


GoToMeeting organizers on both personal and corporate plans can hold meetings with up to 25 attendees.

Organizers must first create a GoToMeeting account and then download the GoToMeeting desktop application before hosting meetings.

Install GoToMeeting


1. From a Windows or Mac, you can practice hosting a meeting by going to www.gotomeeting.com and selecting **Host a Meeting**. Or, you can also begin [downloading GoToMeeting](#).
2. Enter your GoToMeeting email address and password, and then click **Log In**.
3. Click **Meet Now** to start an instant meeting.

Schedule a Meeting

1. On a Windows, right-click the GoToMeeting daisy icon  in the system tray. On a Mac, double-click the GoToMeeting Suite icon, and select **Schedule a Meeting**.
2. On the Schedule a Meeting dialog, enter a subject, date and time, and then select the audio information you want to provide to your attendees. When you're done, click **Schedule**.
3. You'll see a GoToMeeting invitation email appear in your default email client, which you can send to attendees.

Start a Scheduled Meeting


Option 1: Start a meeting from your desktop

1. On a Windows, right-click the GoToMeeting daisy icon  icon or double-click the GoToMeeting Suite icon on a Mac, and select **My Meetings**.
2. On the My Meetings dialog, select the meeting you want to start and then click the **Start** button.



Option 2: Start a meeting from the GoToMeeting website

1. Log in to www.gotomeeting.com.
2. On the My Meetings page, locate the scheduled meeting you want to start and click the **Start** button.
3. If prompted, click **Run, Yes** or **Always** to accept the GoToMeeting download.
4. You'll be automatically launched into the meeting where you can use the Control Panel to begin showing your screen.

Start an Instant Meeting

1. On a Windows, right-click the GoToMeeting daisy icon  in the system tray or double-click the GoToMeeting Suite icon on a Mac, and select **Meet Now**.
2. You'll be automatically launched into the meeting where you can begin hosting your meeting!

End a Meeting

- On a Windows, select the **File** menu from the Control Panel, and then select **Exit – Leave Meeting**. Or, you also click  on your Control Panel or GoToMeeting Viewer or webcam.
- On a Mac, select the GoToMeeting menu on Control Panel and then select **Quit GoToMeeting**. You can also select the **File** menu > **End Meeting**. Or, you can click  on your Control Panel or GoToMeeting Viewer or webcam.

Manage Audio

Now you have an extended choice of audio conferencing for your online meetings. With GoToMeeting's integrated audio, you can choose to connect to the audio conference using telephone and/or mic and speakers (VoIP).

Note: If you choose to provide your own conference call information for the meeting, GoToMeeting will include your dial-in numbers with the meeting information; however, GoToMeeting audio features (such as VoIP and integrated audio controls) are disabled if you choose this option.

VoIP Best Practices

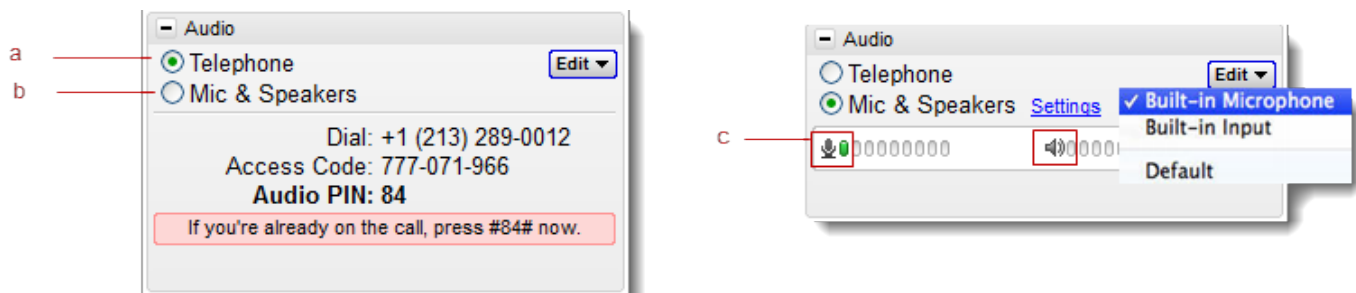
Audio quality can vary based on your audio software, hardware manufacturer and operating system. When using VoIP, the following best practices are recommended:

- As with any online meeting solution, it is important to test your sound quality and audio settings before your live meeting. In addition to testing your audio settings from the GoToMeeting Audio pane, we recommended that you start your meeting ahead of time with a few test attendees so they can provide feedback on your voice quality.
- For optimum sound quality, a headset is recommended, preferably a USB headset for ease of use.
- If a headset is not available, a microphone and speakers are required, preferably a USB microphone for ease of use.
- If using a microphone, it should be at least 1.5 feet away from any speakers that are built in or connected to your computer.
- Using your webcam's microphone is not recommended.
- If you plan to record your meeting, be sure to start your meeting ahead of time and test the Recording feature.

► To join the audio portion of the meeting via mic & speakers

1. Expand the Audio pane in your Control Panel.
2. Select **Use Mic & Speakers (b)**
3. You will be automatically connected into the audio conference over VoIP.

Note: Windows organizers may change the audio input and output from the Audio Preferences tab which is accessed from the File menu. Mac organizers may manage the audio input and output directly from the Audio pane (c) or from the Audio menu in the toolbar.



► To join the audio portion of the meeting by telephone

1. Expand the Audio pane in your Control Panel.
2. Select **Use Telephone (a)**
3. Dial in to the conference call with the information provided.

During a conference call, participants and organizers can enter commands using their phone keypads.

Organizer Telephone Commands

Command	Feature	Details
*2	Count	Provides the number of participants currently on the conference call.
*3	Exit	Exits the conference call.
*4	Menu	Provides a menu of available conference commands.
*5	Listening Modes	Sets listening modes for audience. Pressing *5 sets the following options: Open conversation mode (default), Mute the audience – the audience can unmute, Mute the audience – the audience cannot unmute.
*6	Mute/ Unmute	Mutes the organizer’s line. Pressing *6 again will unmute the line.
*8	Tone controls	Sets entry and exit tones. Pressing *8 sets the following options: Entry and exit tones on (default), Entry and exit tones off, Entry tone off exit tone on, Entry tone on exit tone off.

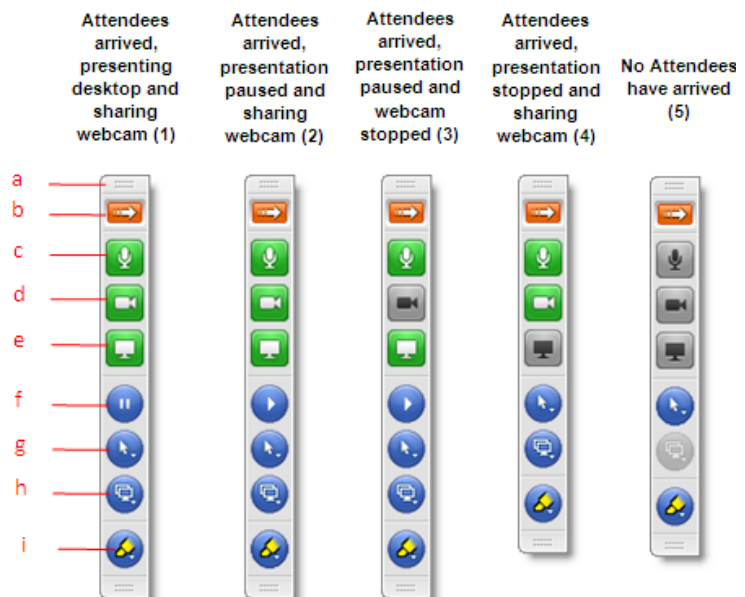
Attendee Telephone Commands

Command	Feature	Details
*3	Exit	Exits the conference call.
*4	Menu	Provides a menu of available conference commands.
*6	Mute/ Unmute	Mutes the attendee’s line. Pressing *6 again will unmute the line.

Use Presenter Controls

The Control Panel Grab Tab enables organizers and presenters to collapse the Control Panel to minimize space when accessing desktops while still being able to access the Grab Tab.



- Click and drag to move Grab Tab up or down (a)
- Hide or display Control Panel (b)
- Mute or unmute your audio line (c)
- Share or disable your webcam (d)
- Share your screen with participants (e)
- Pause your shared screen so the image of your desktop remains frozen (f)
- Give Keyboard & Mouse button grants shared mouse and keyboard controls to another participant (g)
- Pass the Presenter Role to another participant (h)
- Draw, highlight and place arrows on-screen, as well as use the spotlight and clear all markings (Windows only) (i)

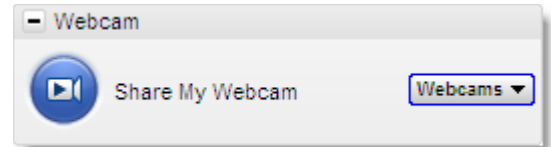


Share Your Webcam

Meeting participants can share up to 6 high-resolution video conferencing streams while viewing the presenter's screen.

You can share your webcam in any of the following ways:

- Click the webcam button  on the Grab Tab.
- Click the **Share My Webcam** button in the Webcam pane on the Control Panel.
- Select **Share My Webcam** from the Webcams drop-down menu.
- Click the webcam button  next to your name in the Attendee List (Windows-only).
- Right-click your own name in the Attendee List and select **Share My Webcam**.



Manage your webcam from your video feed

- Temporarily Pause/Play your video by selecting the Pause or Play button on the top-right corner of your webcam feed. (a)
- Resize the webcam viewer and screen sharing using the slider. You can click and drag any part of the slider to adjust the display. (b)
- When only webcams are being shared, participants can resize webcams by clicking and dragging the bottom-right corner of the Viewer. Expand and minimize how webcams and/or screen sharing is displayed by clicking and dragging the bottom-right corner of the viewer.

If only webcams are being shared (not screen sharing), you can adjust the size and position of the webcam viewer by using the Webcams drop-down menu and selecting one of the following Webcam Positions: **Top, Left, Bottom, Right**.



Manage Attendees

Organizers can manage attendees by right-clicking or Ctrl-clicking attendee names in the Attendee List and selecting or deselecting the desired attendee options.

- Displays the number of attendees and maximum number of attendees for the meeting (a)
- Indicates attendee role and color of assigned drawing tool (b)
- Mute or unmute the attendee (c)
- Mute or unmute all attendees (d)
- Assign an attendee with presenter and/or organizer roles (e)
- Give keyboard and mouse controls to an attendee (f)
- Provide an attendee with on-screen drawing tools (g)
- Choose pen color for yourself or your attendees (h)
- Allow your attendee to see the list of other attendees (i)
- Allow your attendee to chat (j)
- Send a chat message directly to the attendee (k)
- Copy the attendee's email address to the clipboard (l)
- Dismiss an attendee from the meeting (m)

