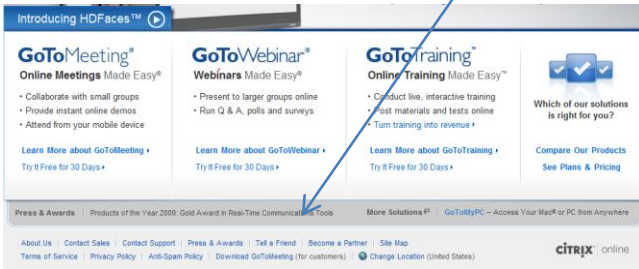
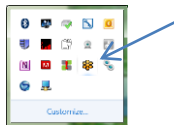


GoToMeeting Very Quick Guide

1. Open up a web browser window and type the address <http://GoToMeeting.com>.
2. At bottom of page, click **Download GoToMeeting** (for customers). *You only need to download the first time you use GoToMeeting.*



3. Enter your work email address.
4. After software is downloaded, look for icon (orange flower) in tray (at bottom of screen).



flower) in tray (at bottom of screen).

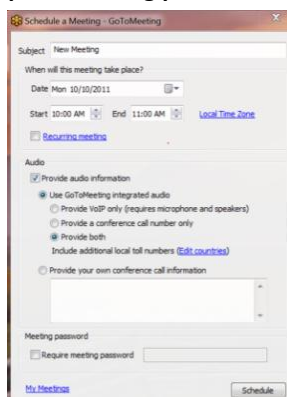
It also appears as a short-cut on your desktop.

5. To **Meet Now**, **Schedule a Meeting**, or check **My Meetings**, right-click orange flower in tray (at bottom of screen).
6. To **Schedule a Meeting... (in future)**

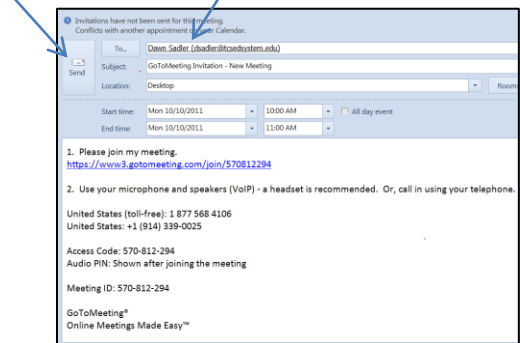
- a. Click **Schedule a Meeting...**
- b. Enter your **Email and Password**, click **Log In**



- c. Enter **Subject, Date, Start and End times**. Leave **Audio** defaults as they are. If you want the meeting to be recurring, check **Recurring meeting**. You usually don't need to check **Require meeting password**. Click **Schedule**.



- d. In the **To...** line, enter participants' email addresses. **Location** can be **Desktop**. Click **Send**. This sends Outlook invitations to everyone on the **To...** list.



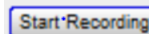
- e. A few minutes before the meeting, click on the URL (in step 1 above): <https://www3.gotomeeting.com/join/570812294> (found in **Outlook calendar**).
- f. The following **Organizer Screen** comes up:



- g. When you are ready, click **Show My Screen**

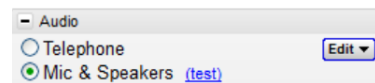
(shows your screen to participants) and **Share My Webcam** – (shows webcam to audience)

- h. **Start Recording** – Can record meeting

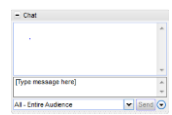


- i. **Attendee List** – can mute individually or mute all, can give other attendees the screen to show to others

- j. Edit **Audio** to turn off beeps



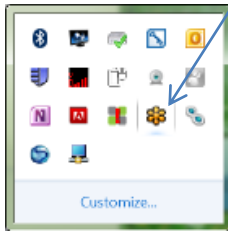
- k. **Chat** – Audience can chat



- l. Use orange arrow to minimize panel



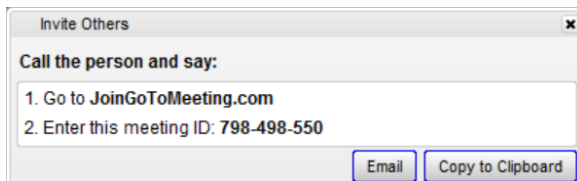
7. To Meet Now...(immediate meeting), right click **orange flower** in tray



On Organizer screen, click **Invite Others**;

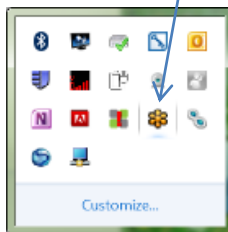


The following screen comes up. Call others with information below or email them

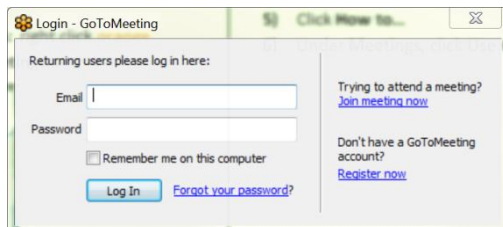


8. To start scheduled meetings:

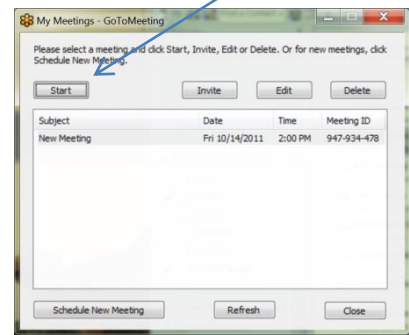
- a. Right click **orange flower** in tray. Click **My Meetings...**



- b. Enter **Email and Password**:



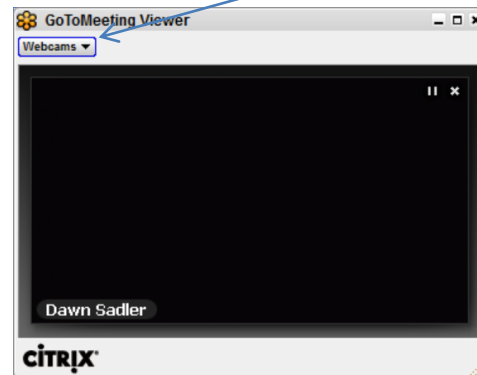
- c. Choose the **meeting** and click **Start**.



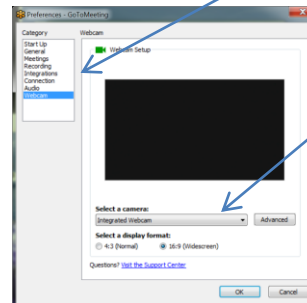
- d. Meeting **panel** (Step 6f above) comes up.

To Setup Webcam

1. To change type of Webcam, click **Webcams**, then click **Preferences**



2. Under **Category**, click **Webcam**. Under **Select a camera**, choose **Logitech Webcam Prof 9000**



For More Help

- 1) GoToMeeting Support: **1-800-263-6317**
- 2) Pacific Oaks HelpDesk: **626-529-8401**