

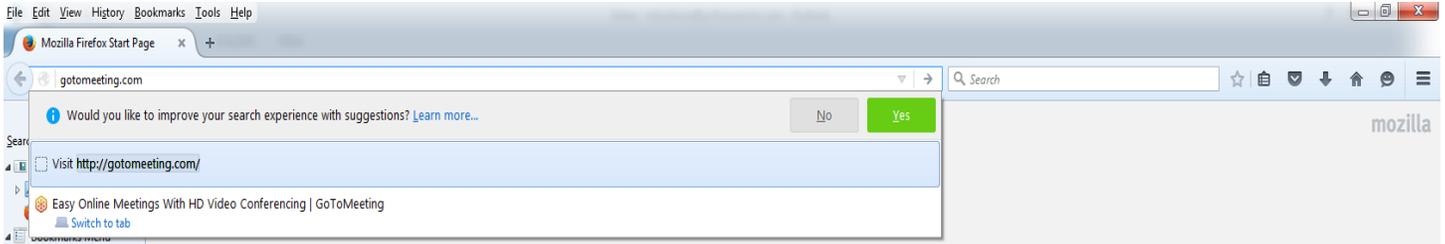
Manual for gotomeeting.com

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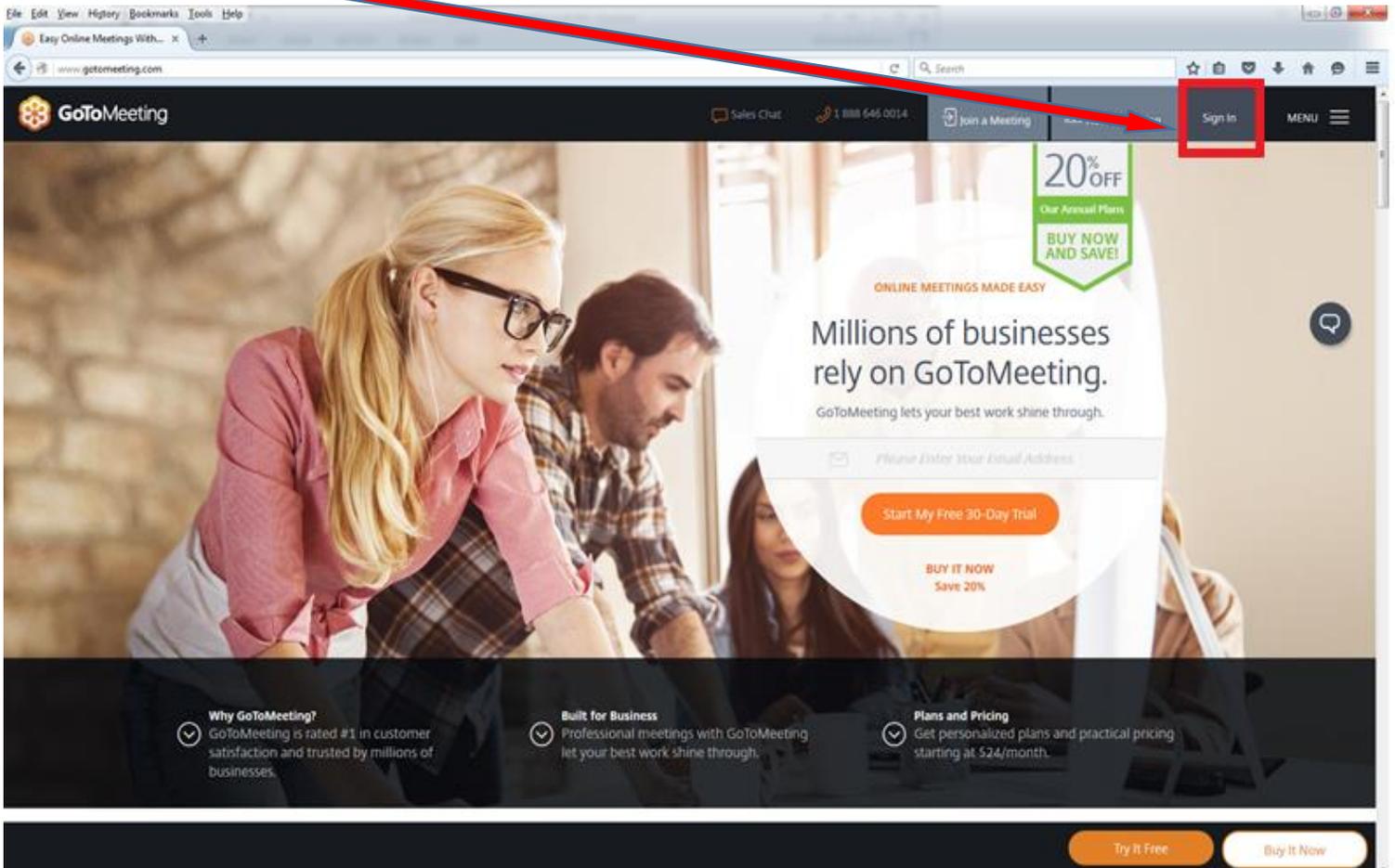
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1. HOW TO SCHEDULE A NEW MEETING

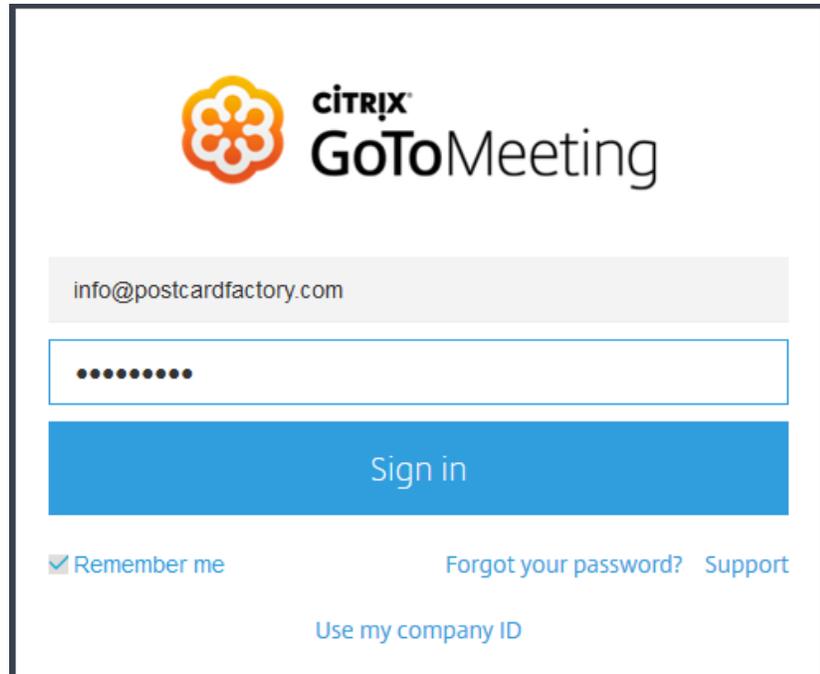
1. Go to the web page gotomeeting.com.



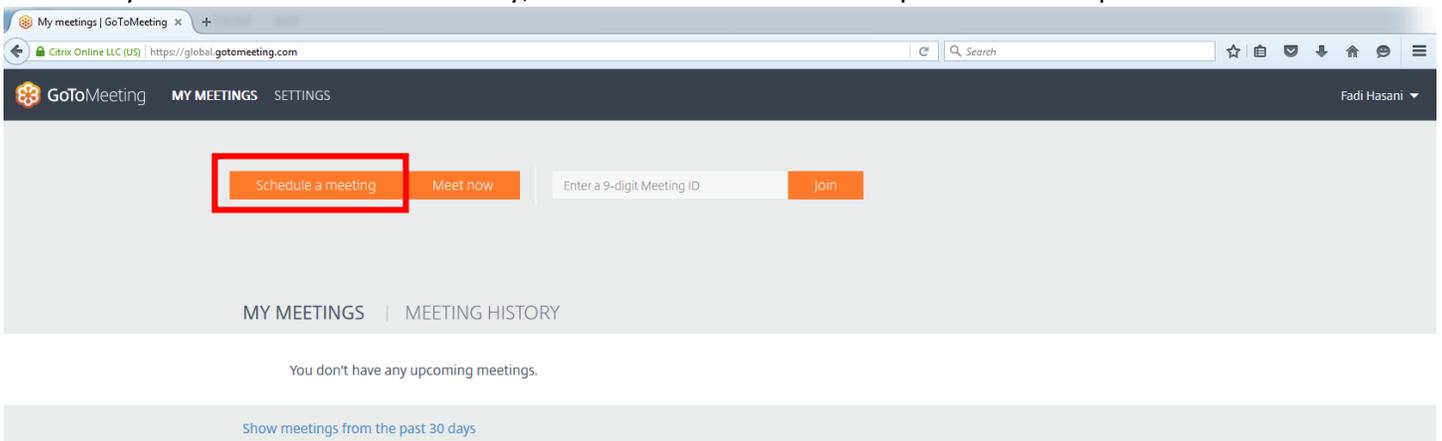
2. You see the below screen
3. Click on Sing in and use your logins



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



- Click on **“Schedule a meeting”** or **“Meet now”**
If you want to meet immediately, click on **“Meet now”** and skip to the 8th step



6. After clicking on “**Schedule a meeting**” you see a window with the meeting details.

Schedule a meeting

New Meeting

Occurs once

Jan 5, 2016 1:00 PM 30 min

Meeting Time Zone: (GMT-05:00) Eastern Time (US and Canada)

Audio Password

Use built-in audio

VoIP - Requires microphone and speakers

Long distance number for: United States [Edit](#)

Use my own conference call service

Prefer your calendar? Install the [Outlook](#) or [Google](#) calendar plugin.

Cancel Save

You can change the details as on the picture:

Name: simply retype the name

Meeting ID: 614-510-165 | Share

New Meeting

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

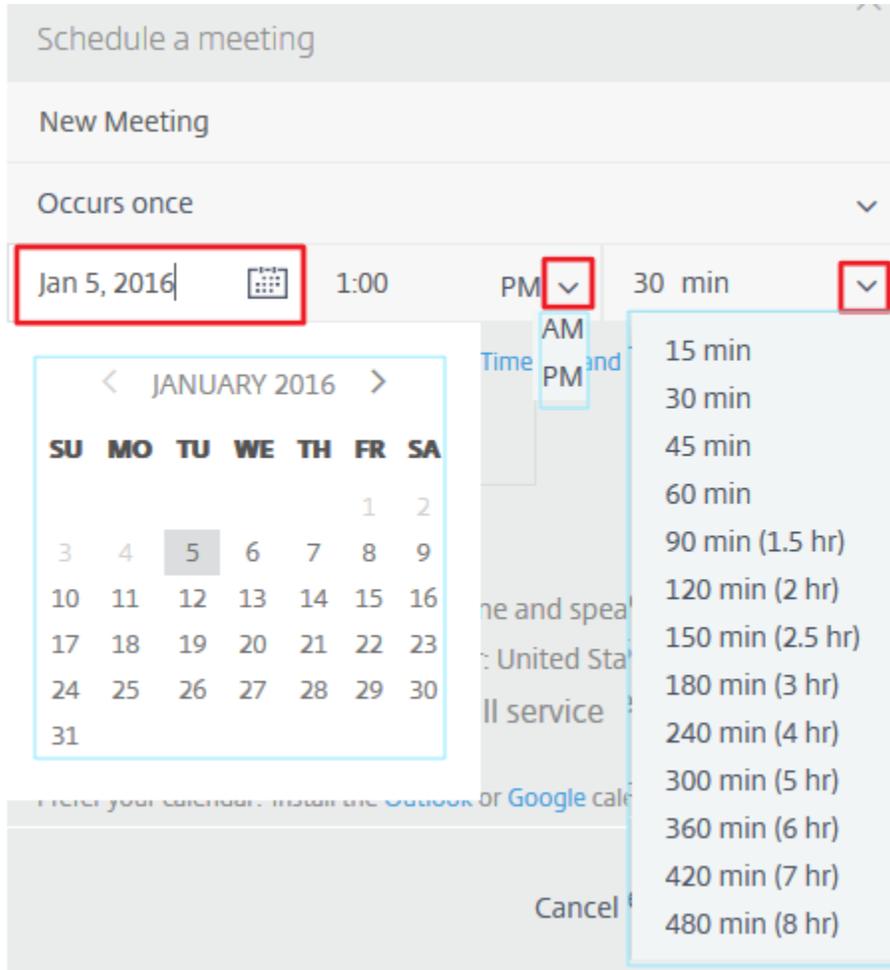
Occurs multiple times

Occurs once

Date:

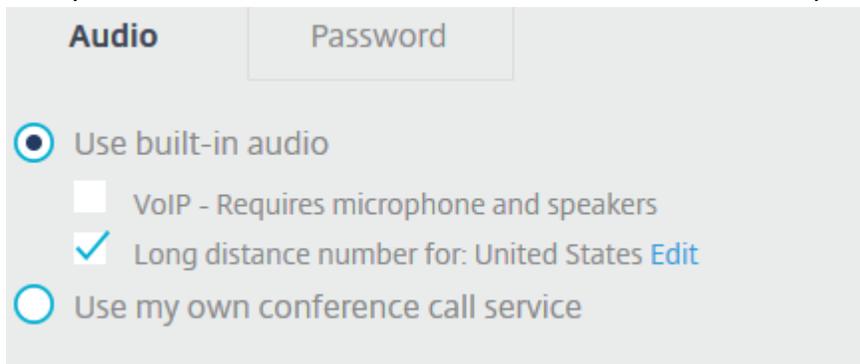
By clicking on the calendar you can choose the meeting **date**

By clicking on an hour you can change the meeting **hour**



Audio options:

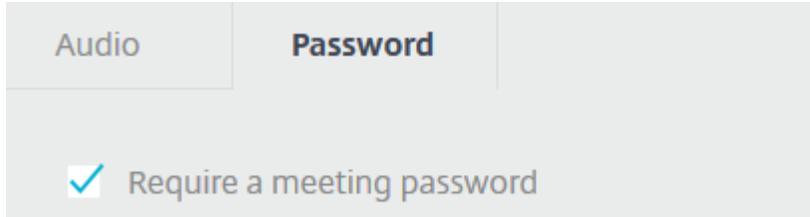
Always check the radio button for “**Use built-in audio**” – this option works for PC/Tablets/Phones



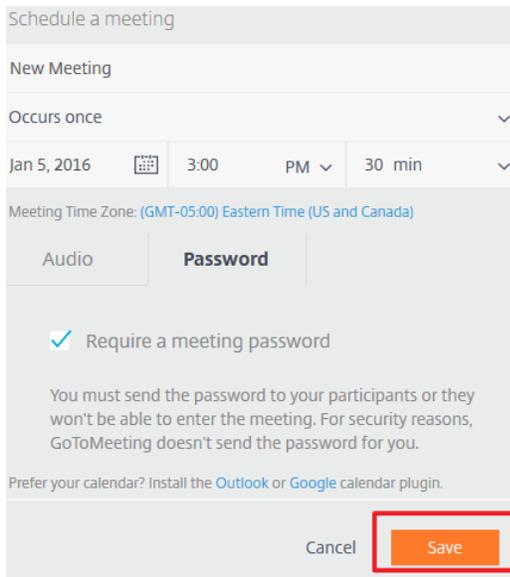
Password:

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.



7. Click on **“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 

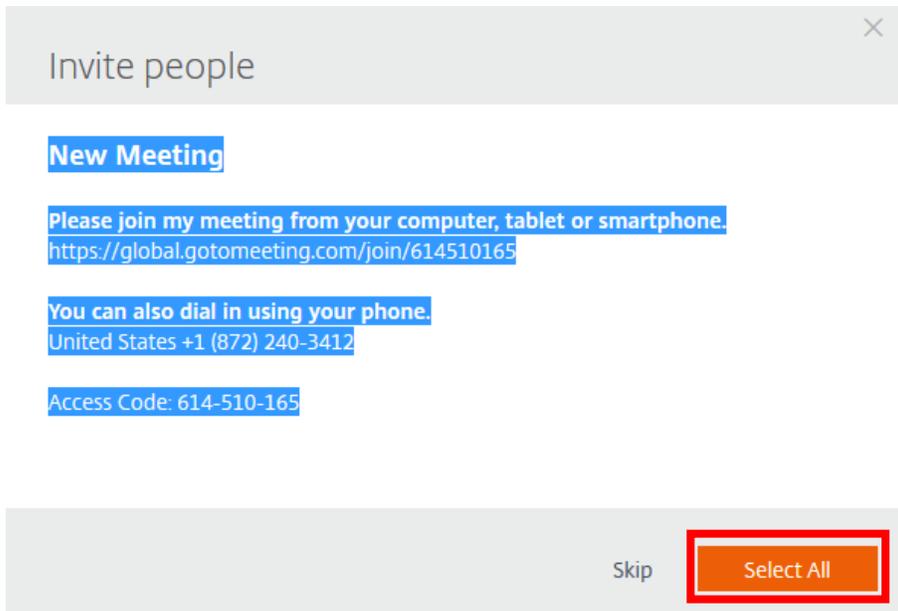


2. HOW TO INVITE PEOPLE TO THE MEETING

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 
2. A window with an invitation text appears

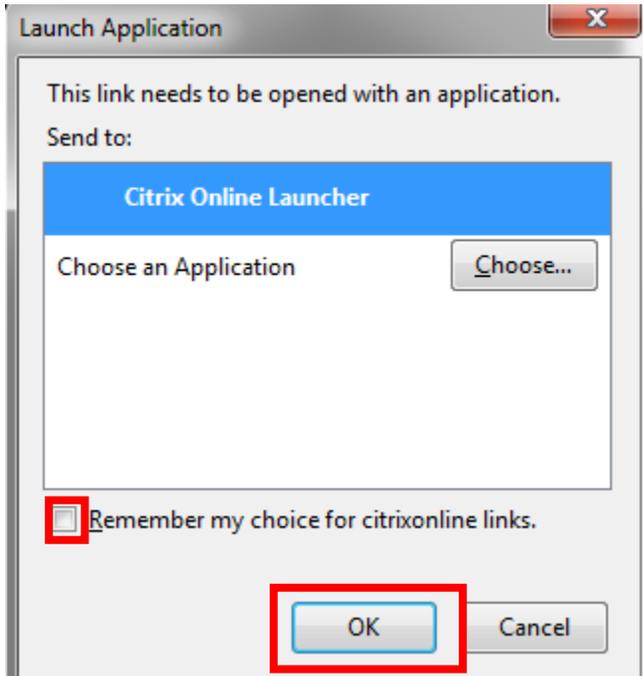


3. Click on “**Select all**” and copy and paste this text into a **new meeting** in your outlook
*It is highly **recommended** to send the invitation as **a meeting**, not as an email. If you send it as an email you will not have it in your calendar.*
4. Send the invitation with the text above.

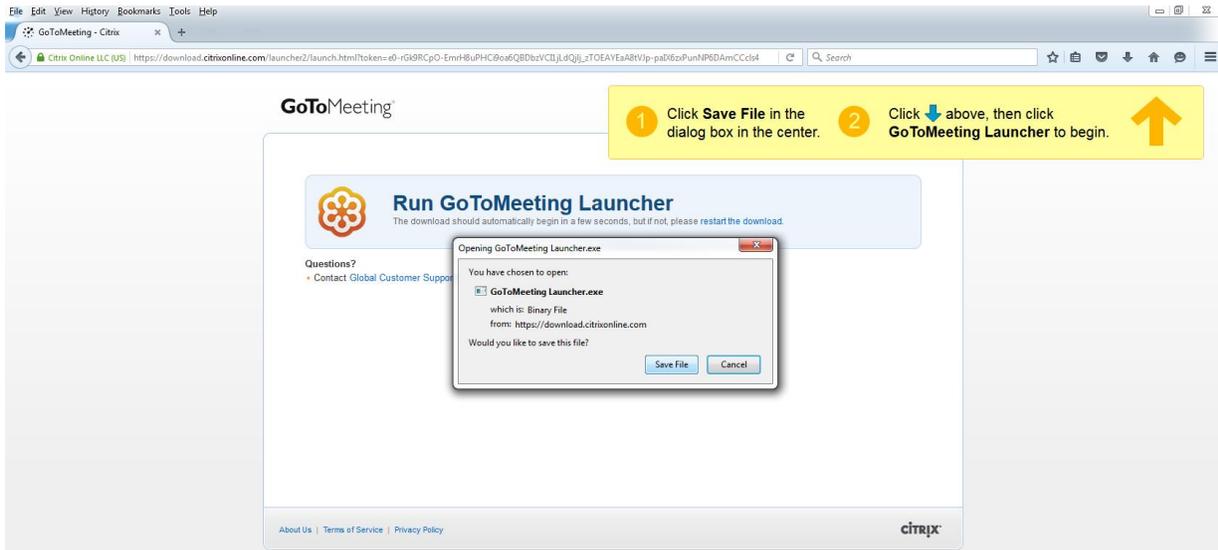
3. HOW TO JOIN A MEETING

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

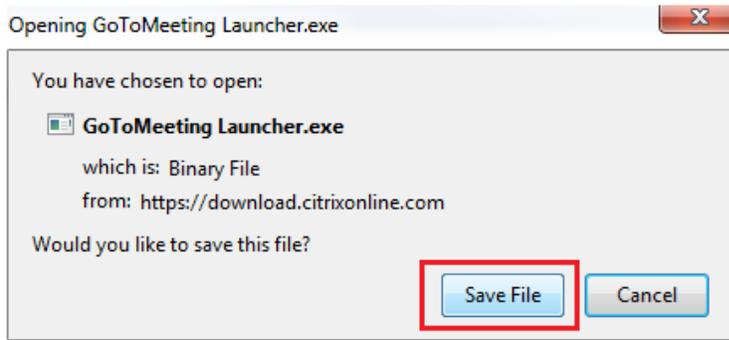
1. Simply click on it.
2. If you **used** gotomeeting.com any time **before**, you will probably see this window. Just check the tag box **“Remember my choice...”** and click on OK and continue with step 8.



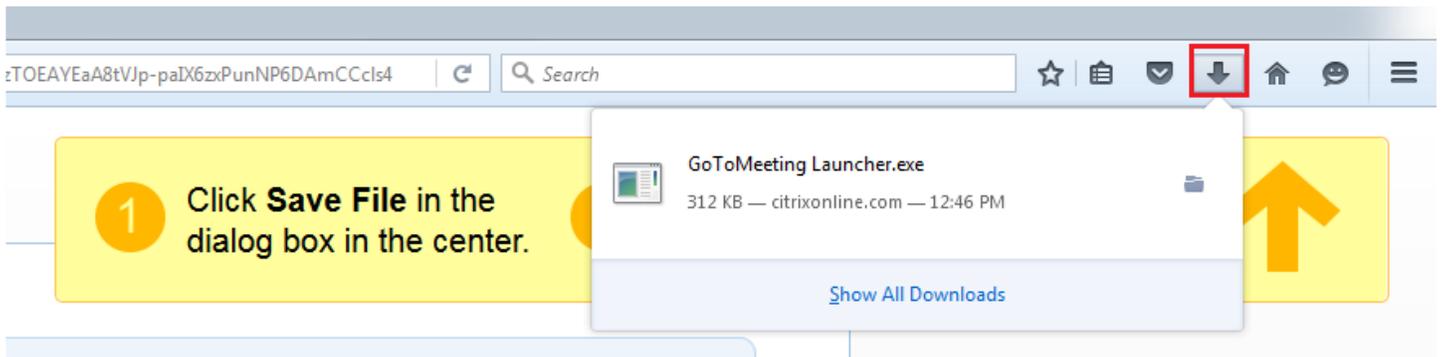
3. If you have **not ever** used the gotomeeting.com before after you click on the link you will see this window.



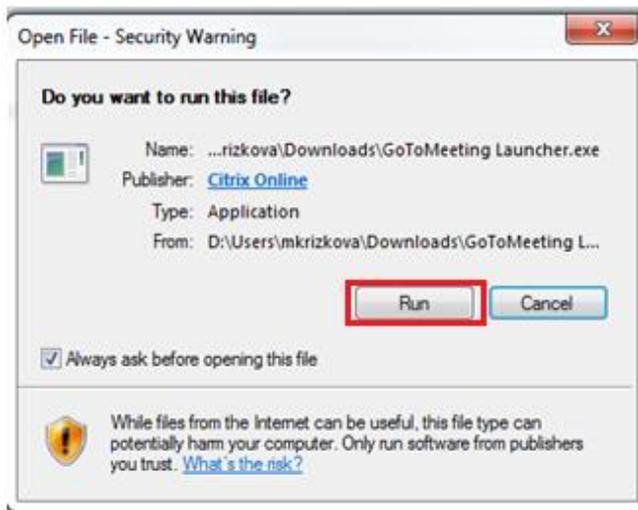
4. Click on **“Save File”**.



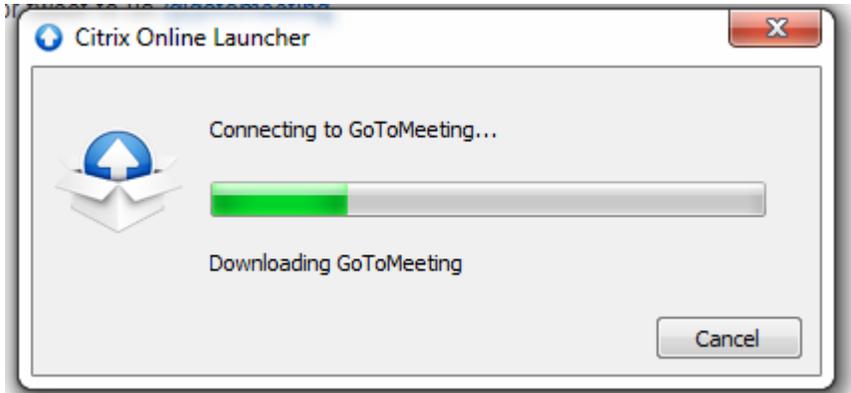
5. Follow the yellow instructions, after the file is downloaded go to downloads and click on the file.



6. The next window appears and you click on “Run”.



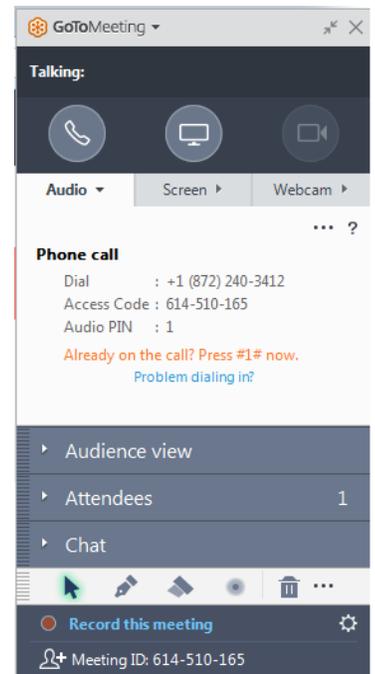
7. The application loads.



- 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**.



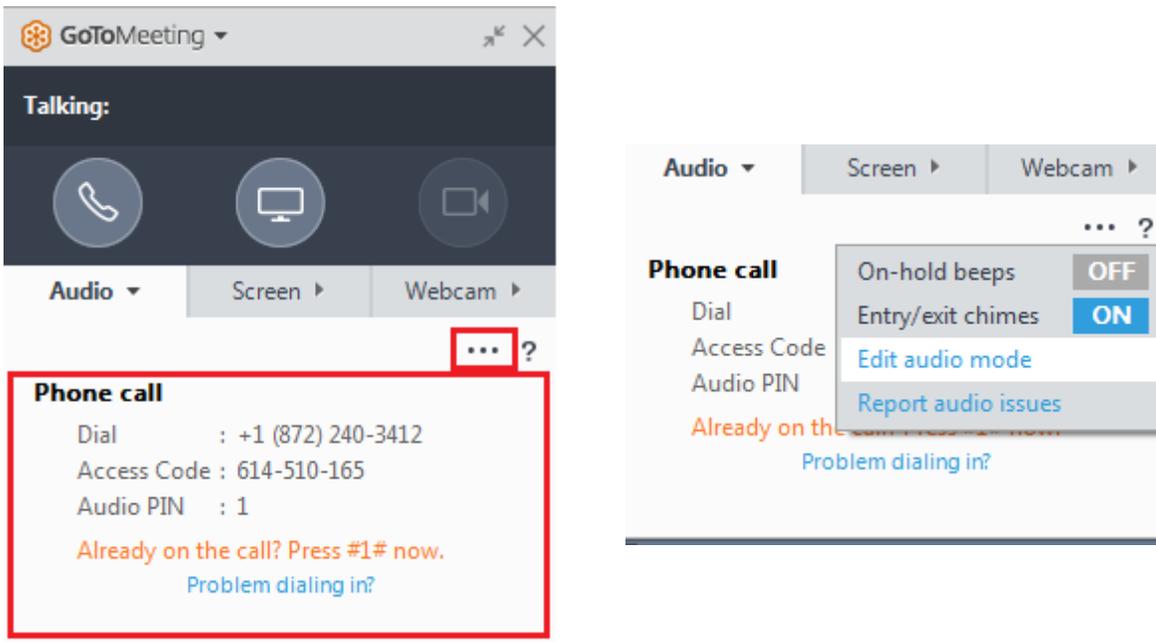
- 9. Now you are connected to the meeting.



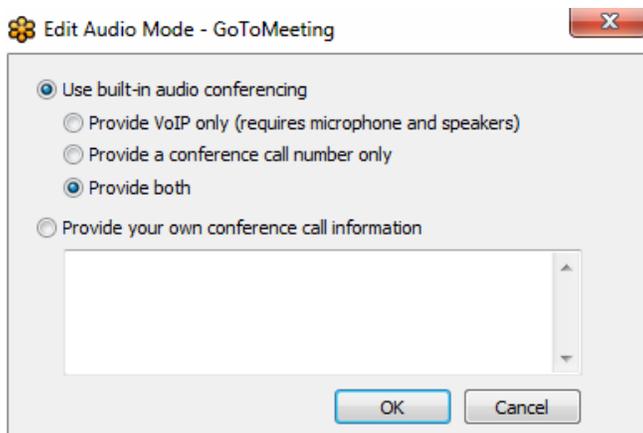
4. HOW TO USE GOTOMEETING APP

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

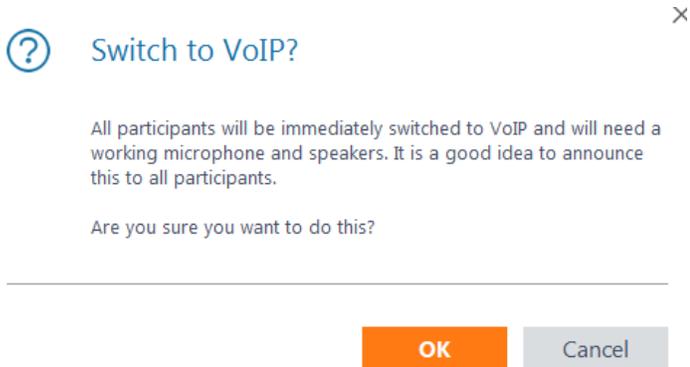
In the upper window click on the **dots** and choose [Edit audio mode](#) .



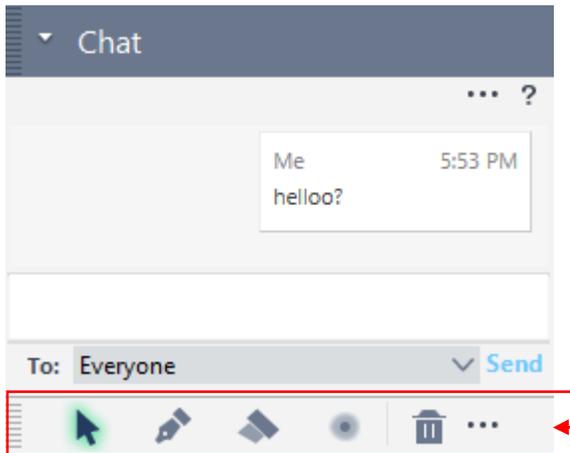
Choose “**Provide both**” and click on OK.



Click on OK again in the following window.



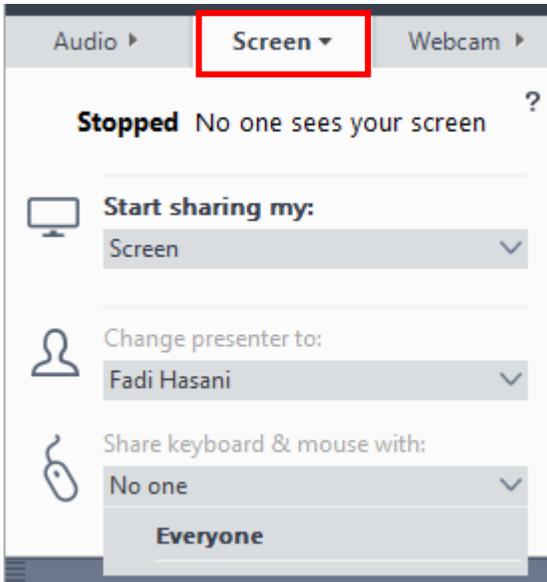
You can use the **chat** option in case any problem appears.



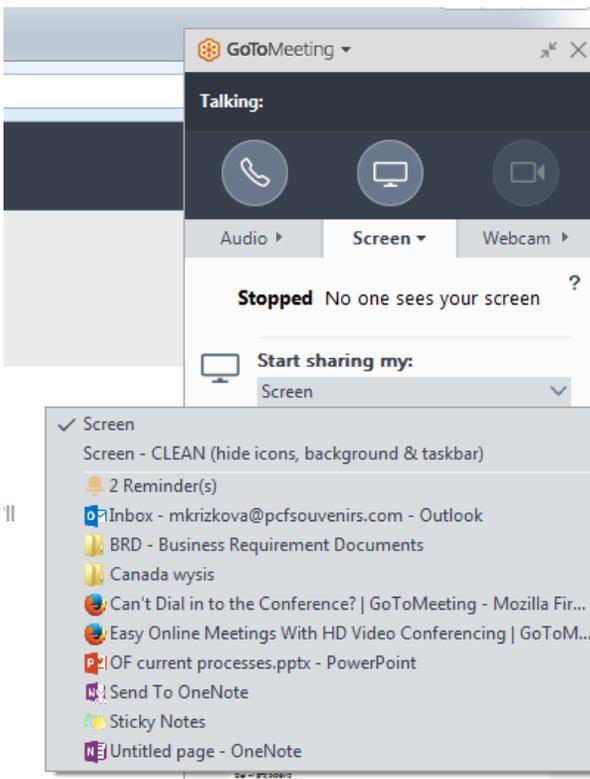
To make your presentation more effective use these tools.

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.



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**.



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  .



LEAVING A MEETING

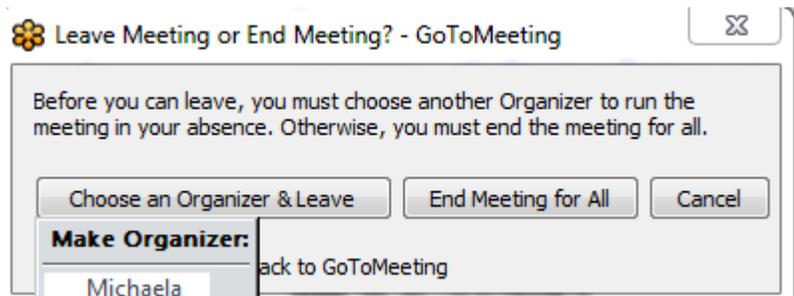
If you are the **organizer** and you need to leave but you want the meeting continuing you can transfer the organizer role to anybody of your attendees.

End meeting for everyone?

Are you sure you want to end the meeting for everyone?



I'd like to give feedback to GoToMeeting



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

RECORDING A MEETING

You can also **record** the meeting when you click on .

