What is a Web Meeting?

• A web meeting is a virtual meeting that you participate in using your telephone and an internet-connected computer.

Why are Web Meetings becoming popular?

• A web conference is an efficient way to gather information
  • You can receive the information you need, ask questions, and received documents in real time
• A web meeting conserves your time.
  • No one has to travel to the meeting.

What do I need to do to participate?

• You will receive an email invitation and an agenda
• Place the meeting on your calendar.
• A few minutes before the scheduled time, click on the link in the email
• At the scheduled time call the phone number included in the invitation
• After you introduce yourself into the meeting, place your phone on “mute”
• Un-mute your phone and ask questions when they arise. This will help the host and presenters know how best to map their presentation to your interests.
The Invitation

You will receive an email invitation with agenda attached. Please save this message as you will need the embedded link.

If you have never participated in a GoToMeeting web conference before, you may benefit from watching a 2 minute presentation about this tool from GoToMeeting.com. Requires Adobe Flash Player.

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The Login

About 5 minutes prior to the scheduled meeting time...
• Please open your invitation and click on the embedded link.
• Please click “accept” and enter your name and email address when requested
The Phone Call

Call the teleconference number included in your email invitation. Your host and your account representative will meet you in the GoToMeeting® virtual conference space.
Larger Groups

For large groups (more than 13 attendees) special arrangements must be made. One solution is to set up a meeting room with a large screen display and speaker phone.
Very Large Groups

For very large groups, another solution is to request a webinar presentation, which can accommodate up to 1,000 connected users.

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Request a Web Meeting

• Contact your local EDUREP account representative. You can find local representatives on our website at www.edurep.com/contacts

• Call 800-568-904

• Email sales@edurep.com