

JOIN A MEETING

There are several ways to join a meeting depending on how you receive the meeting invitation. Joining a meeting requires no pre-registration, software installation or configuration.

Note: When joining a meeting, remember to also conference in using the information provided by your meeting organizer.

▶ To join a meeting from an email, a calendar appointment or instant message invitation

- Open the email, appointment or instant message that contains the meeting invitation.
- 2. Click the link provided in the invitation to join the meeting.
- 3. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
- 4. If requested, enter the *meeting password* provided by your meeting organizer.

 You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer Window will appear.

▶ To join a meeting from the GoToMeeting Web site

- 1. Open your Internet browser and go to either www.joingotomeeting.com or more directly to www.joingotomeeting.com.
- 2. In the left navigation bar click the Join a Meeting button.
- 3. If prompted, click Yes, Grant or Trust to accept the download.
- 4. On the *Join a Meeting GoToMeeting* dialog box, enter the **Meeting ID** you received from your meeting organizer.
- 5. If requested, enter the *meeting password* provided by your meeting organizer.
 You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer Window will appear.

GoToMeeting Conference Call Service

How you join the audio portion of a GoToMeeting session is determined by the organizer. An organizer can select whether attendees may join the audio portion via telephone, Voice over Internet Protocol (VoIP) or both. The conference call information is provided in the meeting invitation.

If the organizer has given attendees a choice in how to join the audio portion, you will see that option in your Attendee Control Panel once you join the meeting.

VolP Best Practices

Audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:

- For optimum sound quality, a headset is recommended, preferably a USB headset for ease of use.
- If a headset is not available, a microphone and speakers are required, preferably a USB microphone for ease of use.
- If using a microphone, it should be a distance of at least 1.5 feet away from any speakers that are built into or connected to your PC.
- The use of a Webcam microphone is not recommended.

TELEPHONE AUDIO COMMANDS

Commands	Feature	Details
*4	Help	Provides a menu of
		available conference
		commands.
*6	Mute/Unmute	Mutes the participant's
		line. Pressing the same
		command again will
		unmute the line.



▶ To join the audio portion of the meeting

Once you have joined the online portion of the meeting, audio information is provided in the Audio pane of your Control Panel.

If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can select your preference in the Audio pane of your Control Panel. By default, you will be joined into the meeting unmuted.

Note: If you choose to join via VoIP, you will need speakers to listen to the meeting and a microphone to speak.



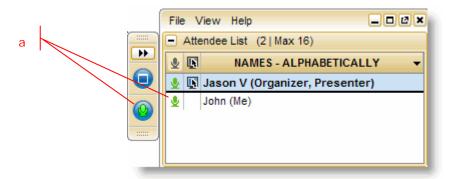
▶ To switch audio formats during a meeting

If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can switch between using VoIP (Mic & Speakers) or your telephone. In the Audio pane at *Audio Mode:* click either *Use Telephone* or *Use Mic & Speakers*.

Note: If you choose to join via VoIP, you will need speakers to listen to the meeting and a microphone to speak.

CONTROL PANEL - MANAGING AUDIO

You can mute/unmute your line through the Attendee Control Panel by clicking the microphone or telephone icon (a).





USE PRESENTER CONTROLS

When granted the Presenter role the Presenter Controls will appear on your Grab Tab.

	Presenting	Presentation	Presentation
	desktop	paused	stopped
Click and drag to move Grab Tab up or down			
Click to show/hide Control Panel		44	44
Shows On Air status	ON		OFF
Display screen. Right-click to share a specific application or clean screen			
Stop screen sharing			
Stop screen sharing			
Allow another attendee to share your keyboard/mouse		(1)	
•••••••			
Pass Presenter role to another attendee	•		
Select draw tools			
Colour dian toolo			
If joined via VoIP,			
mute/unmute your line	:::::	:::::	:::::



The Drawing Tools feature is only available for meetings hosted by PC users at this time.

LEAVE A MEETING

An attendee may leave a meeting at any time.

► To leave a meeting

1. From the Attendee Control Panel File Menu, select **Exit – Leave Meeting**.