



Early Release Webinar - Connection Instructions

The Suffield Early Release Webinar will be hosted through GoToMeeting. Please follow the directions for one of the options below to access the webinar on **Tuesday, November 29th**. The webinar will begin at **6:00 p.m.**, -- it is recommended that you attempt to access it at least 15 - 20 minutes beforehand to ensure a successful connection with audio.

This webinar can be accessed through your computer browser or mobile app on your tablet or smartphone. Please note that the Chrome browser is recommended for use on a computer. For any option, the best method for communication is through the chat feature.

Option 1 (Recommended): Chrome Internet Browser

1. Open a new Chrome Internet browser window on your computer.
 - a. Don't have Chrome? Download it here:
<https://www.google.com/intl/en/chrome/browser/>
2. Enter the following web address into your browser: <https://www.gotomeet.me/Suffield>
3. Click "Join meeting in browser"
4. Under "Choose Audio Option," select "Use computer audio"
5. If a pop-up box appears in your browser asking to use your microphone, select "Block."
6. Choose mic & speakers:
 - a. Microphone: nothing should be showing since you blocked your microphone
 - b. Speakers: click "Test your sound" to hear playback, and adjust volume as needed
 - c. Click "OK, I'm all set" button
7. Enter your first name (since this webinar is recorded, your last name optional) and click "OK."

Option 2: Other Internet Browser (e.g. Firefox, Internet Explorer, Safari)

1. Open a new browser window.
2. Go to <https://global.gotomeeting.com/join/362336029?clientType=flash>.
3. Enter your first name (since this webinar is recorded, your last name optional) and click "OK."
4. Follow the directions in the pop-up window to "Call in using your phone" in order to hear the presentation.

Option 3: Tablet or Mobile Device

1. Install the GoToMeeting mobile app on your device prior to the meeting.
 - a. [iPhone App](#)
 - b. [Android App](#)
 - c. [Windows App](#)
2. Open the app 15 - 20 minutes prior to the start of the meeting.
3. Enter the word **Suffield** or the meeting ID **362-336-029** into the box at the top.

For more information, please see letters posted under Curriculum & Instruction.