*uup*

# COMMITTEE Web-Meeting Line
## Procedures and Instructions
### (Participant)

There are two components required to participate in a Webinar – **an audio portion (phone or computer microphone) and an online portion (computer with internet access)**. You will find instructions for both components below. If you are interested in hosting a Webinar, please see the instructions at the bottom of the page.

**Video and Audio Instructions:**

1. Open your Internet browser and go to: GoToMeet.me/UUPCommittee
2. Click **JOIN MY MEETING**
    a. If this is your first time using GoToMeeting, you will need to follow the prompts to download **GoToMeeting Opener**
3. Chose **Computer audio** OR **Phone Call**
    a. Chose **Computer audio** if you are only plan on listening to the meeting and don't wish to participate.
    b. Chose **Phone Call** if you plan on participating in the meeting
        i. Dial the phone number on the screen and enter the Access Code and Audio Pin provided
4. A box pops up saying "**Here's how you'll appear in the meeting**", type your name in next to the pencil symbol and then click **Ok, I'm Ready**
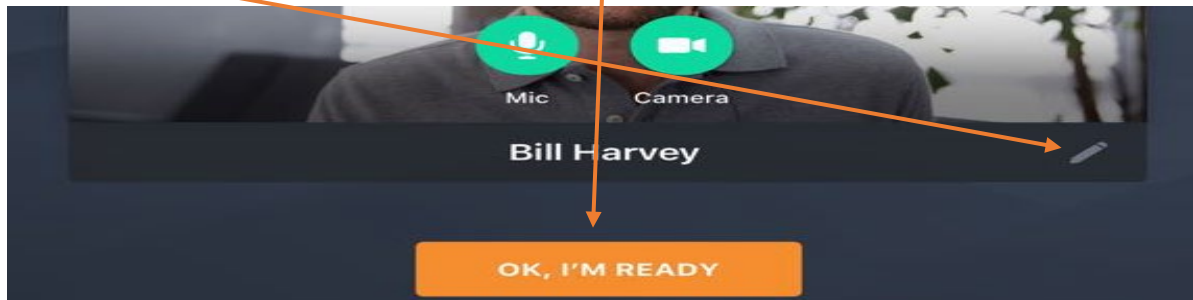


Your Meeting Host will control what you see on the screen and may mute you from talking until questions are allowed.

**Host your own online meeting:**

1. Request meeting approval from UUP President Fred Kowal.
2. Provide the following information as part of request:
    a. Committee name
    b. Names of meeting participants
    c. Proposed date and start/end time *(meeting must be done after working hours)*
    d. Verify that participants will be participating from home or from UUP office
3. Provide a meeting agenda *(optional)*. This will be mailed to the invited participants along with the meeting notice.
4. Hosting instructions will be provided once the meeting has been approved.