

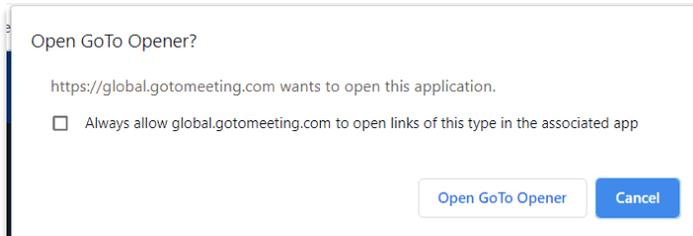
# GotoMeeting Attendee Primer

\*NOTE: These instructions were created using the **CHROME** browser. If you are using another browser, (Internet Explorer or Edge, Safari, etc.) your screens and prompts may appear different.

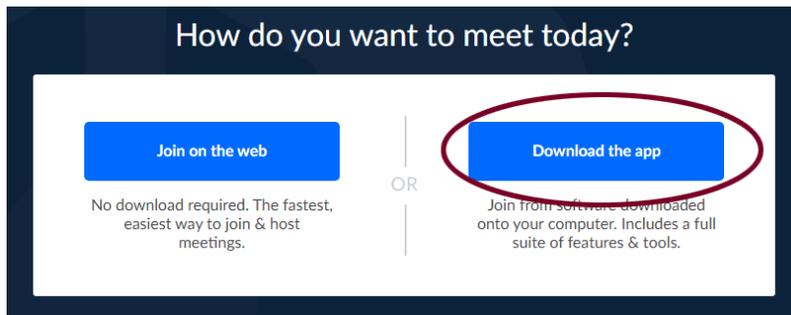
## Joining the Meeting

1. Click on the GotoMeeting link in the invitation.

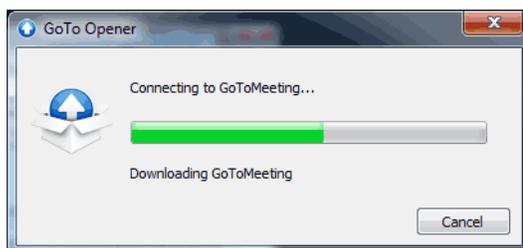
\*If you have attended a GotoMeeting in the past, you may have already installed the *GotoMeeting Opener*. If you see the prompt below, click *Open GoTo Opener* to enter the meeting. You may now skip ahead to step 5, otherwise continue to step 2.



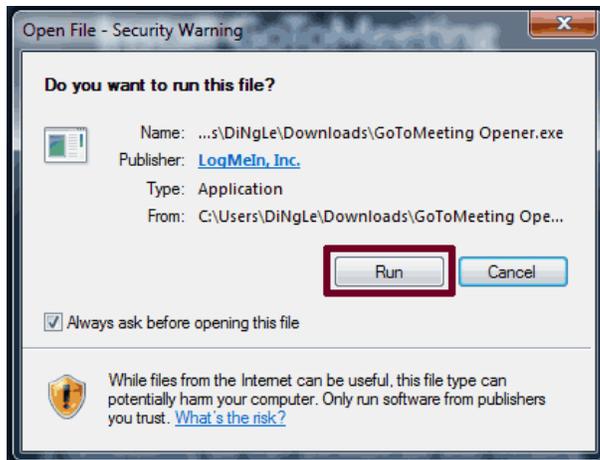
2. A browser window will open up and you may see the screen below. If so, select *Download the app*.



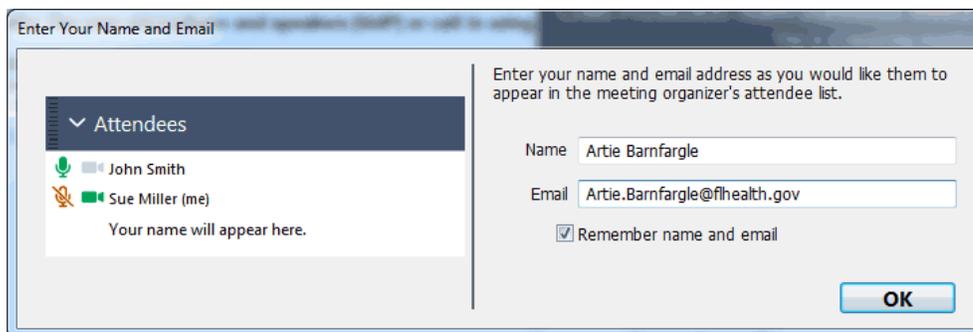
3. Your browser will download a file called *GotoMeeting Opener.exe*. (A link will most likely appear in the bottom left corner of your browser window.) Double-click the *GotoMeeting Opener.exe* to install the opener. When prompted, select *Run*.



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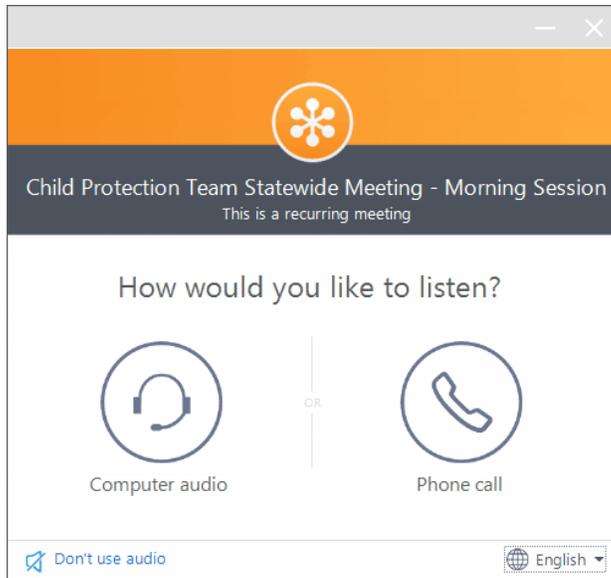


4. The Opener will now download and install. Once you have installed the Opener, you should not need to repeat the installation for future meetings unless an update is available.
5. Once the Opener is installed you will be prompted to enter your name and email address to join the meeting.



6. You will be prompted to select how you would like to listen. If you have an active webcam or headset, you may select *Computer Audio*. The dialog will now be heard over your computer speakers or headset. If you would prefer to listen over a telephone, select *Phone Call*. You must enter the provided access code to enter by telephone. The dialog will now be heard over your telephone. Please keep your phone muted unless addressing the group. You will now be joined to the meeting.

# GotoMeeting Attendee Primer



## Once in the Meeting

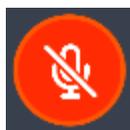
- Once you have joined a GotoMeeting, a control panel will open up. Note there are three buttons and three tabs towards the top of the control panel for Audio, Screen, and Webcam.



- The microphone button on the left will toggle your microphone on and off. It is strongly recommended that you keep your microphone muted unless you are addressing the group.



Microphone On



Microphone Off

## GotoMeeting Attendee Primer

- The button on the right will toggle your camera on and off. *\*You must have an active webcam connected to your computer to display a camera.* GotoMeeting has a limited number of cameras that can be displayed simultaneously so it is strongly recommended that you keep your camera off unless you are addressing the group.



Camera On



Camera Off

### Screen Sharing

- **Please Note: Screen Sharing is for active presenters. You should not attempt to share your screen unless you are presenting to the meeting attendees.**
- The button in the middle will toggle your screen sharing on and off. Note: There is a dropdown menu on the screen tab titled *Start sharing my:* By making a selection within this dropdown menu you can choose to share your screen, a specific monitor in the event you have multiple monitors, or a specific application.



Screen On



Screen Off