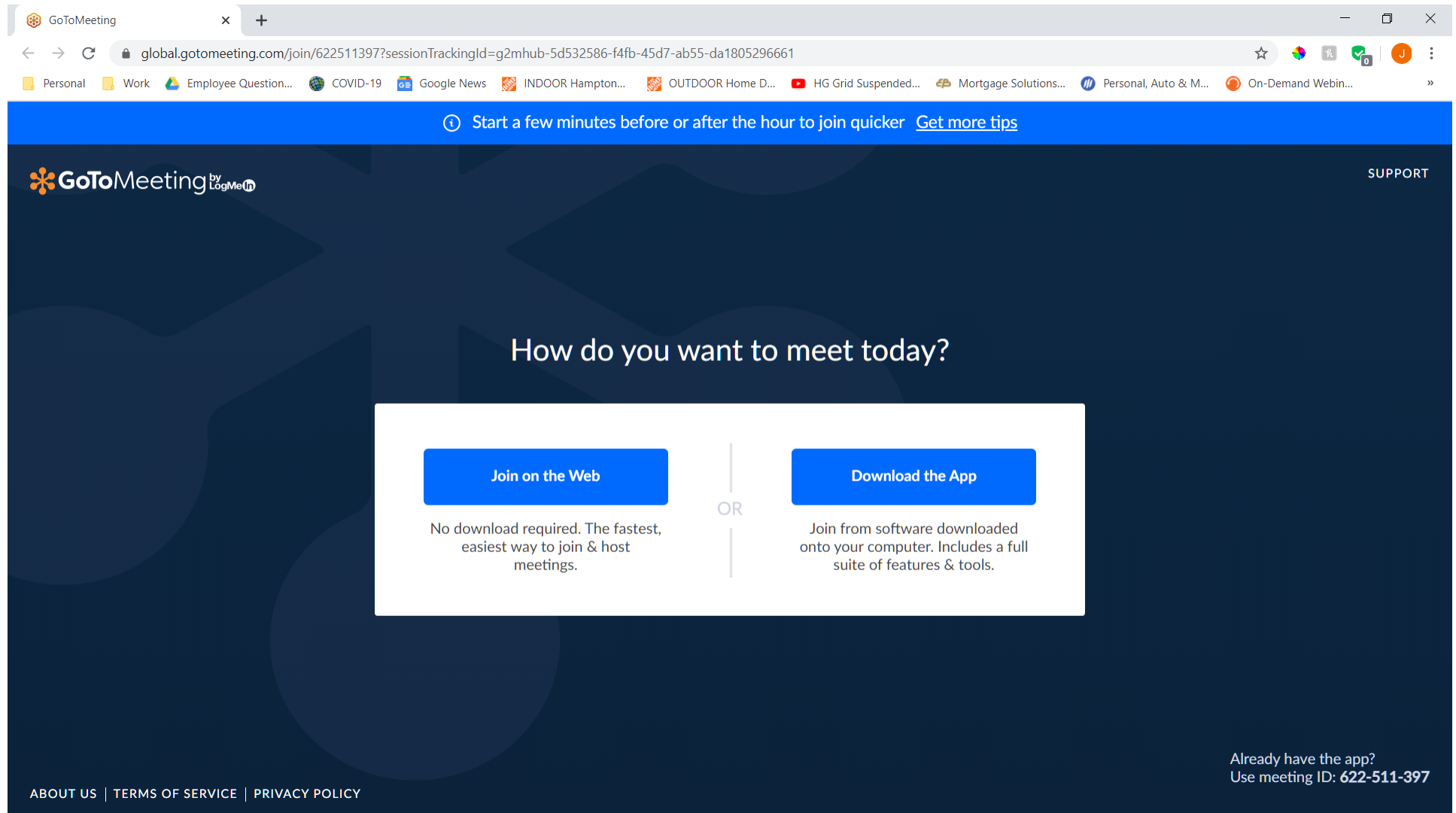


Attending Conferences in GoToMeeting (1- Getting Setup) (2- Useful Tips when Attending a Meeting)

1 - Getting Setup

GoToMeeting works best in Google Chrome, where you have the option of “Join on the Web” without having to download the app. If you are using another browser you will be required to “Download the App”. Follow the onscreen instructions to save and click GoToMeeting Opener.exe. GoToMeeting will start automatically after installing.



The screenshot shows a web browser window with the GoToMeeting website. The browser's address bar displays the URL: `global.gotomeeting.com/join/622511397?sessionTrackingId=g2mhub-5d532586-f4fb-45d7-ab55-da1805296661`. The website has a blue header with the GoToMeeting logo and a 'SUPPORT' link. Below the header, a central white box asks 'How do you want to meet today?' and offers two options: 'Join on the Web' and 'Download the App'. The 'Join on the Web' option is described as 'No download required. The fastest, easiest way to join & host meetings.' The 'Download the App' option is described as 'Join from software downloaded onto your computer. Includes a full suite of features & tools.' At the bottom of the page, there are links for 'ABOUT US | TERMS OF SERVICE | PRIVACY POLICY' and a note: 'Already have the app? Use meeting ID: 622-511-397'.

Start a few minutes before or after the hour to join quicker [Get more tips](#)

GoToMeeting by LogMeIn SUPPORT

How do you want to meet today?

Join on the Web

No download required. The fastest, easiest way to join & host meetings.

OR

Download the App

Join from software downloaded onto your computer. Includes a full suite of features & tools.

ABOUT US | TERMS OF SERVICE | PRIVACY POLICY

Already have the app?
Use meeting ID: **622-511-397**

Next you will be asked whether you would like to then “Join by Computer or Phone”. If you are just calling in select “Phone” and follow the instructions provided. If you are attending a video conference select “Computer”.

GoToMeeting

Montachusett RPC's Meeting

Join by Computer or Phone

Computer
Connect using a headset or your mic & speakers.

OR

Phone
Dial in on your phone or we can call you.

[Save and continue](#)

[I don't need audio](#) [I'm already on the phone](#)

GoToMeeting

Montachusett RPC's Meeting

Join by Computer or Phone

Do you want to join calls on your computer or by phone?

Computer
Connect using a headset or your mic & speakers.

OR

Phone
Dial in on your phone or we can call you.

[SAVE AND CONTINUE](#)

[I don't need audio](#)

English

Follow any pop-up prompts to allow webcam and microphone access if necessary. Then choose your mic and speakers accordingly (the default settings are usually appropriate).

The image displays two screenshots of the GoToMeeting interface for a meeting titled "Montachusett RPC's Meeting".

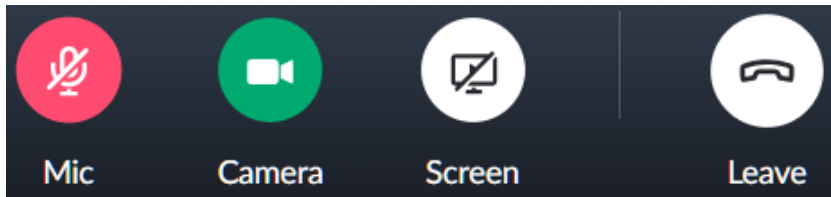
Left Screenshot: Shows the initial audio settings dialog. At the top, there is a "Switch to phone" button. Below it, the heading "Choose Your Mic & Speakers" is followed by two dropdown menus: "Microphones" set to "Default - Microphone (Microsoft LifeCam V...)" and "Speakers" set to "Default - Speakers (Realtek High Definitio...)". At the bottom, there is a blue "Save and continue" button and a link for "I don't need audio".

Right Screenshot: Shows the same dialog with the dropdown menus expanded. The "Microphone" dropdown is set to "Microsoft LifeCam VX-5000" and the "Speakers" dropdown is set to "Realtek High Definition A...". A "SAVE AND CONTINUE" button is highlighted with a yellow border. Below it is a link for "I don't need audio". The language is set to "English" in the bottom right corner.

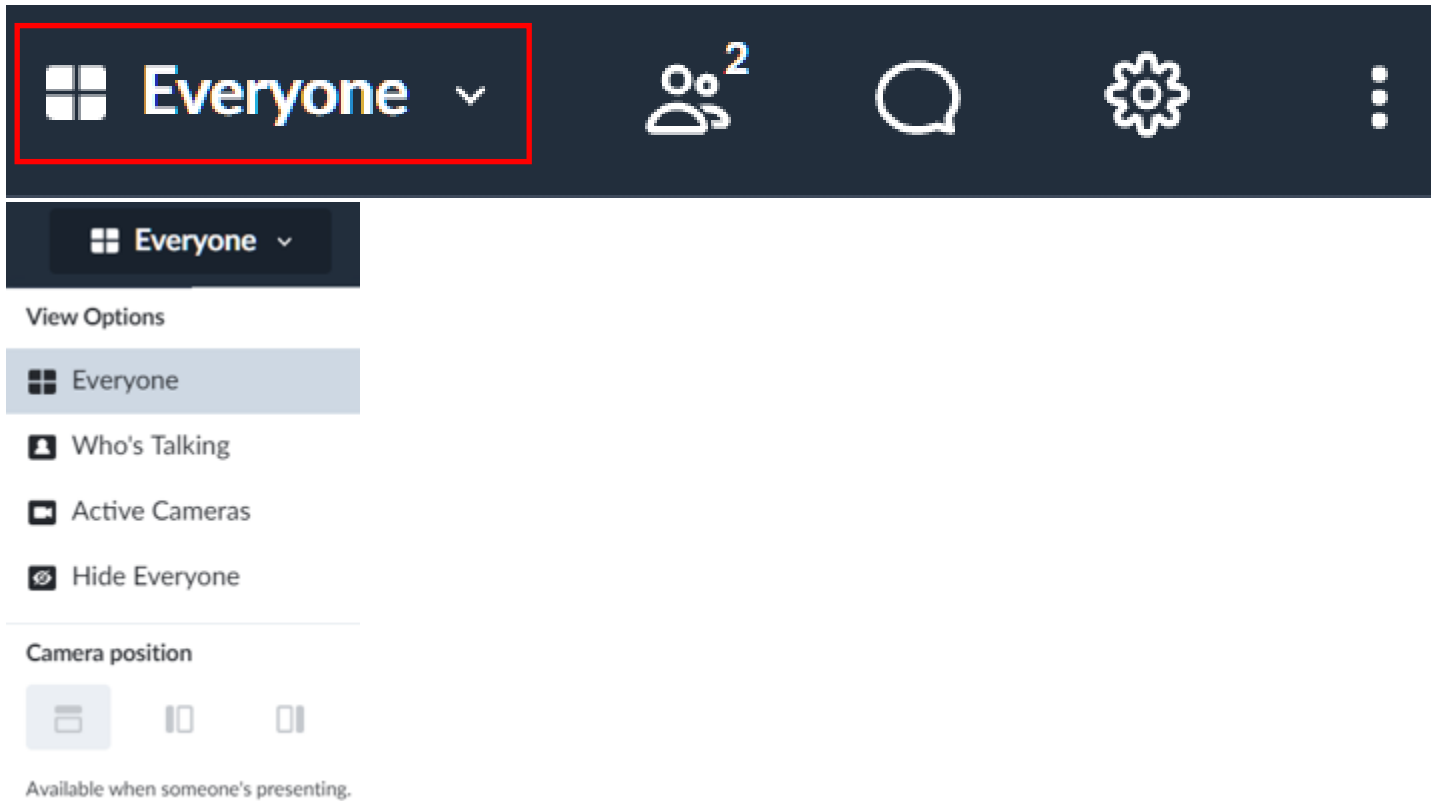
Follow any remaining prompts to begin the meeting.

2 - Useful Tips when Attending a Meeting

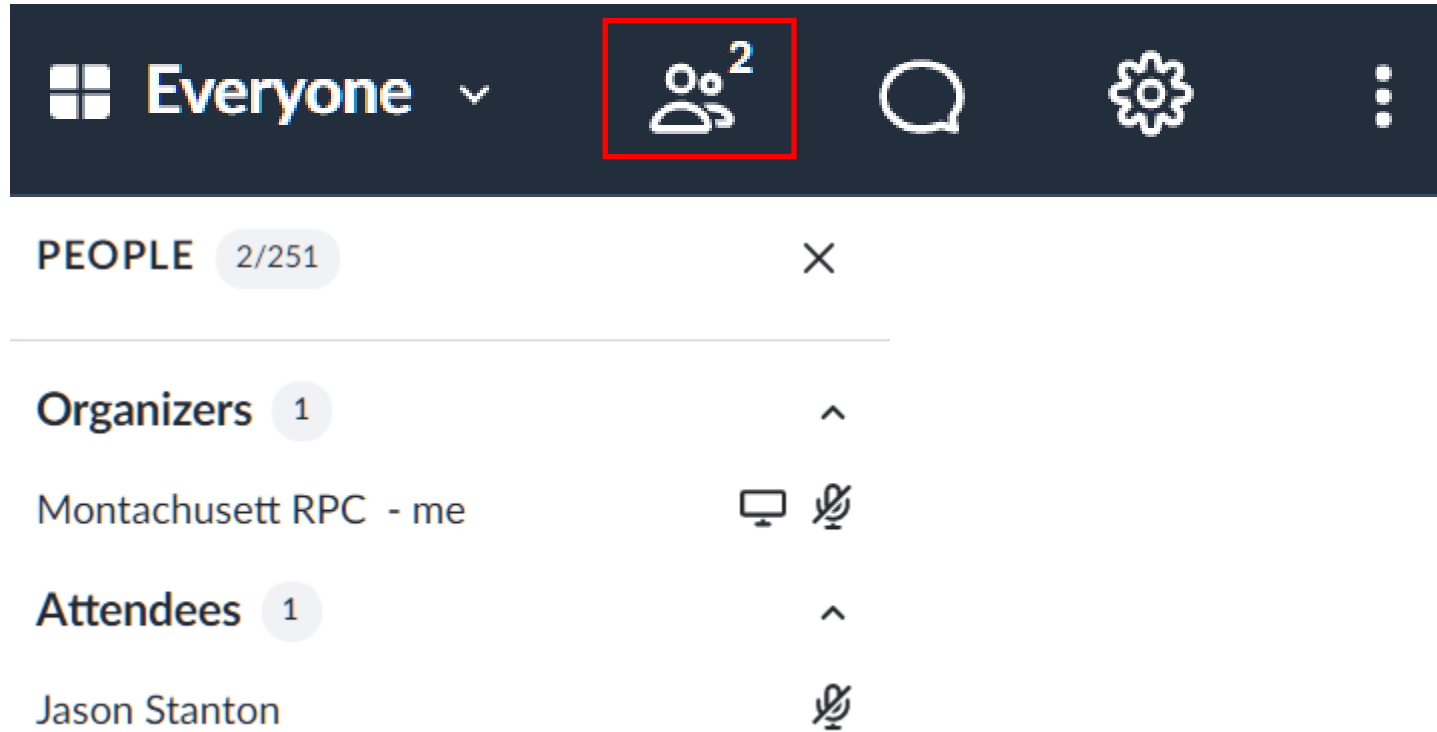
At the bottom will be the main control panel. Here you will be able to control mic and camera access, share your screen if requested or leave the meeting.








At the top will be additional settings. Click on the “View” options to control who you see on the screen.






Click on the “People” options to view organizers and attendees.





Everyone ▾    

PEOPLE 2/251 

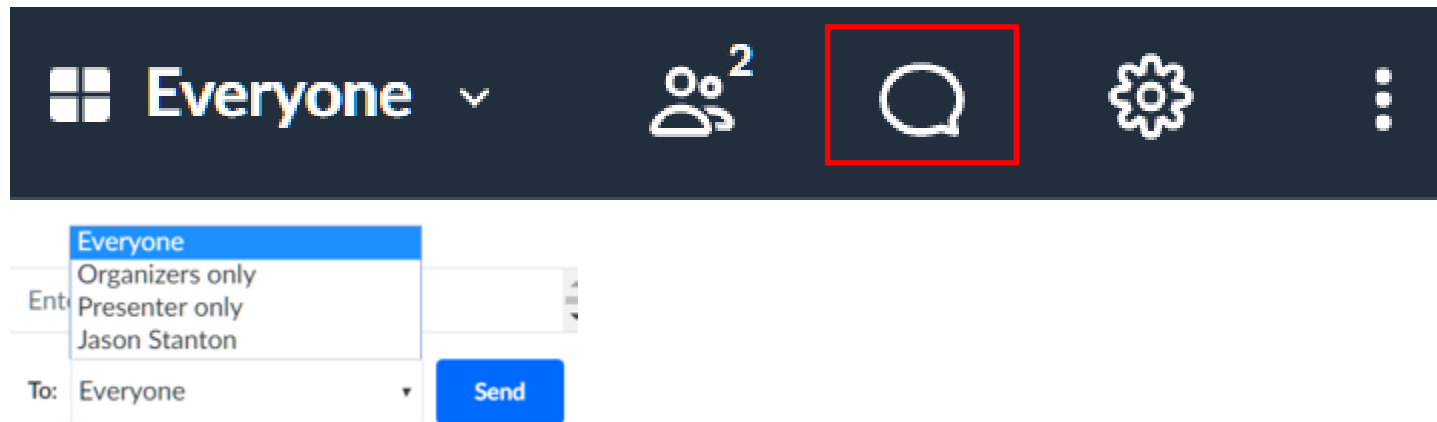
Organizers 1 





Montachusett RPC - me  

Attendees 1 


Jason Stanton 

Click on the “Chat” options to view or chat with attendees or ask questions of the organizers or presenters. At the bottom of the chat window you can select who you sending messages to.



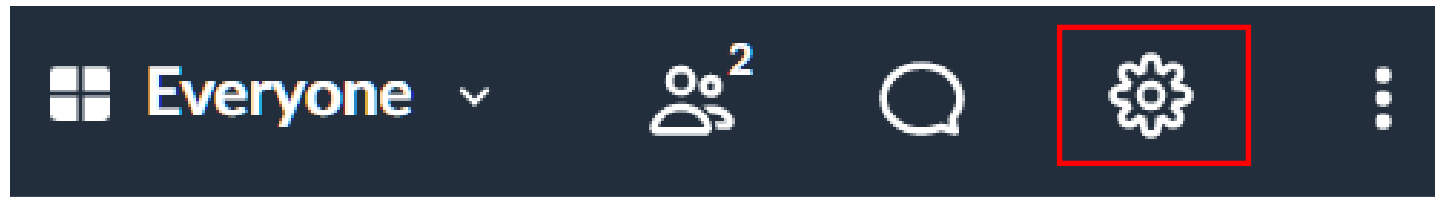
Everyone ▾    

Ent

To: **Everyone** ▾ 

- Everyone
- Organizers only
- Presenter only
- Jason Stanton

Click on the "Settings" options to change your audio, video or general settings.



SETTINGS ×

Audio Camera General

Computer Phone call No audio

○ ○ ○

This panel shows the "SETTINGS" menu with the "Audio" tab selected. It features three options: "Computer" (selected with an orange dot), "Phone call", and "No audio", each with a corresponding icon and a radio button.

Microphones (Muted)

Default - Microphone (Microsoft Lif... | ✓

Communications - Microphone (Mic... |

Microphone (Microsoft LifeCam VX... |

Speakers

Default - Speakers (Realtek High Defini... | ✓

Communications - Speakers (Realtek Hi... |


Speakers (Realtek High Definition Audio) |

This panel shows microphone and speaker settings. Under "Microphones (Muted)", three devices are listed with volume sliders and checkmarks. Under "Speakers", three devices are listed with play icons and checkmarks.

SETTINGS ×

Audio Camera General

You're broadcasting



Camera

Microsoft LifeCam VX-5000 (045e:0728) ▾

STOP SHARING

This panel shows the "SETTINGS" menu with the "Camera" tab selected. It features a video feed of a man wearing sunglasses, a "Camera" dropdown menu showing "Microsoft LifeCam VX-5000 (045e:0728)", and a prominent orange "STOP SHARING" button at the bottom.

SETTINGS ×

Audio Camera General

SELECT A LANGUAGE

English ▾

NOTIFICATIONS

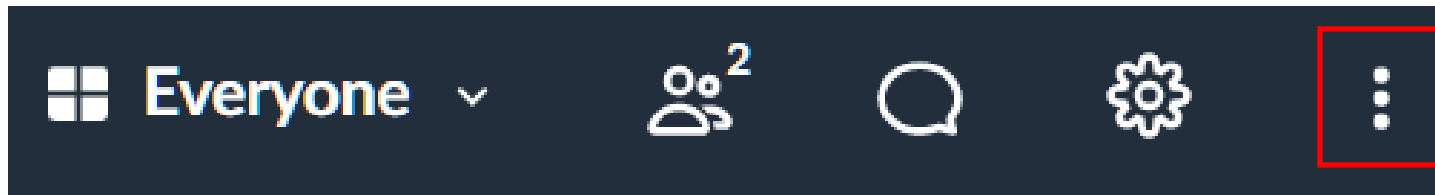
Show who's talking

Show a desktop notification when a new chat arrives

Entry & exit chimes

This panel shows the "SETTINGS" menu with the "General" tab selected. It includes a "SELECT A LANGUAGE" dropdown menu set to "English", and a "NOTIFICATIONS" section with three checkboxes: "Show who's talking" (checked), "Show a desktop notification when a new chat arrives" (unchecked), and "Entry & exit chimes" (checked).

Click on the “Additional” options to report audio issues or feedback, get help or additional options and resources.



Enter full screen

Switch to desktop

Keyboard shortcuts

Report audio issues

Feedback

Help 

About GoToMeeting