

# GoToMeeting

Instructions for getting started and participation

# **JOINING THE MEETING**

# Join by Computer

## Step 1

- Before the time the webinar is set to begin, click on the blue highlighted link in the invitation email.
- You may get a box pop up in your web browser that looks like this. Select “Open GoTo Opener”

Example Meeting

Wed, Jun 9, 2021 9:15 AM - 9:30 AM (EDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/852326845>

**You can also dial in using your phone.**

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3116

**Access Code:** 852-326-845

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/852326845>

Open GoTo Opener?

https://applauncher.gotowebinar.com wants to open this application.

Always allow applauncher.gotowebinar.com to open links of this type in the associated app

Open GoTo Opener

Cancel

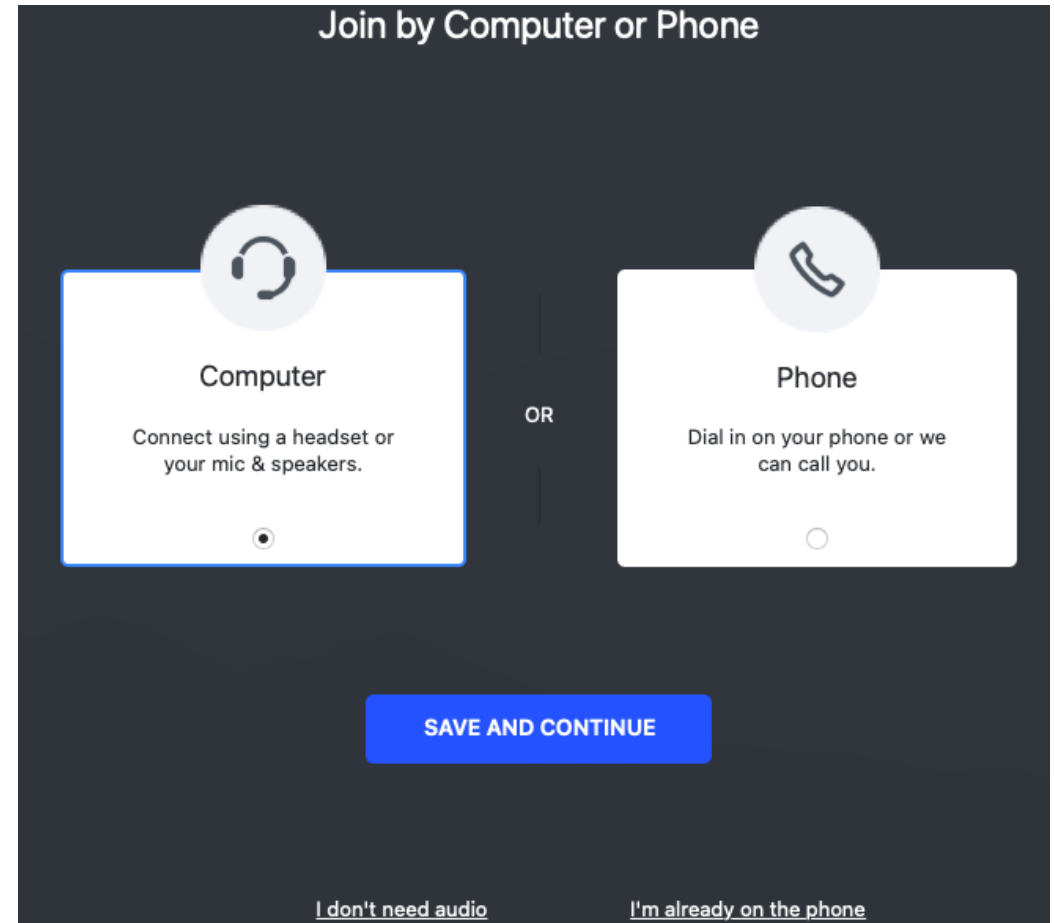
# Join by Computer

## *Step 2- Select Audio*

- Next, you will have to choose how you want to listen/speak in the meeting.
  - 1) Computer Audio
  - 2) Phone Audio

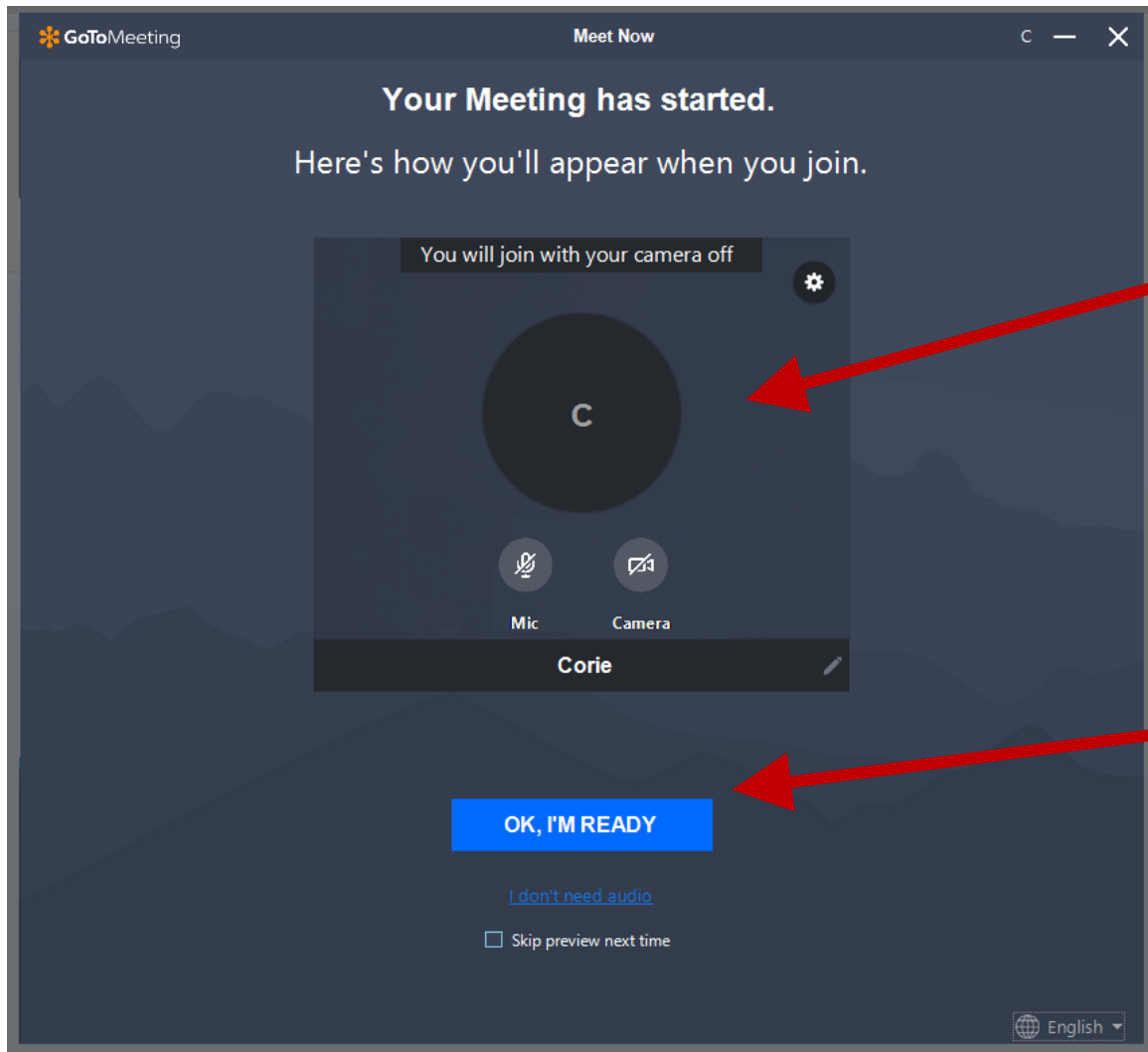
Note:

- **IMPORTANT:** Either of these options can be used, but please do not use both at the same time on different devices. It will create an echo when speaking.



# Join by Computer

## Step 3



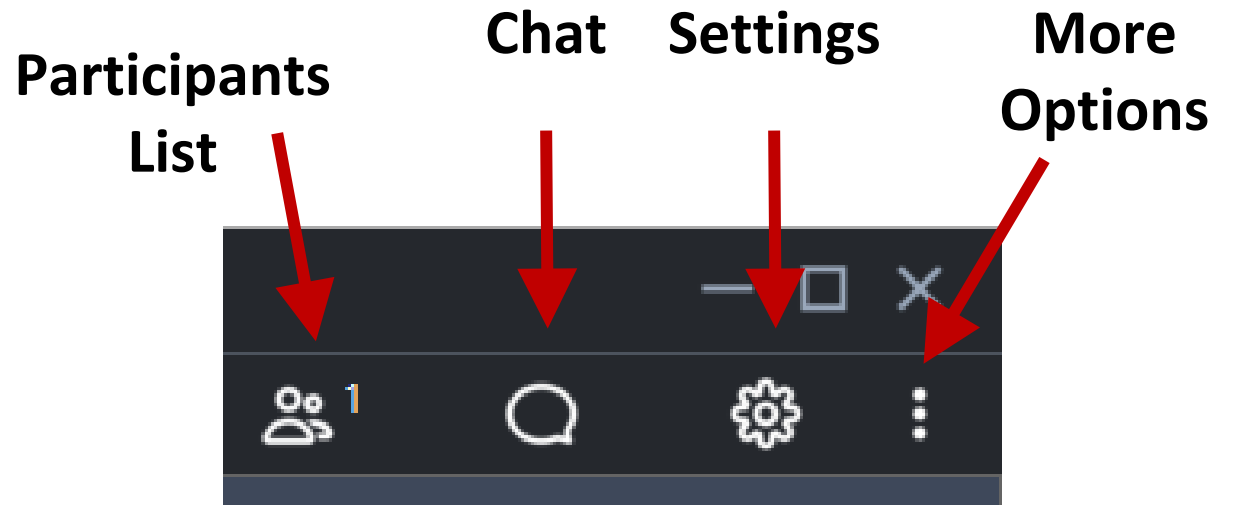
- The pop-up will show you a preview of how you will be seen on camera.
- You may need to give permission to GoToMeeting to use your camera and microphone if it is your first time using the platform.
- Hit “Ok, I’m Ready” when you are ready to join the meeting.

# OTHER COMPUTER FEATURES

1. The Control Panel
2. Chat Box
3. Changing Audio Settings
4. User Options

# 1. The Control Panel

- The control panel is where all the settings and options are
- The **Participants List** shows all participants and the number of people in the meeting.
- The **Chat** box is where you can send a message to the group.
- The **Settings** window opens computer and phone audio settings, if you would like to change them.
- **More Options** includes Support and About GoToMeeting



## 2. Chat box

- Depending on the ground rules for your meeting, the chat box may or may not be used.

Examples:

- It can be used, in addition to the raise hand feature, to let organizer know that you would like to speak.
- It can be used to build the queue for taking public comments.





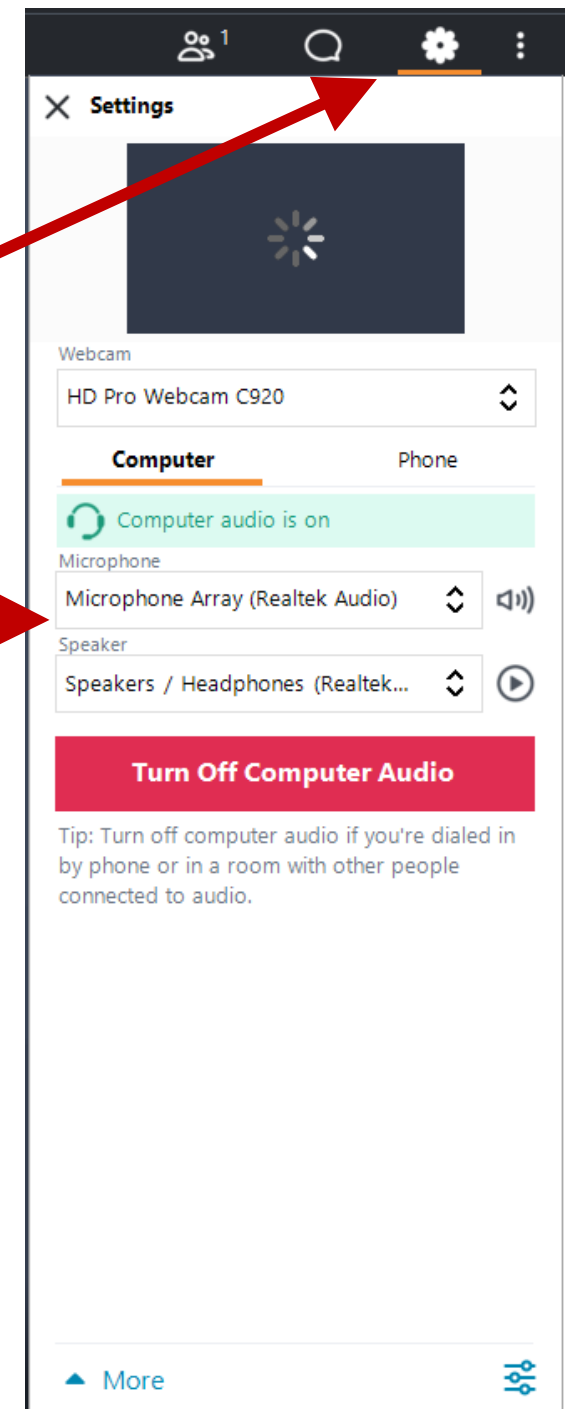
# 3. Changing Audio Settings

## *Changing Computer Audio*

- If you would like to change your audio settings, open the settings panel in the upper right corner.
- To continue using your computer audio, but change the microphone or speakers, select the microphone and speaker options that correspond with your computer or headphones.

### Notes:

- Joining with computer audio is often the best option.
- You might need to unmute the sound on your computer or use headphones.



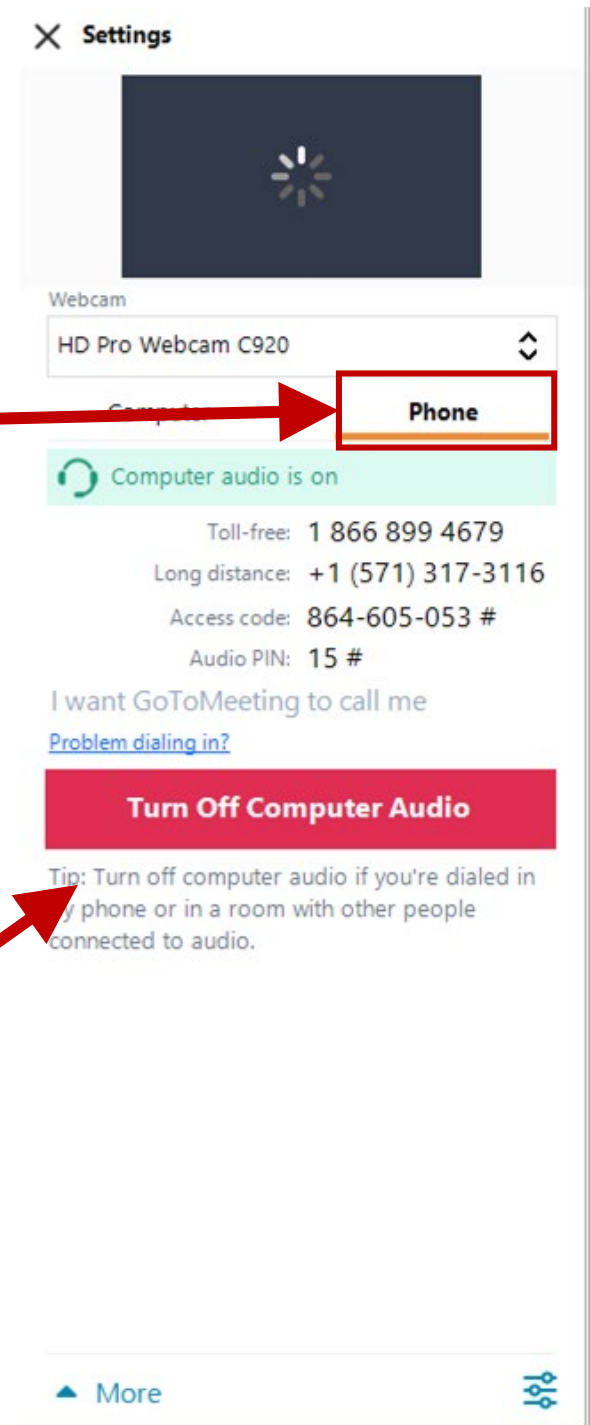
# 3. Changing Audio Settings

## *Switching to Phone Audio*

- To switch to phone audio, select the Phone tab
- Then, using your phone, call the number provided
- On your phone, enter the Access Code and Audio PIN numbers when prompted

### Notes:

- **IMPORTANT:** Your Audio PIN is unique to you— do not share it with others
- You might need to unmute your phone when you speak
- Remember to hit “Turn Off Computer Audio” so there is no echo



## 4. User Options

- The user options can be found at the bottom of the meeting window.
- Mute/Unmute yourself using the **Mic** button.
- Turn your camera on or off using the **Camera** button.
- Share your Screen with the **Screen** button. You will have the option to share your entire screen or just a single window depending on what would be best for your presentation.
- Use the **Leave** button to leave the meeting.

