

## 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 address bar shows the URL: [global.gotomeeting.com/join/622511397?sessionTrackingId=g2mhub-5d532586-f4fb-45d7-ab55-da1805296661](https://global.gotomeeting.com/join/622511397?sessionTrackingId=g2mhub-5d532586-f4fb-45d7-ab55-da1805296661). The page has a blue header with the text: "Start a few minutes before or after the hour to join quicker [Get more tips](#)". The main content area is dark blue with the GoToMeeting logo in the top left and "SUPPORT" in the top right. The central text asks "How do you want to meet today?". Below this, there are two white boxes with blue buttons. The left box has a button labeled "Join on the Web" and text below it: "No download required. The fastest, easiest way to join & host meetings." The right box has a button labeled "Download the App" and text below it: "Join from software downloaded onto your computer. Includes a full suite of features & tools." At the bottom left, there are links for "ABOUT US | TERMS OF SERVICE | PRIVACY POLICY". At the bottom right, there is text: "Already have the app? Use meeting ID: 622-511-397".

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).

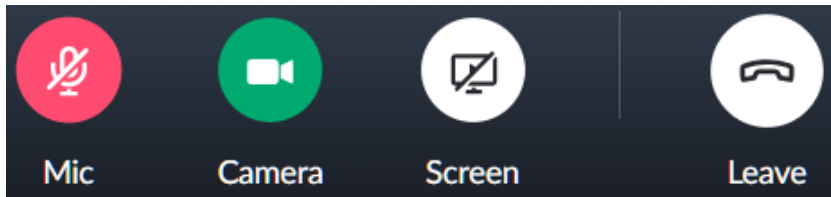
The image displays two screenshots of the GoToMeeting audio settings interface. The left screenshot shows the initial 'Choose Your Mic & Speakers' dialog. It features a 'Switch to phone' link at the top, followed by the title 'Choose Your Mic & Speakers'. Below the title are two dropdown menus: 'Microphones' set to 'Default - Microphone (Microsoft LifeCam V...)' and 'Speakers' set to 'Default - Speakers (Realtek High Definitio...)' with a play button icon. At the bottom, there is a blue 'Save and continue' button and a link for 'I don't need audio'.

The right screenshot shows the same dialog but with a yellow 'SAVE AND CONTINUE' button highlighted. The 'Microphone' dropdown is now set to 'Microsoft LifeCam VX-5000' and the 'Speakers' dropdown is set to 'Realtek High Definition A...'. The 'I don't need audio' link is also visible at the bottom.

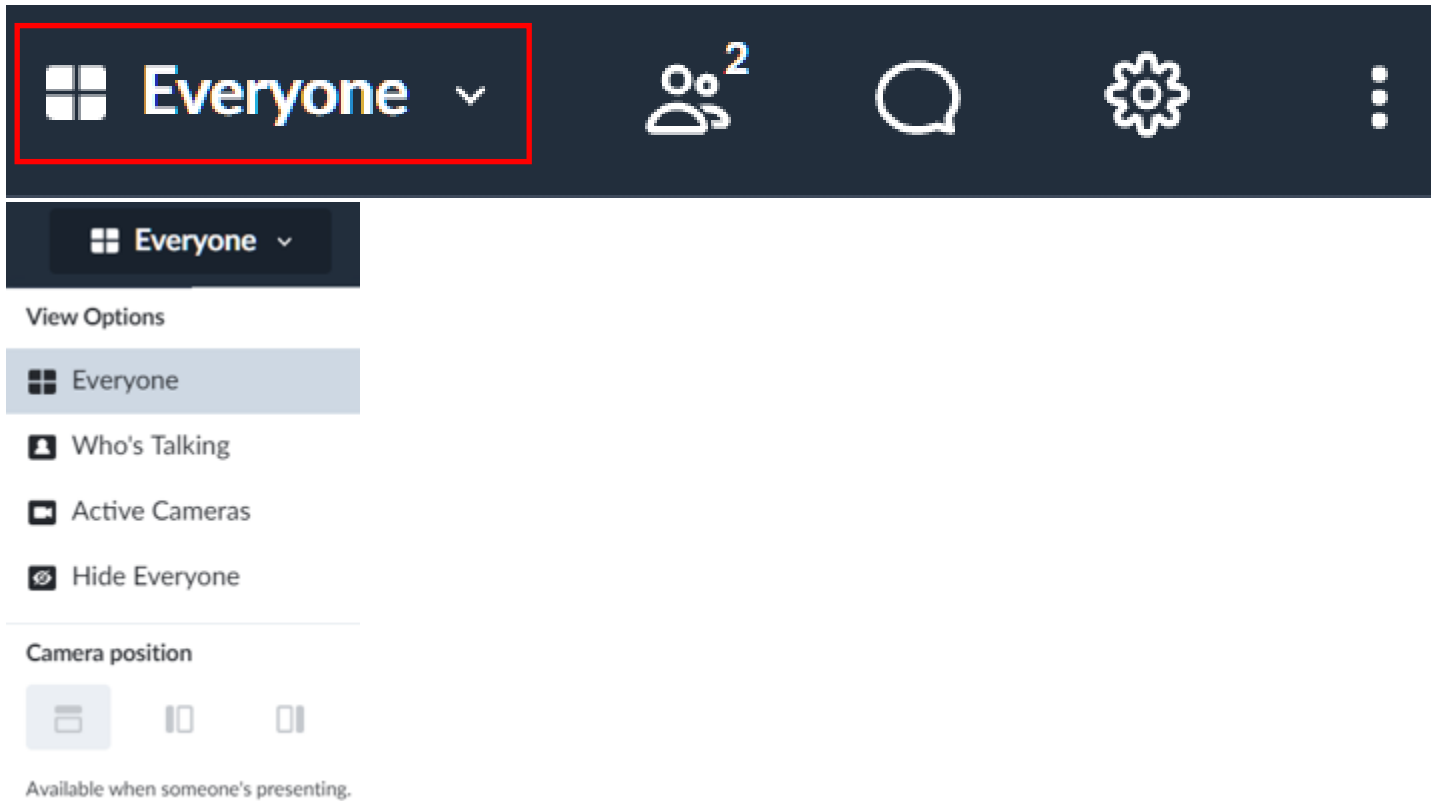
Follow any remaining prompts to begin the meeting.

## 2 - Useful Tips when Attending a Meeting

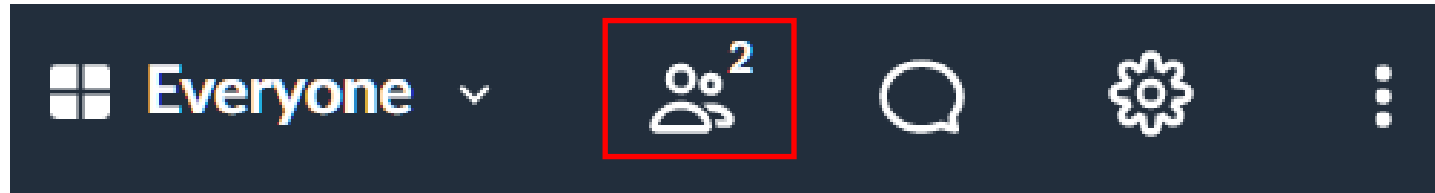
At the bottom will be the main control panel. Here you will be able to control mic and camera access, share your screen if requested or leave the meeting.



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

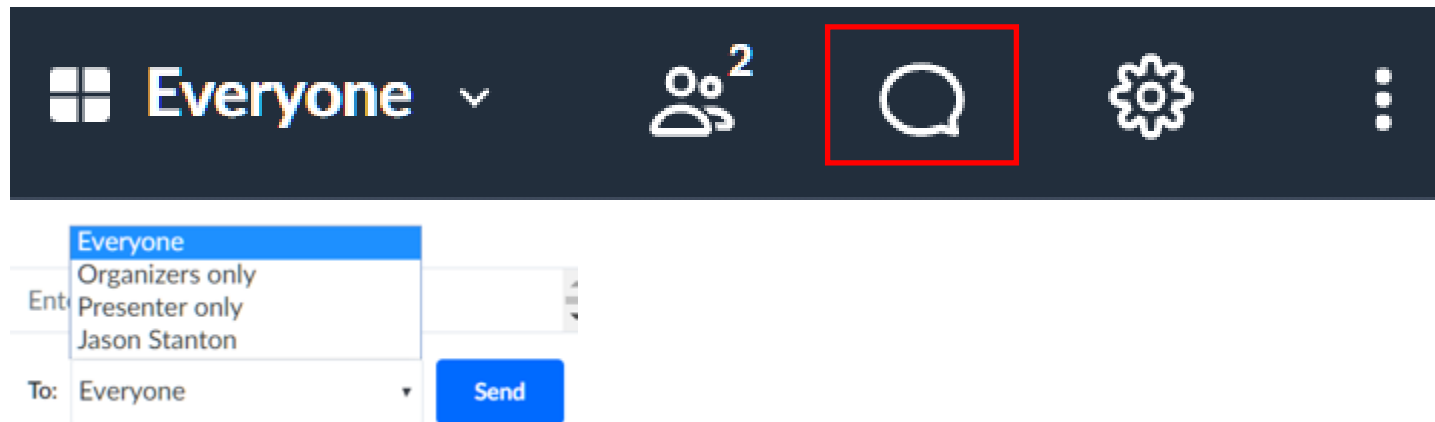


Click on the “People” options to view organizers and attendees.



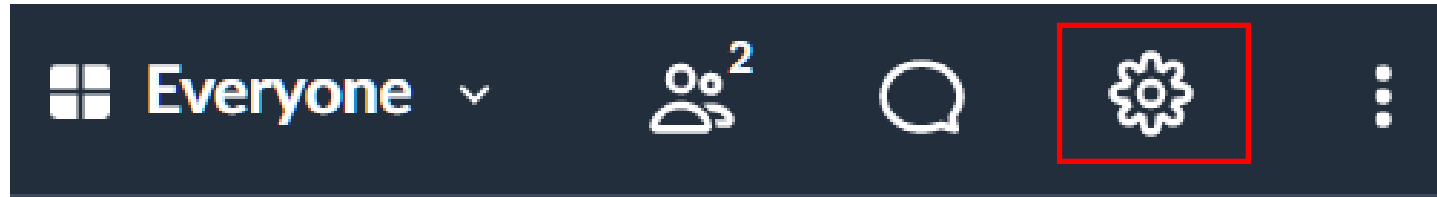
The screenshot shows a dark blue meeting toolbar. From left to right, it contains: a grid icon, the text "Everyone" with a dropdown arrow, a "People" icon (two stylized figures) with a red square highlight and a "2" badge, a speech bubble icon, a gear icon, and a three-dot menu icon. Below the toolbar, a "PEOPLE" header with a "2/251" badge and a close "X" button is visible. Underneath, there are two sections: "Organizers" with a "1" badge and an upward arrow, listing "Montachusett RPC - me" with a monitor and microphone icon; and "Attendees" with a "1" badge and an upward arrow, listing "Jason Stanton" with a microphone icon.

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.



The screenshot shows the same meeting toolbar as above, but with the speech bubble icon highlighted by a red square. Below the toolbar, a chat dropdown menu is open. The menu lists "Everyone" (highlighted in blue), "Organizers only", "Presenter only", and "Jason Stanton". Below the list, there is a "To:" field with "Everyone" selected and a blue "Send" button.

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 buttons 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 selection 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

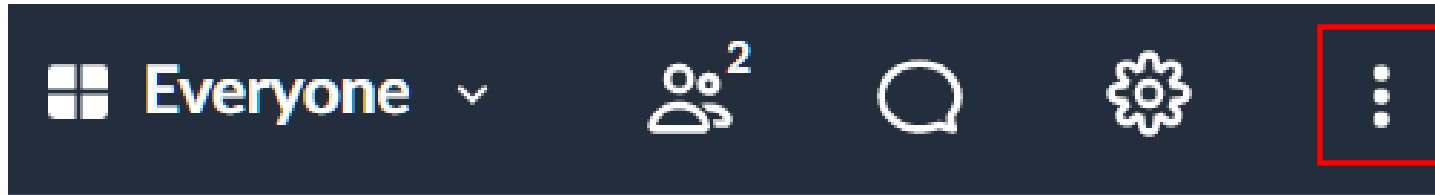
Show who's talking

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