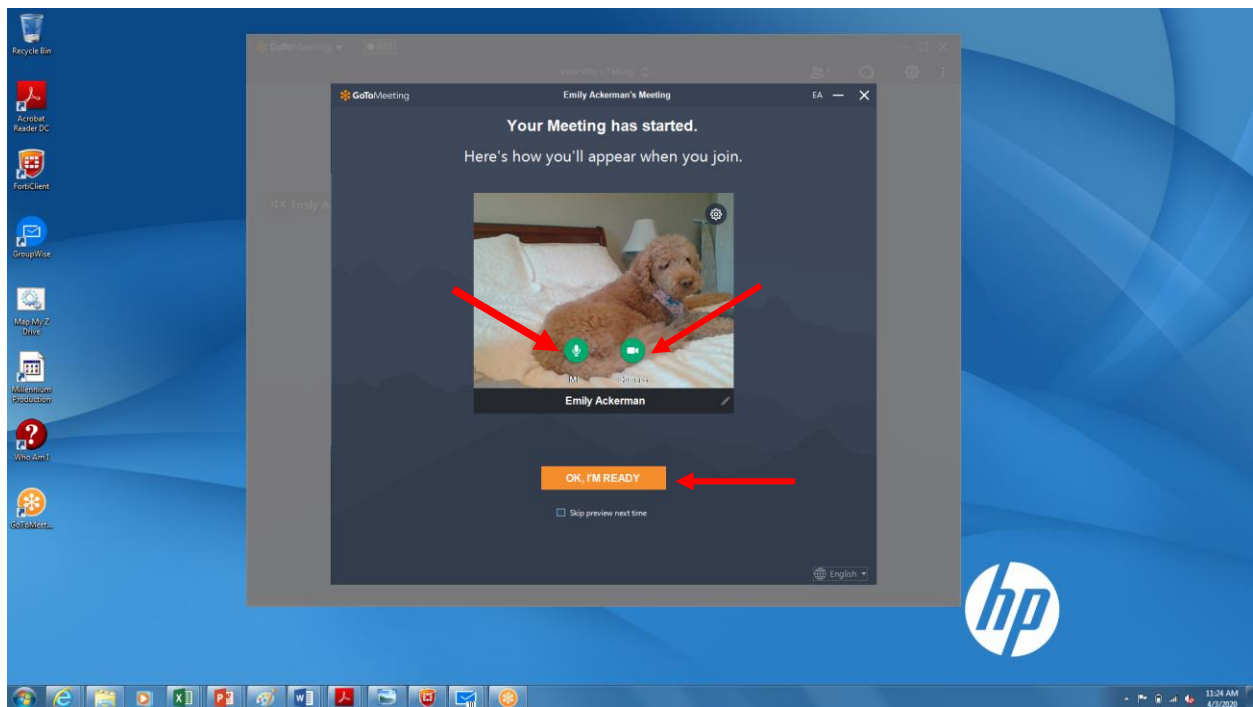
5. Select "**Computer**"

6. Select "**Save and Continue**"

7. A box will pop-up for Microphone and Speakers, likely they default to your computers capability. Leave it as is and click "**Save and continue**".
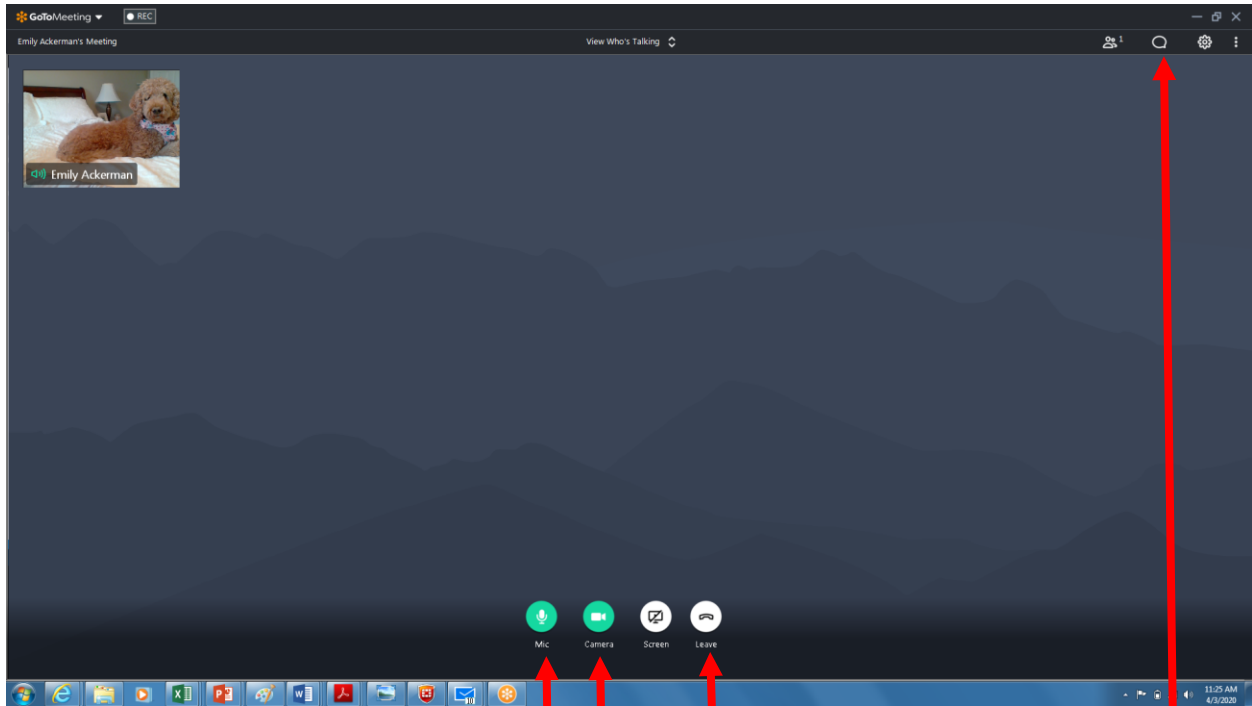
8. Click on the circle above "**Mic**" to engage your audio so you can be heard. Green means it is on, red means it is off.

Click on the circle above "**Camera**" to engage your webcam if you want to be seen and you have the computer capability. Green means it is on, red means it is off.

Click "**Ok, I'm Ready**"
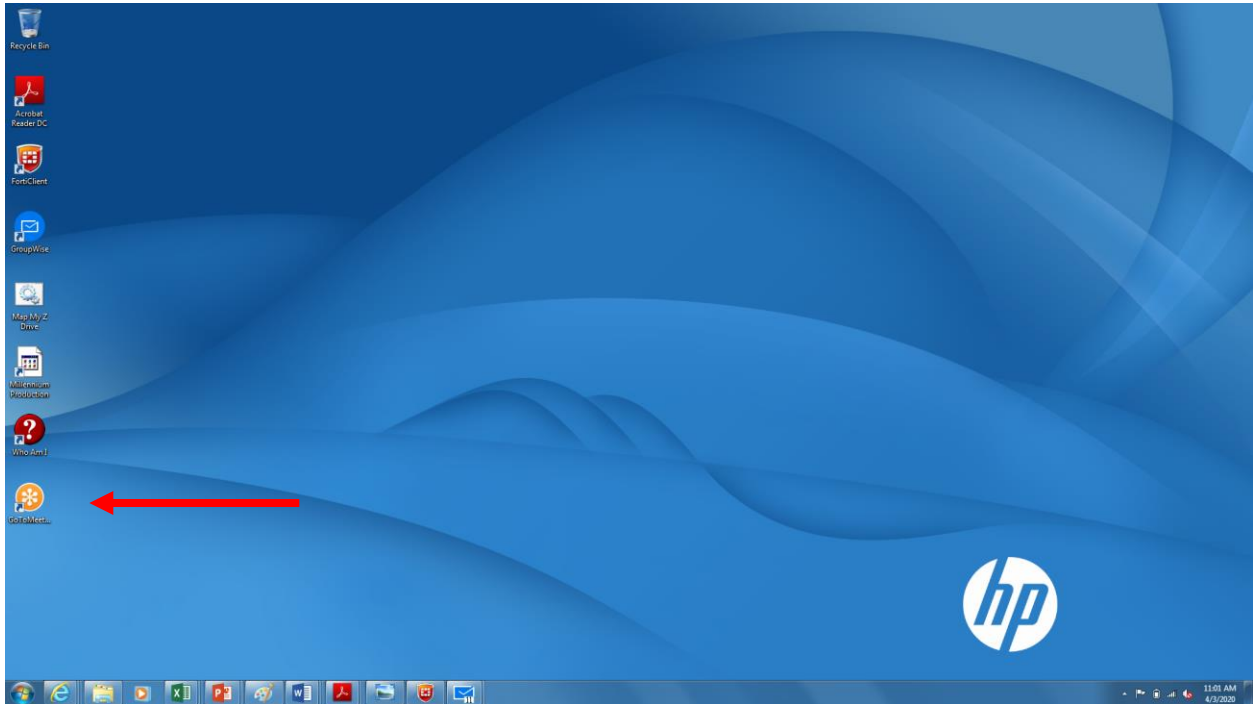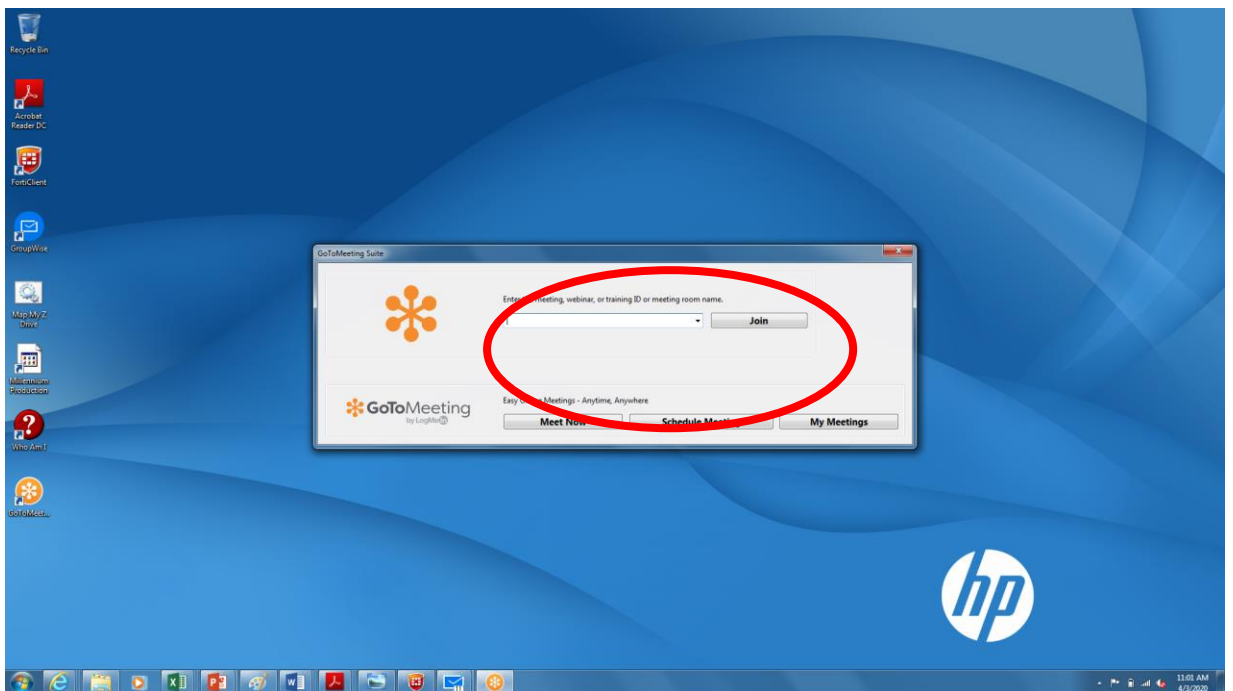
9. *Welcome* **to** the meeting.

Chat Box. Click here and type in what you have to say if you are on mute or having trouble connecting audio.

Microphone and Camera buttons. Press to turn on or off your microphone and camera.
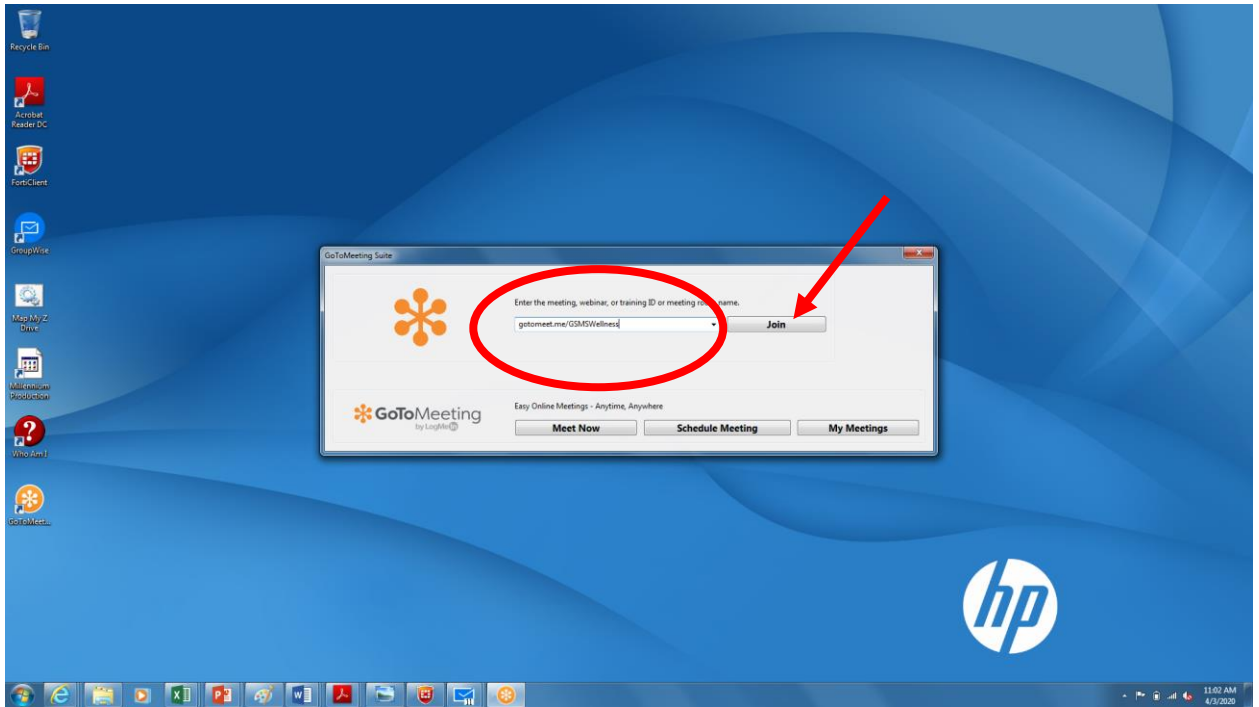
Leave/End your session

Returning to our meeting via computer.

1. Select Go to Meeting on your desktop.

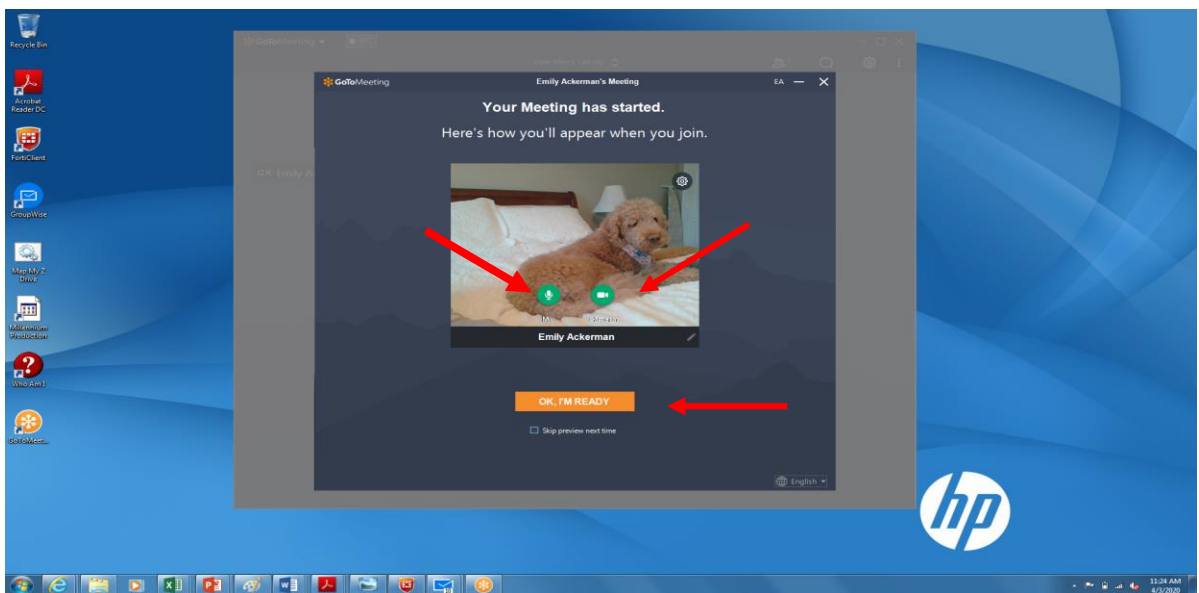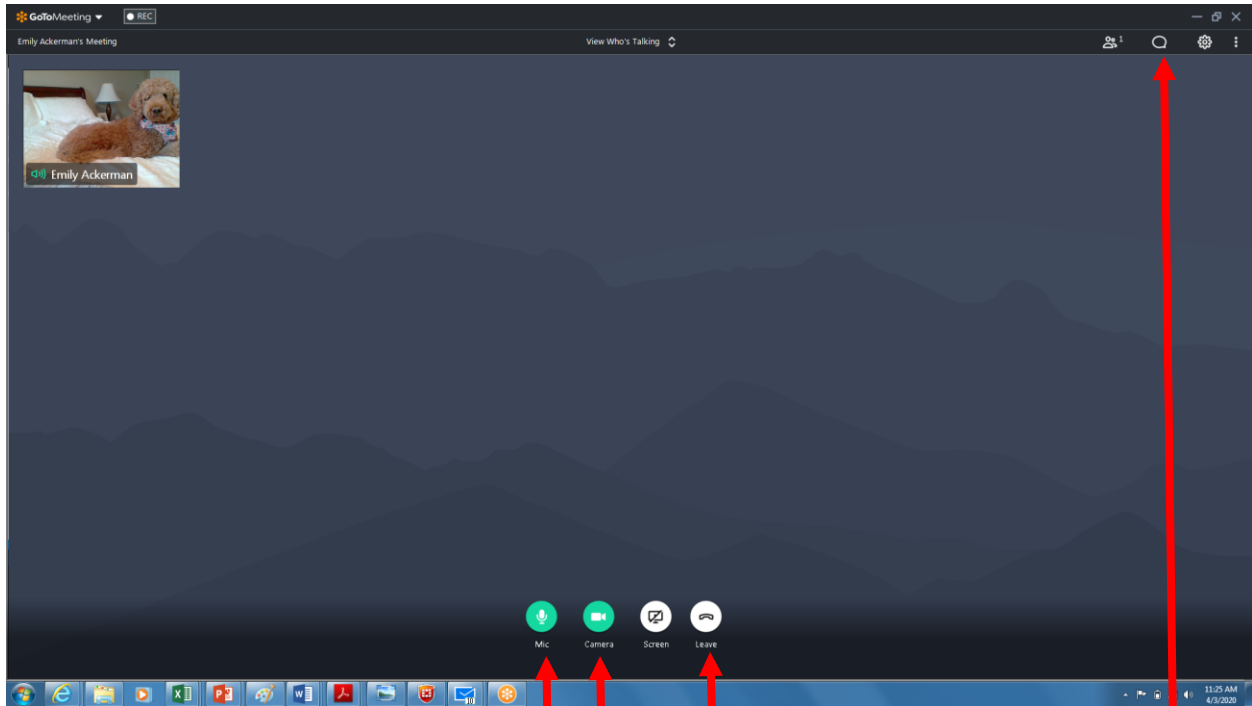2. Type in GSMSWellness and click "Join".

8. Click on the circle above "**Mic**" to engage your audio so you can be heard. Green means it is on, red means it is off.

Click on the circle above "**Camera**" to engage your webcam if you want to be seen and you have the computer capability. Green means it is on, red means it is off.

Click "**Ok, I'm Ready**"

9. **Welcome** to the meeting.

Chat Box. Click here and type in what you have to say if you are on mute or having trouble connecting audio.

Microphone and Camera buttons. Press to turn on or off your microphone and camera.

Leave/End your session