



Step-By-Step Instructions for GoToWebinar app (May vary with device)

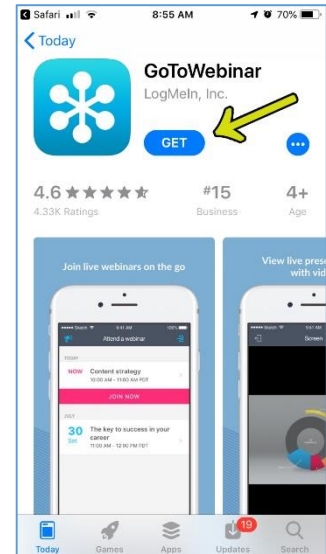
1. Register as a participant at GoToWebinar. (Use link on LongviewTexas.gov/Tele)
2. Attendees must register with their name, address, phone number, and email address, then click the Register button.

A screenshot of a mobile browser showing a registration form on the website register.gotowebinar.com. The form includes the following fields: First Name*, Last Name*, Email Address*, Street Address*, City*, State/Province* (with a dropdown menu showing 'Choose One...'), Zip/Postal Code*, and Phone Number*.

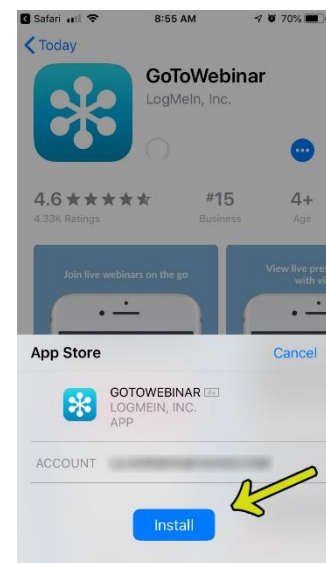
3. Registration will then be confirmed with the You're Registered! screen.
4. On the same screen, click blue button that says Tap to Install. On the next screen click the Open button.

A screenshot of a mobile browser showing the 'You're Registered!' confirmation screen on the website register.gotowebinar.com. The screen displays the City of Longview logo and the text: 'You're Registered!', 'Special Called City Council Meeting - March 23', and 'Mon, Mar 23, 2020 5:15 PM - 7:30 PM CDT'. Below this is a blue button labeled 'Tap to Install' and a note: 'Get the GoToWebinar app to add it to your calendar and join on mobile.' At the bottom, it says 'A confirmation email with information on how to join the webinar has been sent to you.' and 'Questions or Comments?'.

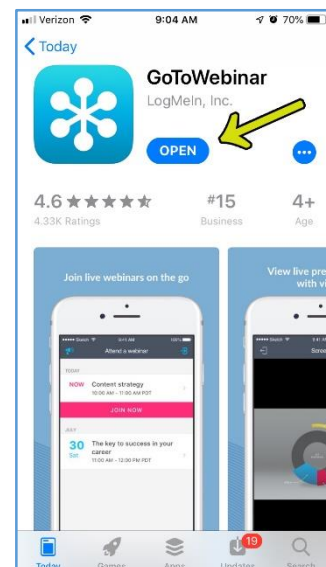
5. This will open the App Store to install the free download of GoToWebinar app.



6. Click the Install button.



7. When the app installed, click the Open button to start the app.



8. A dialog box will appear with 3 options, Add to Calendar, Join Now, and OK. If you are installing the app ahead time, click add to calendar. If you are installing the app at the time of the meeting, click Join Now.

