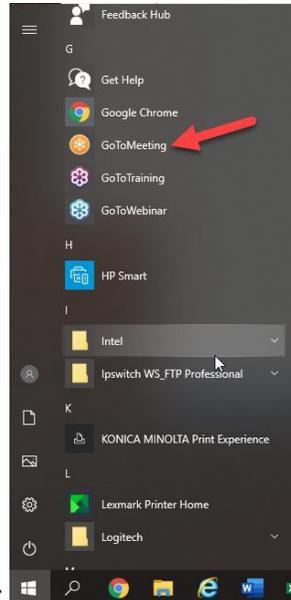


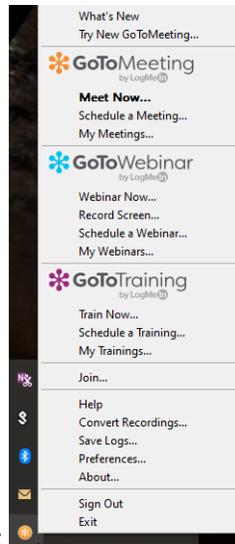
Go-To-Meeting Guide (3-24-2020)

Navigating to Go-To-Meeting



1) Through the use of the start button:

2) Click on the Carrot if you have your icon Hidden:



Right click on the Go-To-Meeting icon:

3) You can also log in through www.gotomeeting.com.

Through these you can Meet Now to start a meeting instantly, Schedule a meeting, or view your currently scheduled meetings.

Schedule a Meeting

The image displays two screenshots of the 'Schedule Meeting - GoToMeeting' dialog box. The left screenshot shows the initial form with red circles 1-4 highlighting the meeting name field, date/time fields, audio options, and the Co-organizers tab. The right screenshot shows the Co-organizers dropdown menu with red circles 4 and 5 highlighting the tab and the search results.

Left Screenshot:

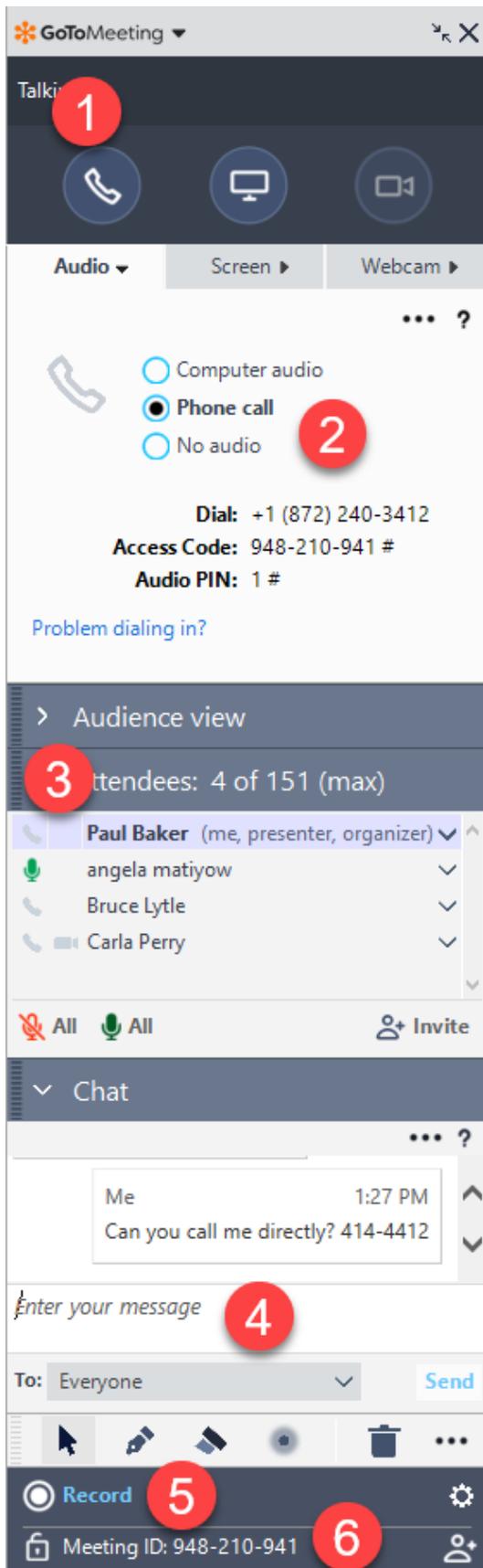
- 1: Meeting name field (Type your meeting name here)
- 2: Date and time fields (Date: Tue 3/24/2020, Start: 4:00 PM, End: 5:00 PM)
- 3: Audio options (Use built-in audio, Computer mic & speakers (VoIP), Long distance numbers)
- 4: Co-organizers tab

Right Screenshot:

- 4: Co-organizers tab
- 5: Search results for co-organizers (Perry, Angela Perry, Carla Perry, Cynthia Snelling-Perry, Lynn Perry, Perry Hill, Robert Perry)

From the schedule a meeting you have the following items:

- 1) Type your meeting name into this field
- 2) Enter the date/time of your meeting into these fields
- 3) Choose Use Built-In Audio for Go-To-Meeting to create a conference call for you.
- 4) Navigate to Co-Organizers Tab
- 5) Enter in the name of your Co-Organizer and select them from the dropdown.
 - a. The Co-Organizer will have the same functionality as the user who initially sets up the meeting.
 - i. The Co-Organizer can start meetings, end meetings, present, and has the same permissions as the organizer.



Running your Go-To-Meeting

Once you start the meeting you will have the prompt to the left. The following will show what each section does.

1) These buttons control what the rest of the audience sees and hears from you.

- a. The phone controls if the audience can hear you if you are using your computers microphone. If it is green you are live and if it is greyed out like the picture you are not. If you dial in through a conference phone your mute option is determined by the phone.
- b. The second icon is a computer monitor. This determines if you are presenting your screen to the audience. If it is green you are showing your screen. If it is greyed out – you are not.
- c. The third icon is a camera. This determines if you are presenting your webcam to the audience. If it is green you are showing your webcam. If it is greyed out – you are not.

2) This section is the dropdown for the icons above and allows you to view and change settings for each of the three items.

- a. For the audio it lets you set how you are hearing and communicating with the audience. Phone call is the preferred method and allows you to dial in from a phone.
- b. The second is the screen and will give you a preview of what your screen is capturing and sending to the audience. It will also allow you to select what monitor you are showing the audience if you have multiple.
- c. The third is a preview of your webcam that is broadcast to the audience.

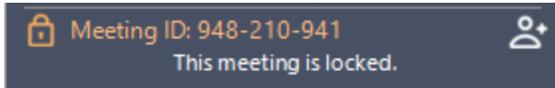
3) This section is your attendees section. It shows who is currently on your Go-To-Meeting. If you right click on the names you get additional options that are covered in the next section.

4) This is your chat section. You can communicate and message your attendees. You can use this to provide information to a single user or to the entire group if you wanted to provide them a URL or something else that may be beneficial for them to be able to click on rather than typing it out after viewing the shared screen.

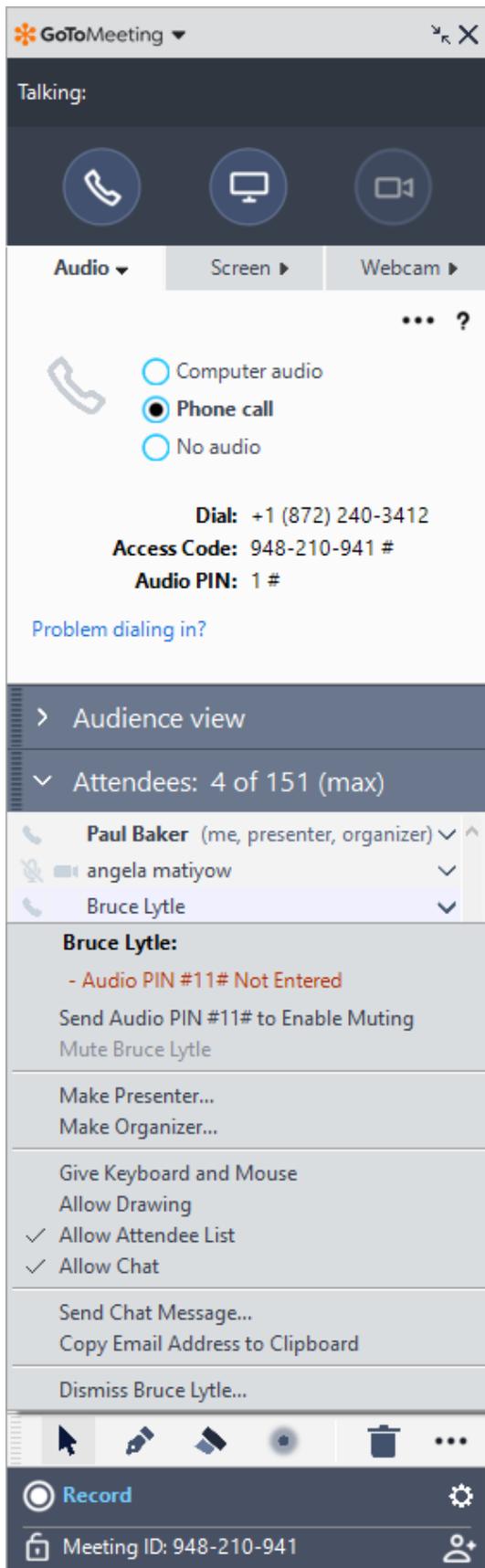
5) This section lets you record your Go-To-Meeting. You will click on the record icon. It changes to red when recording or stays white when not recording.

6) This section allows you to invite attendees. You can click on the icon of a person with a + if you want different methods of invitation. The lock icon to the left of the Meeting ID will lock the Go-To-Meeting so that additional people cannot join.

a. This is useful if you have an exempt or private meeting that you do not want additional attendees to join.



b.

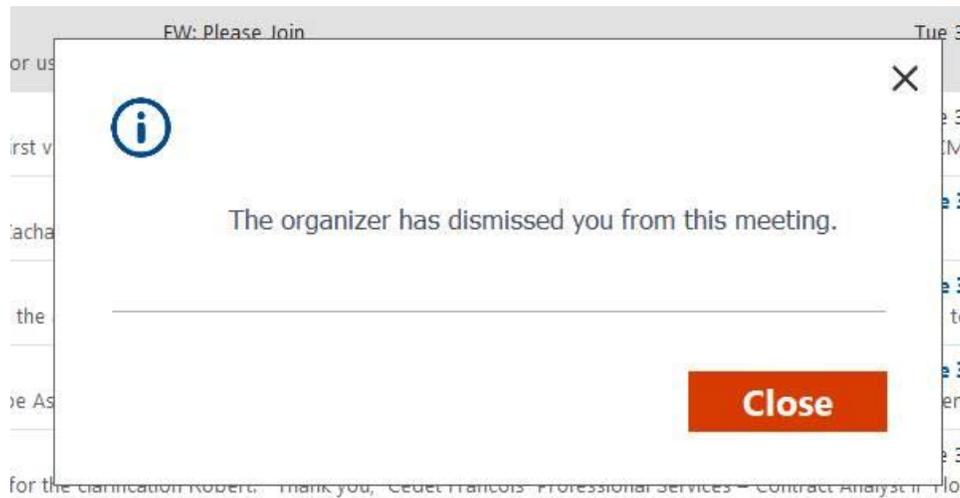


Attendee Options

Right-clicking on the attendees gives you some different options to control your meeting.

- 1) You can mute the attendee.
- 2) You can make them the presenter.
 - a. This allows the attendee to present their screen to the audience.
- 3) You can make them the organizer.
 - a. This gives them the ability to make all of the changes to the meeting that you see in this document.
- 4) You can give keyboard and mouse.
 - a. This allows the attendee to control your screen.
- 5) Allow drawing.
 - a. This allows the attendee to draw on the item you are presenting.
- 6) Allow attendee list so that they can see the list.
- 7) Allow chat so that the attendee can see the chat box.
- 8) Sent a chat message to that attendee.
- 9) Copy email address of the attendee.
- 10) Dismiss the attendee.
 - a. If you are dismissing the attendee they will get the messages covered in the next section.

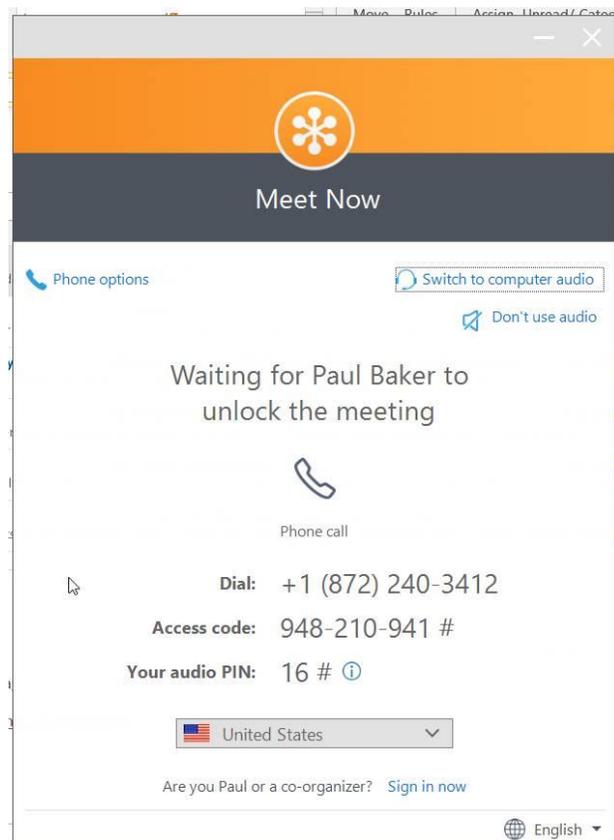
Dismissing an Attendee



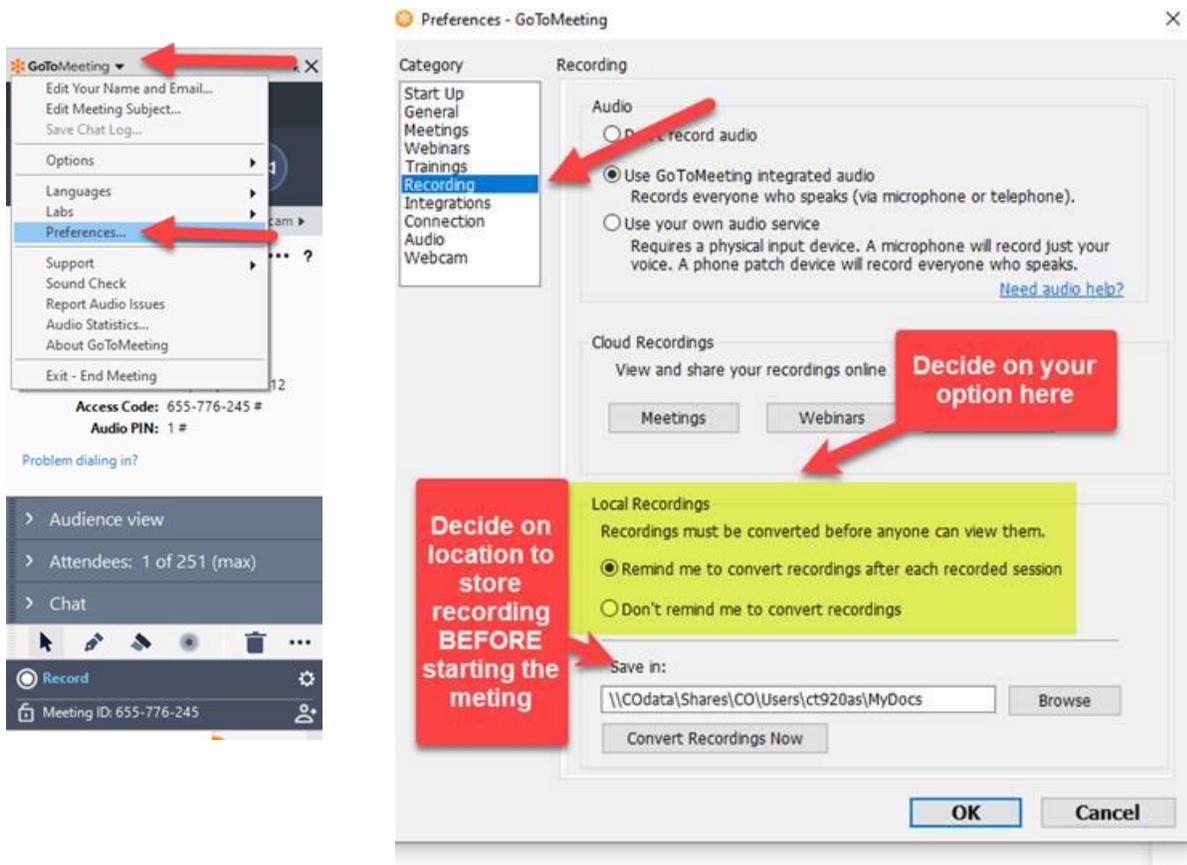
When dismissing an attendee they will receive the above message.

If you do not wish for them to rejoin you can lock your Go-To-Meeting as previously discussed.

The user will receive the below message if done.



Recording a meeting



- 1) Navigate to preferences from the dropdown on GoToMeeting.
- 2) Select Recording from the Preferences.
- 3) Use GoToMeeting integrated audio
- 4) Recordings can be viewed on the cloud through here as well as logging into GoToMeeting.com
- 5) Decide what to do with local recordings.
- 6) Select the location to save the recordings.
- 7) You will need to convert the recordings to listen to them through any programs other than GoToMeeting.