

### About

**GoTo Meeting is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.**

You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

Download the GoToMeeting app from the [App Store](#), [Google Play](#) or [Windows Phone Store](#). Then join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer.

### Instructions

#### 1. You're invited

- The invitation email or message will include a link to the meeting
- The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio

#### 2. Be prepared

- Join the meeting a few minutes early to make sure you have everything you need
- If you don't already have the software, it will download automatically and you'll be placed into the meeting

#### 3. Join the meeting

- Click your online meeting link, or go to [gotomeeting.com](http://gotomeeting.com) and enter the meeting ID.

#### 4. Talk and listen

- Check the online meeting invitation or your Control Panel to see the audio options available
- If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. Enter the audio PIN if provided
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option

## Instructions

### 5. Know who's speaking

- The bottom of your meeting window and the Control Panel both indicate who's speaking
- When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your **audio PIN**

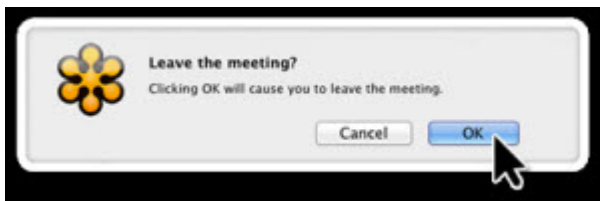
### 6. Interact

- You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the **audio PIN** to mute your line via the GoToMeeting controls
- The easiest way to share your webcam is to click the button on the grab tab. Or you can click the **Share My Webcam** button on the Control Panel
- Pause and resume your webcam by using the icons in the top-right corner of your webcam feed

### 7. Chat with others

- Click the Chat icon in the top toolbar.
- Use the "Send to" drop-down menu to select the recipients of the message.
- Everyone – All participants will see the message in their Chat pane.
- Organizer(s) only – All organizers will see the message in their Chat pane.
- Individual attendee – Only the selected organizer or attendee will receive the private message.
- Type your message in the text field, then click **Send**

### 8. Leave the meeting



- When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)

For audio/video trouble with GoToMeeting, select the following link:

<https://www.gotomeeting.com/meeting/resources/troubleshooting-audio-and-microphone-issues>