

Annual Knights of Columbus State Convention



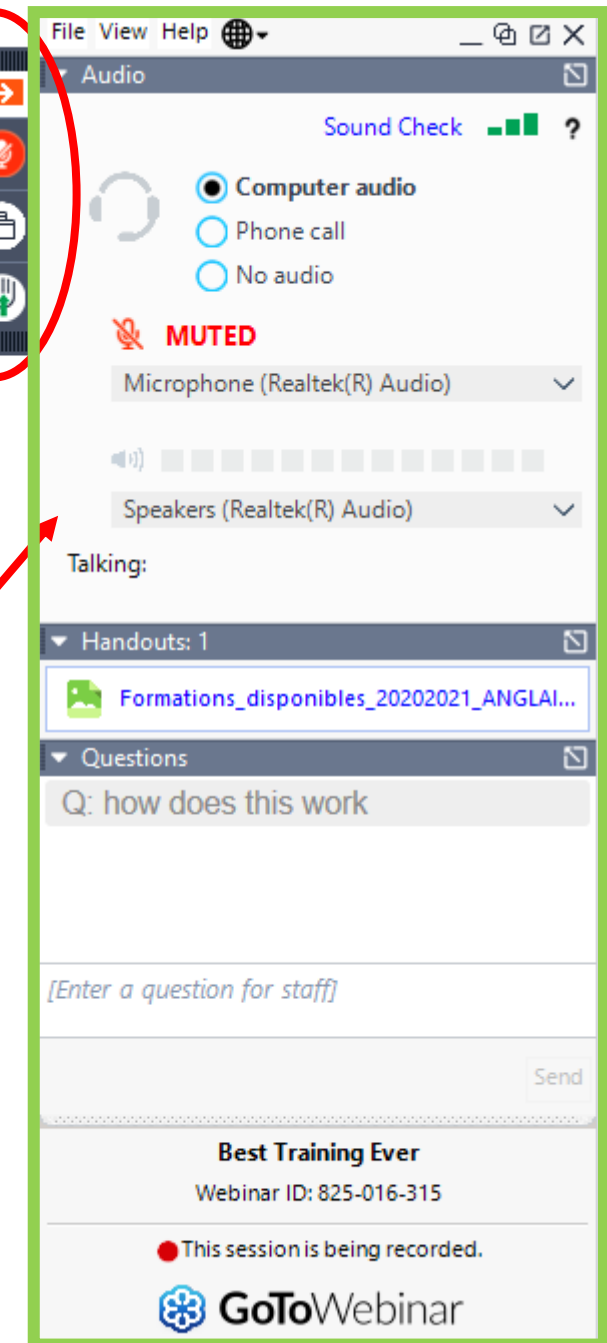
**Knights of
Columbus®**

**How to participate when logged in to the
Annual Convention**

GoTo Webinar Attendee Control Panel

Quick Access Buttons

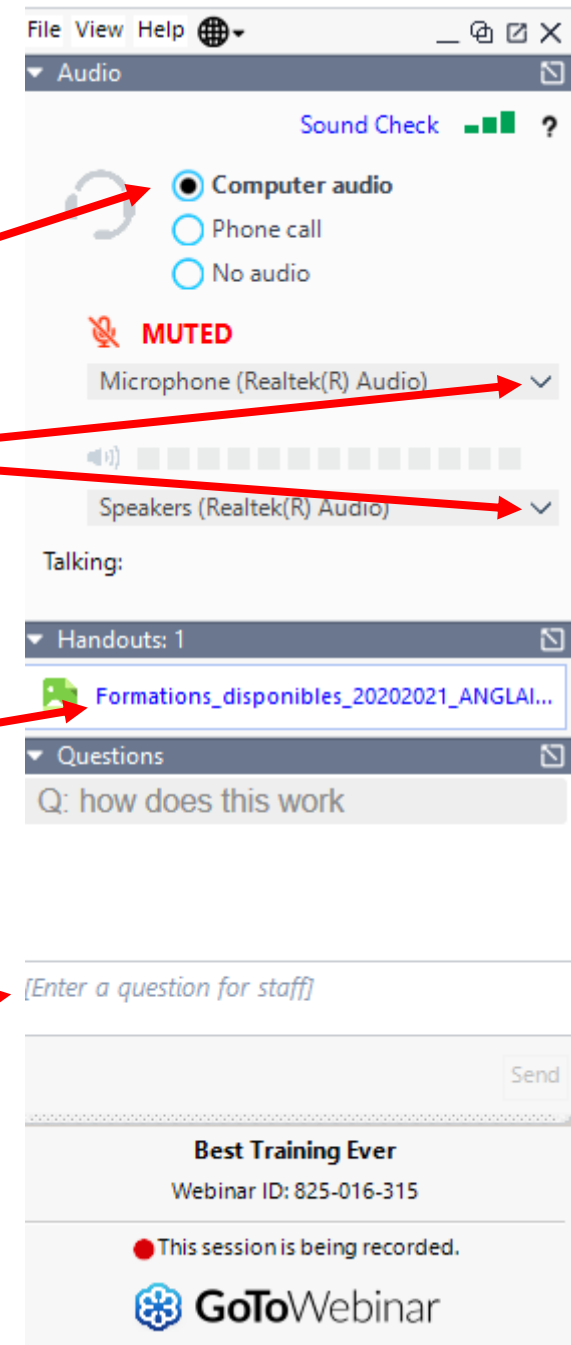
Additional Controls and Features



- Expand and Collapse additional features
- Microphone mute/unmute (automatically locked by the Organizer. Will be unlocked when you have asked for and been acknowledged by the chair)
- Full screen/partial screen of presenter's window
 - Raise Hand (used to notify Presenter/Organizer you wish to speak)



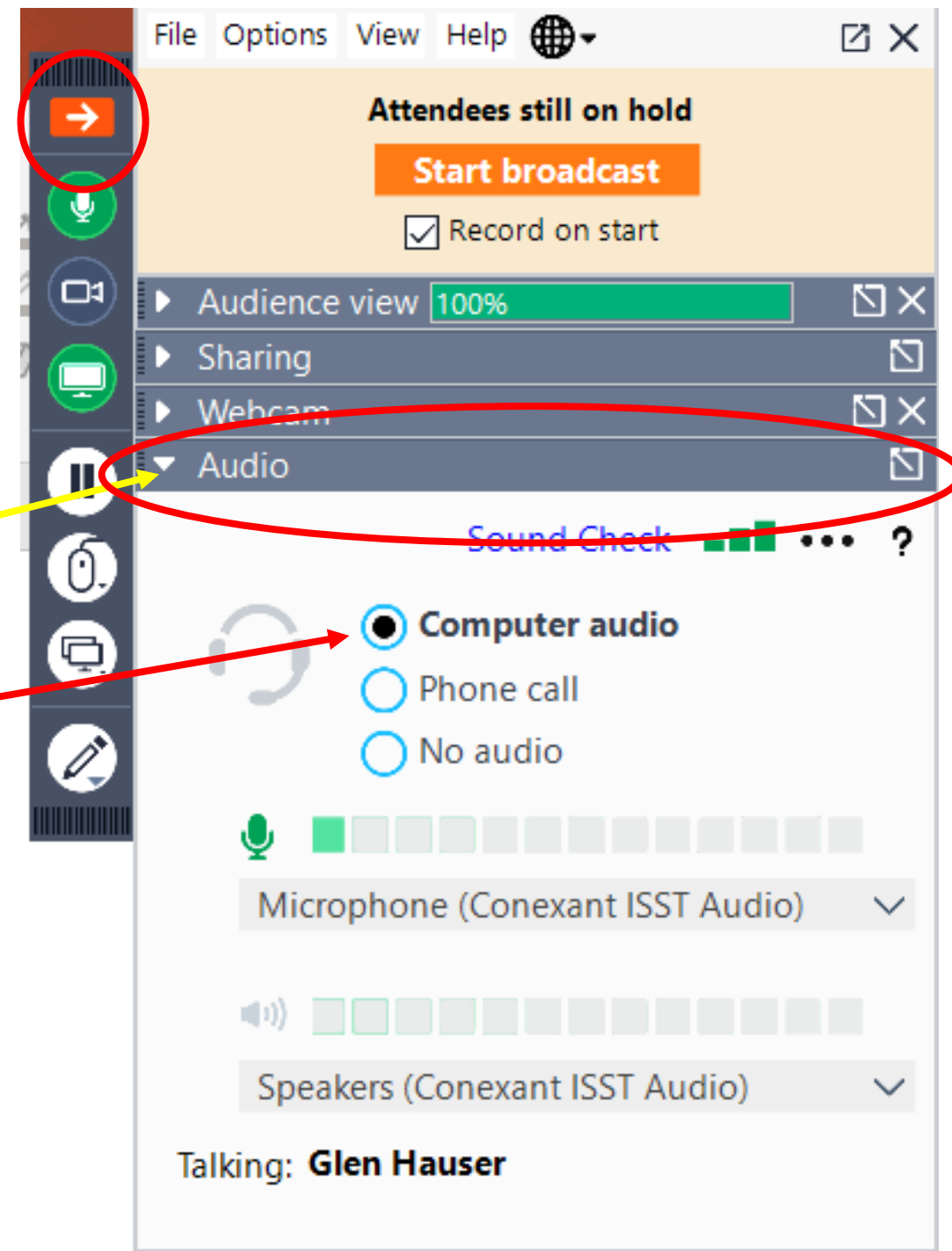
- **Audio controls (please select computer audio)**
- **From the drop-down menu select internal computer speakers and microphone or headset**
- **Handouts available to download**
- **Question box to field questions and comments to Organizer/Presenter. Responses and messages will be found in this window.**



Can't hear?

Follow these instructions.

- Click on the arrow button to expand the control options
- Click on the Audio sub-menu
- Select Computer Audio



- If you are using a headset/headphones/earbuds select from the drop down menu

If you still do not have audio please log off the system and rejoin using Google Chrome

