

All About GoToMeeting – A Participant’s Guide on What to Expect.

You have been invited to join a GoToMeeting. This document will walk you through what to expect and how to join a scheduled GoToMeeting.

What is GoToMeeting?

GoToMeeting is an online meeting service that enables individuals and organizations to easily and securely collaborate, present information and demonstrate products online. GoToMeeting’s patented technology enables coworkers, customers and prospects to view any application running on your PC in real time.

I’ve received a GoToMeeting request. What do I do?

You will receive a GoToMeeting request in either email or Outlook meeting request format. Below you can see what both of these alerts should look like:

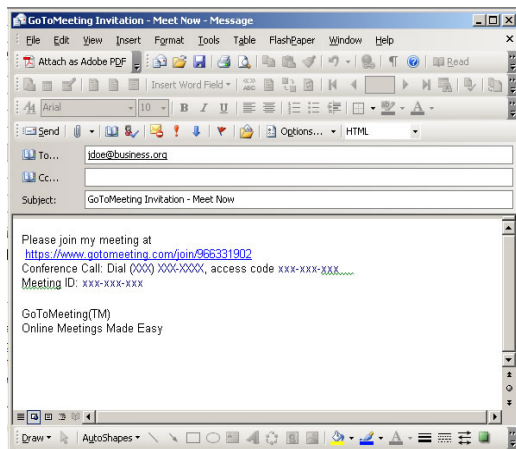


Fig 1 - An Email GoToMeeting request

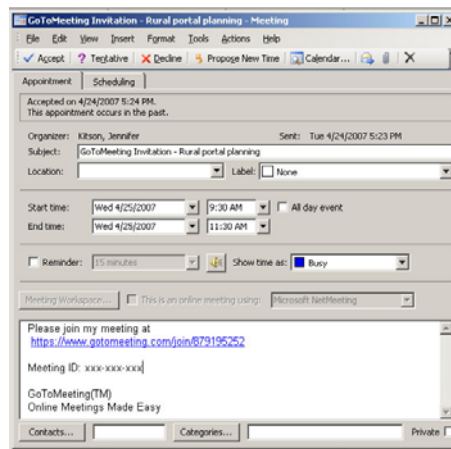


Fig 2 - An Outlook Meeting request for a GoToMeeting

You’ll notice in both GoToMeeting invitations that there is a link as well as a Meeting ID. The link will direct you GoToMeeting website for you to download the GoToMeeting software. The Meeting ID is the meeting-specific numeric identifier.

If this is the first time you’ve ever used GoToMeeting, you will be directed to a “Joining Meeting” screen. Click on the gray bar. This will open a window from Citrix Online asking if you want to run this software. You do, so click on ‘Run’.

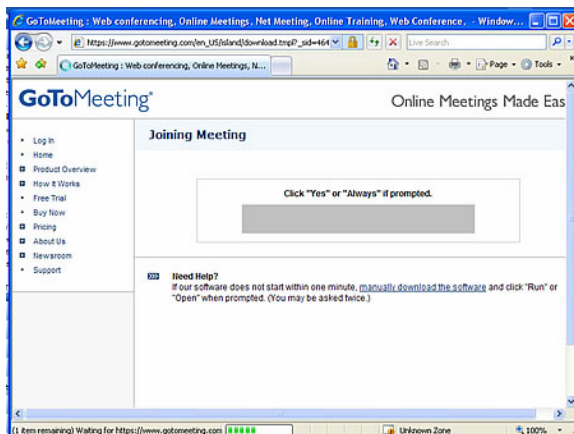


Fig 3 - GoToMeeting Joining Meeting Screen

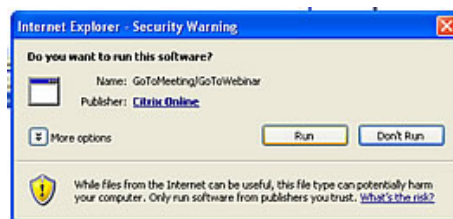


Fig 4 - Run the Software

You will then be directed to a page asking you to manually download the GoToMeeting software. This should take about a minute.

Once you click on the “Download Software” button, a window will pop up asking you to *Run* or *Save* the application. This is your choice, I would suggest selecting *Run*. Again, this should take not longer than a minute.

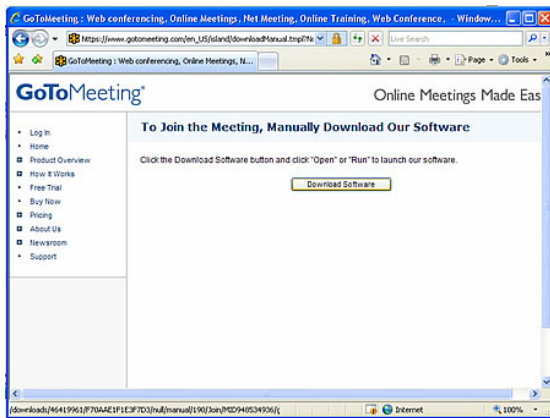


Fig 5 - Download the software

**Note* If you have attended a GoToMeeting before, you will be directed to this page after you click on the link in the email/meeting request.*



Fig 6 - Run the file

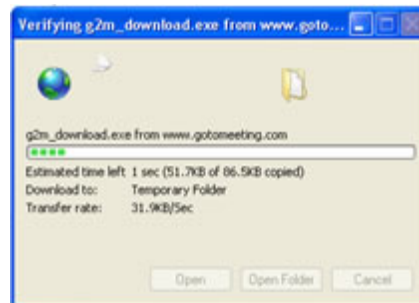


Fig 7 - Installing the file

Once the software is downloaded, you will be asked to fill in your name and email.



Fig 8 - Type in your name and email

That is it for the pre-meeting prep work; you should be in the GoToMeeting at this point.

Inside the GoToMeeting

Once you are in the meeting, your screen will look similar to this.

1) GoToMeeting Screen

This is where any presentations for the meeting will appear.

The screen pictured here is what you would see if the presenter wasn't showing their screen or if you joined the meeting before the presenter had logged on. When the presenter shows their screen, you will see whatever is on their screen.

2) The GoToMeeting meeting station

The different elements of this station are described below.

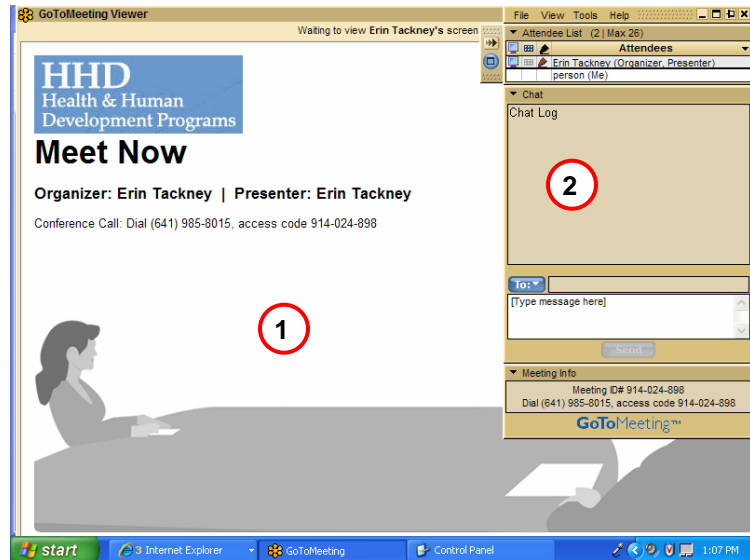


Fig 9 – The GoToMeeting Station and generic GoToMeeting Screen

1) Attendee List

This is where your name will appear as well as the names of all attending the meeting. The Organizer and Presenter will be labeled. In case of another attendee having the same name as you, you will be labeled as 'Me'.

2) Chat Log

During a presentation, you can send message/questions to the group or to individuals using the Chat function.

To send a chat message, type your message in the Chat box, select who you want to send the message to from the drop-down To: button, and hit send.

Message sent to the entire group or to just you will be displayed in the chat log as an ongoing list.

3) GoToMeeting Station Minimizer Block

The GoToMeeting station can take up a portion of your screen. To minimize it, click on the little arrows. This will collapse the screen leaving just the Minimizer Block visible in case you want to expand the station to full size again.

**Note* You will not be able to see any Chats going on while the station is collapsed.*

4) Meeting Info

This is a spot to show the Meeting ID and call in information.

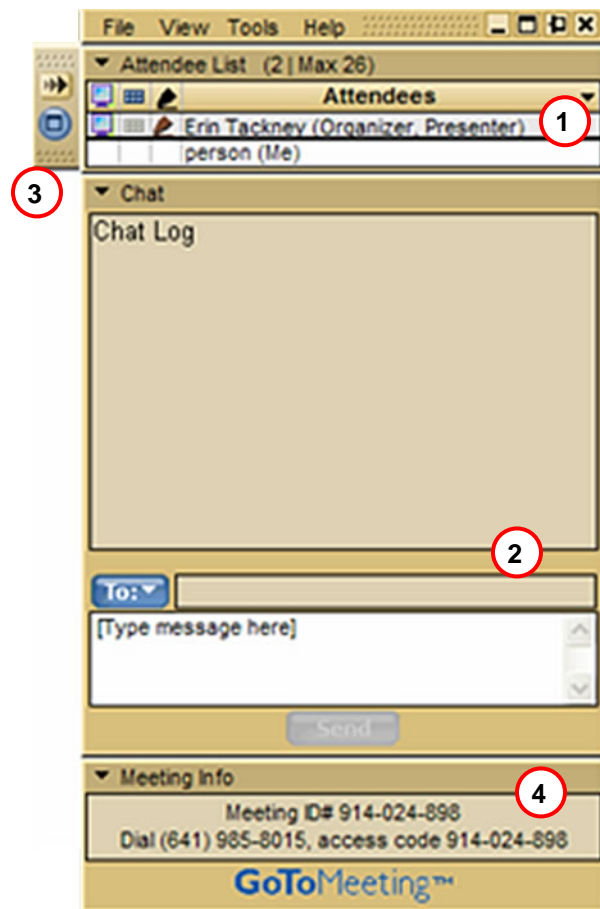


Fig 10 - The Participant GoToMeeting Station

At this point in the presentation, you are operating as an audience member only. You can send and receive chats and view the presentation. However, if this is a collaborative meeting, you may be asked to participate and show documents from your computer. Since only the presenter's screen is visible to the audience, you will need to be made a Presenter.

Only the Organizer or the current Presenter can make you a presenter. Once you are made presenter, several things will happen.

- 1) The GoToMeeting Station will have some new buttons added to the top
- 2) The title *Presenter* will be next to your name in the attendees list
- 3) A window will pop-up alerting you that you've been made Presenter and asking you to close any confidential windows. Until you select *Show My Screen*, the other participants will see a screen just like the screen shown in Figure 9.



Fig 11 - You have been made a presenter alert

When you are ready and have the documents that you want to present on your screen, click on *Show My Screen*. All other participants can now view your presentation or any document that may be on your screen as long as you are viewing them.

I'm a Presenter – Now What

As mentioned before, when you become a presenter several new button/options appear on your GoToMeeting station. As the presenter, you have control to make someone else a presenter, give them control of the mouse/keyboard, highlight sections in your document/presentation. Let's go through what these new buttons can do.

1) GoToMeeting Station Minimizer

2) On/Off Air

If you are showing your screen, this notice will be red and say *On Air*. If you pause your screen, it will say *Paused*, and if you are not showing your screen it will say *Off Air*

3) Show/ Pause My Screen

If you are showing your screen, the icon will display as a pause symbol (shown). If you want to Pause your screen, you will click on the Pause symbol (thus changing it to a Play symbol).

Pausing the screen allows the presenter to stop the presentation at the last visible screen (so the audience is viewing the last screen shot) and resume the presentation later.

Remember, if you continue through a presentation without resuming the screen, the audience will continue to see the screen that you paused at.

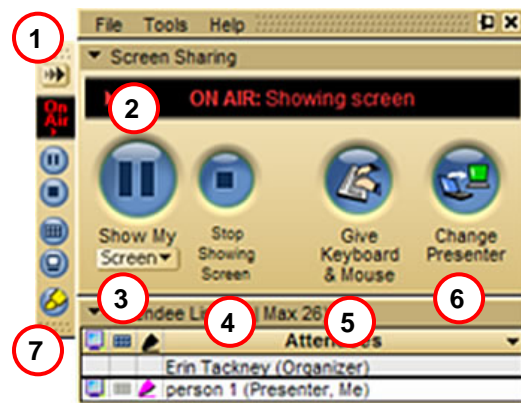


Fig 12 - Presenter Tools

4) Stop Showing my Screen

When the presenter stops showing their screen, GoToMeeting displays to the audience the generic screen that is displayed in Figure 9.

5) Give Keyboard & Mouse

A presenter can give any participant control of the mouse and keyboard. This means that a participant can add or edit the document visible on the presenters screen.

To give control to a participant, right click on the button. A list of all participants will drop down; select the person who you want to give the control to, a check should appear by their name. To take back control, repeat the steps only uncheck the names.

**Note* You can give control to all participants but we do not recommend this. GoToMeeting will run very slowly as it tries to determine who should have control.*

6) Change Presenter

When it's time to make someone else the presenter, the current presenter (or meeting organizer) can click on this button. A list of all participants will drop down; select the person who is to be the next presenter. Once a person is selected, a window will pop up on your screen asking you if you want to stop being the presenter. Click yes.

7) Drawing Tools Menu

The different elements of this menu are described below.

1) Normal Non-Drawing Mode

2) Pen

Your mouse can act like a pen, drawing freehand on top of your screen.

3) Highlighter

Use your mouse to highlight parts you want participants to notice.

4) Spotlight

When you select this, a glowing red circle will appear wherever your mouse is, similar to a laser pointer. Use this if you want participants to pay attention to something specific on the screen.

5) Arrow

When arrow is selected, where ever you click your mouse, a large purple arrow will appear. Use this to call attention to a certain point.

**Note* You can only have one arrow at a time. When you click again, your first arrow will disappear and a new arrow will appear where you've just clicked.*

6) Erase All Drawings

This will erase any "drawings" you've made during your presentation.

**Note* Any drawings you make with the drawing tools do not affect your actual presentation, they are merely floating on top of the presentation.*

7) Attendees Can Draw (if checked)

This will allow all participants the opportunity to use the drawing tools. We do not recommend this as it may make GoToMeeting run slower.

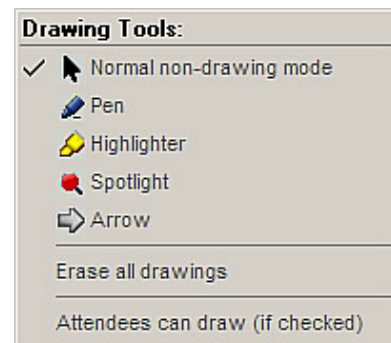


Fig 13 – The Drawing Tools Menu

Ending the Meeting

Only an organizer of the meeting can end the meeting for everyone.

If you need to exit the meeting before the meeting is over, all you need to do is click on the **X** in the upper left-hand corner of the GoToMeeting Meeting Station. This will close GoToMeeting on your computer. To the other participants, your name will disappear from the attendee list.

Once an organizer ends a meeting, GoToMeeting will close on your computer, regardless of whether you have signed out of the meeting. A pop up message like the one below will appear on your screen alerting you that the meeting has ended.

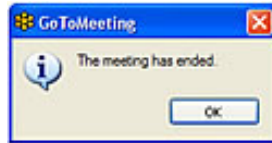


Fig 14 – GoToMeeting has Ended Alert