

## 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

1. 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 an Internet browser and go to [www.gotomeeting.com](http://www.gotomeeting.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.

## VoIP 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

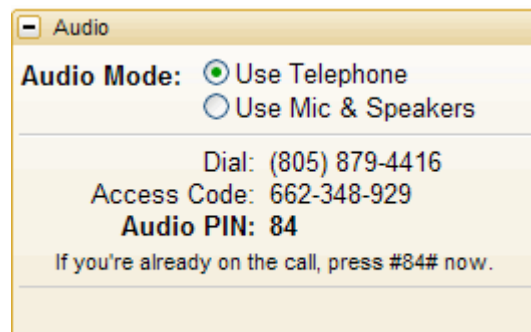
<i>Commands</i>	<i>Feature</i>	<i>Details</i>
<b>* 4</b>	Help	Provides a menu of available conference commands.
<b>* 6</b>	Mute/Unmute	Mutes the participant's line. Pressing the same command again will unmute the line.

### ► 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.



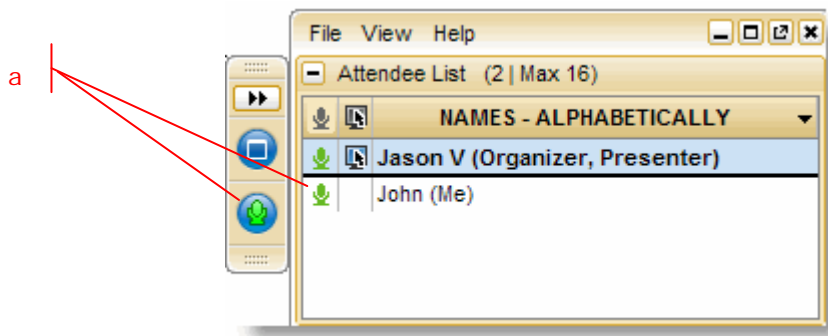
### ► To switch audio formats during a meeting

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 desktop	Presentation paused	Presentation stopped
Click and drag to move Grab Tab up or down			
Click to show/hide Control Panel			
Shows On Air status			
Display screen. Right-click to share a specific application or clean screen			
Stop screen sharing			
Allow another attendee to share your keyboard/mouse			
Pass Presenter role to another attendee			
Select draw tools			
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**.