

Manual for gotomeeting.com

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1. HOW TO SCHEDULE A NEW MEETING

1. Go to the web page gotomeeting.com.



- 2. You see the below screen
- 3. Click on Sing in and use your logins



THE POSTCARD FACTORY.

 Please use your assigned PCF GoToMeeting credentials, please contact PCF IT team at it@pcfsouvenirs.com if you have any questions.



5. Click on "Schedule a meeting" or "Meet now"

If you want to meet immediately, click on "Meet now" and skip to the 8th step

8 My meeting: GoToMeeting × +					
Citrix Online LLC (US https://global.gotomeeting.com	C Search	☆ 自	÷	⋒ 9	≥ €
8 GOTOMeeting MY MEETINGS SETTINGS				Fadi Has	ani 🔻
Schedule a meeting Meet now Enter a 9-digit Meeting ID Join					
MY MEETINGS MEETING HISTORY					
You don't have any upcoming meetings.					
Show meetings from the past 30 days					



6. After clicking on "Schedule a meeting" you see a window with the meeting details.





Occurrence: - click on the right arrow

You can choose "**Multiple times**" -> then no date or hour in required (you will set it up in your outlook invitation – chapter 2)

If you choose "Once" -> then you should provide date and time

Occurs once	~
Occurs multiple times Occurs once	



Date:

By clicking on the calendar you can choose the meeting **date** By clicking on an hour you can change the meeting **hour**



Audio options:

Always check the radio button for "Use built-in audio" – this option works for PC/Tablets/Phones





Password:

7.

You can secure your call with a password if you need. Just click on "**Password**" tab and then click on "**Require a meeting password**".

You will be encouraged to enter the meeting password once you start the meeting – see step 12.

Audio	Pass	word			
✓ Require	e a meetir	ng passwo	ord		
Click on "Save"					
New Meeting					
Occurs once			~		
Jan 5, 2016 🔛 3:00	PM v	30 min	~		
Meeting Time Zone: (GMT-05:00) E	astern Time (US and	Canada)			
Audio Passv	vord				
Require a meetin	g password				
You must send the password to your participants or they won't be able to enter the meeting. For security reasons, GoToMeeting doesn't send the password for you.					
Prefer your calendar? Install the O	itlook or Google cale	endar plugin.			
	Cancel	Save			

8. Now you can see your meeting under "MY MEETINGS"

To **invite** people to the meeting click on this icon To **edit** the meeting click on this icon To **delete** the meeting click on this icon To **start** the meeting click on this icon Start ()

MY MEETINGS | MEETING HISTORY

Meet anytime

New Meeting Organizers: Fadi Hasani





2. HOW TO INVITE PEOPLE TO THE MEETING

Once you have created a meeting you have to invite your attendees.

Gotomeeting.com does not provide direct invitations so you have to send it on your own following below steps.

- 1. To invite people to the meeting click on this icon ${}^{\Delta^{*}}$
- 2. A window with an invitation text appears

Invite people	×
New Meeting	
Please join my meeting from your computer, tal https://global.gotomeeting.com/join/614510165	blet or smartphone.
You can also dial in using your phone . United States +1 (872) 240-3412	
Access Code: 614-510-165	
	Skip Select All

- 3. Click on "**Select all**" and copy and paste this text into **a new meeting** in your outlook It is highly **recommended** to send the invitation as <u>**a meeting**</u>, not as an email. If you send it as an email you will not have it in your calendar.
- 4. Send the invitation with the text above.



3. HOW TO JOIN A MEETING

To join your meeting you need the link from the invitation.

- 1. Simply click on it.
- 2. If you **used** gotomeeting.com any time **before**, you will probably see this window. Just check the tag box "**Remember my choice**..." and click on OK and continue with step 8.



3. If you have **not ever** used the gotomeeting.com before after you click on the link you will see this window.

Eile Edit View History Rookmarks Iools Help					23
Citrix Online LLC (US) https://download.citrixonline.com	viuunchetz/luunch.htmlTraken=e0-r608Rcpo-EmrHBuPHCBos6QBDteVCLJL4QJLz	Click Save File in the dialog box in the center.	click 🕂 abo GoToMeeti	☆ ■ ● ove, then click ng Launcher to begin.	=
	Run Cortoxically begin in a few Cuestions? • Contact Global Customer Support · Cont	seconds, but thot, please restar the download.			
	About Us Terms of Service Privacy Policy		CITRIX.		

4. Click on "Save File".





5. Follow the yellow instructions, after the file is downloaded go to downloads and click on the file.



6. The next window appears and you click on "Run".



7. The application loads.



Citrix Onlin	Citrix Online Launcher						
	Connecting to GoToMeeting						
		Cancel					

8. If you chose to secure your meeting with a **password** before, now you are encouraged to put it in. If so, remember that you have to **send the password to all attendees**.

GoToMee	ting
Meeting password Please enter the password you sent to t	ne attendees.
Password	
Confirm password	
ОК	

9. Now you are connected to the meeting.





4. HOW TO USE GOTOMEETING APP

First of all check if your meeting is available also for PCs in case you need it.

In the upper window click on the **dots** and choose Edit audio mode .





Choose "**Provide both**" and click on OK.





Click on OK again in the following window.



You can use the **chat** option in case any problem appears.

•	Chat		
			••• ?
		Me	5:53 PM
		nelloo:	
To:	Everyone		∨ Send
	k 💣	A B	ā …



SHARING YOUR SCREEN AND CONTROL

You can share your screen, your keyboard and mouse control. The options are on the tab "**Screen**". You can also change the presenter to anybody else.

Audio 🕨		Screen 🔻	Webcam 🕨				
S	Stopped No one sees your screen ?						
	Start sh	aring my:					
-	Screen		\sim				
Ω	Change p	presenter to:					
	Fadi Has	ani	\sim				
ζ	Share key	/board & mouse	with:				
\mathcal{O}	No one		\sim				
Everyone							

You can share your whole screen or you can choose which window you want your attendees to see.





When you share your screen, you can see what is visible to others via Audience view.

•	Audience view	
	New Meeting	
	Croanbart Fadillasani I Presentert Fadillasani Ani: Cellundaguer Majan. Die – (1930080) Salart Rei Terodona	

HOW TO CHECK MY ATTENDEES

To check who is at your meeting use button Attendees.

You can also invite more people here via clicking on the icon

-	Attendees		1
5	Fadi Hasani	(me, presenter, org	jani 🗸 🔺
			-
& All	⊎ All		1 Invite



LEAVING A MEETING

If you are the **organizer** and you need to leave but you want the meeting continuing you can transfer the organizer role to anybody of your attendees.

()	End meeting for everyone?
	Are you sure you want to end the meeting for everyone?
	Yes No
I'd like to give feedback to GoToMeeting	
😵 Leave Meeting or End Meeting? - GoToMeeting	
Before you can leave, you must choose another Organizer to run the meeting in your absence. Otherwise, you must end the meeting for all.	
C	noose an Organizer & Leave End Meeting for All Cancel
Ma	ke Organizer: ack to GoToMeeting Michaela

If you are not an organizer – simply close the app.

RECORDING A MEETING

You can also **record** the meeting when you click on Record this meeting

