

# GoToMeeting Basics

*Making MCOE more productive and positive.*



## **MCOE GoToMeeting Support Contact**

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831-755-0322

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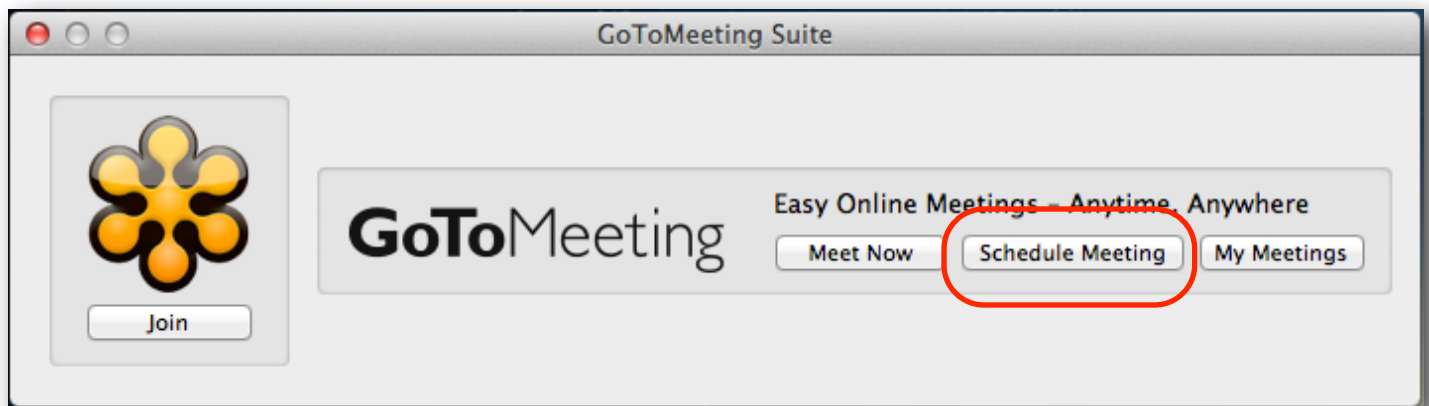
## Step 1. Getting access to GoToMeeting

1. A week prior to needing an online meeting, please contact TIS to grant you Meeting Organizer access. 831-755-0322 or help@monterey.k12.ca.us
2. You will receive an email stating that you have been give Organizer Access. Click the link in the email, and follow the instructions to install the GoToMeeting software.

## Step 2. Scheduling a meeting

1. Launch the GoToMeeting Software.  Located in the system tray on the PC or in Application Folder on a Mac.

2. Click: Schedule Meeting



(If prompted, enter the email address and password you created when the software was installed.)

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## Step 2. Scheduling a meeting (continued)

3. Enter a subject for the meeting.

4. Make sure to select: "Provide Both"

5. Click "Schedule"

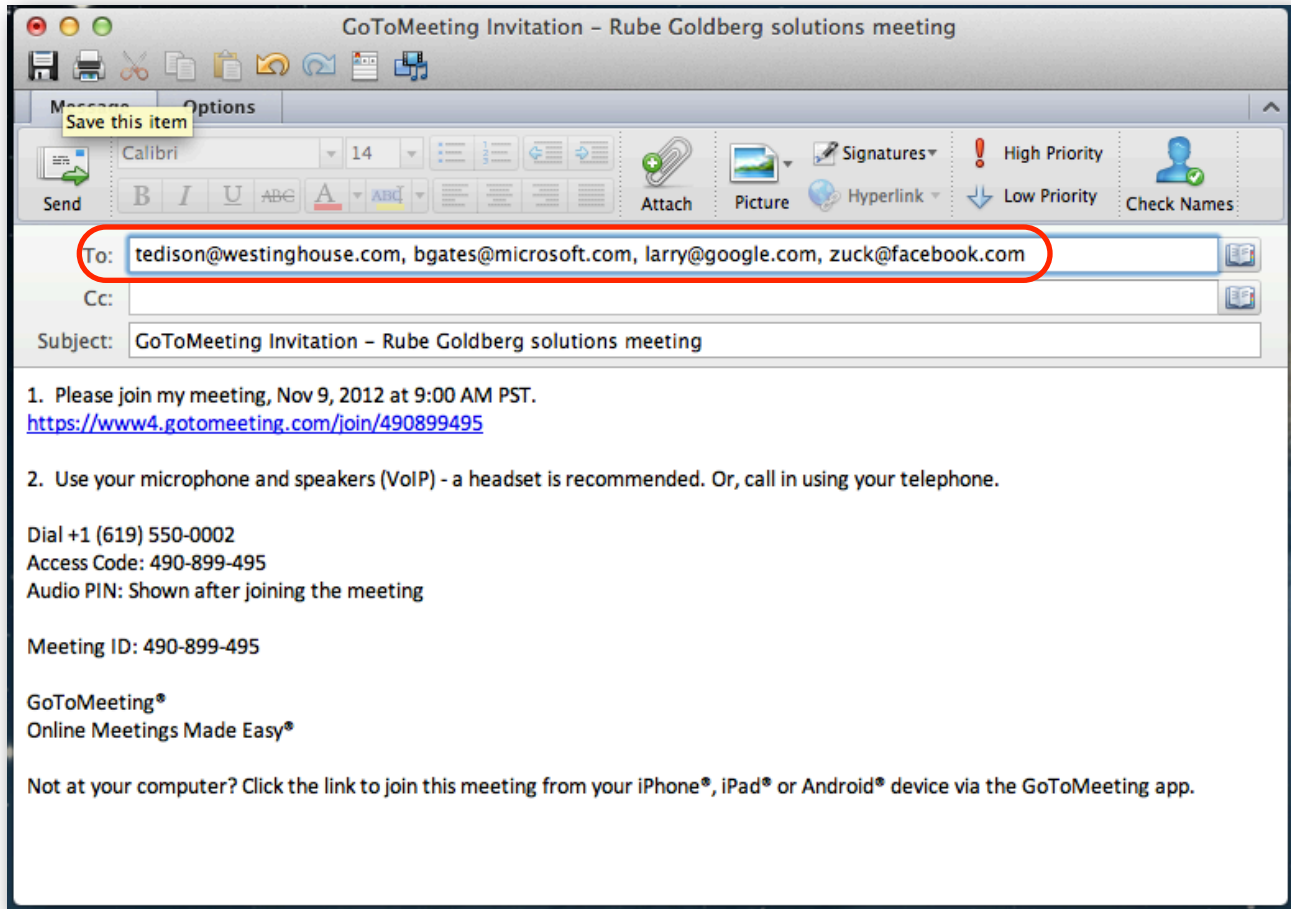
Screenshot of the "Schedule a Meeting - GoToMeeting" dialog box. The "Subject" field is highlighted with a red circle and contains the text "Rube Goldberg solutions meeting". The "When will the meeting take place?" section shows the date as "11/ 9/2012", start time as "9:00 AM", and end time as "10:00 AM". The "Recurring meeting" checkbox is unchecked. The "Audio" section has four radio button options: "Use build-in audio conferencing", "Provide your own conference call information", "Provide VoIP only (requires microphone and speakers)", and "Provide a conference call number only". The "Provide both" option is selected and highlighted with a red circle. The "Where are attendees located?" link is visible. The "Joining" section has a checkbox for "Require meeting password" which is unchecked. The "Schedule" button at the bottom right is highlighted with a red circle.

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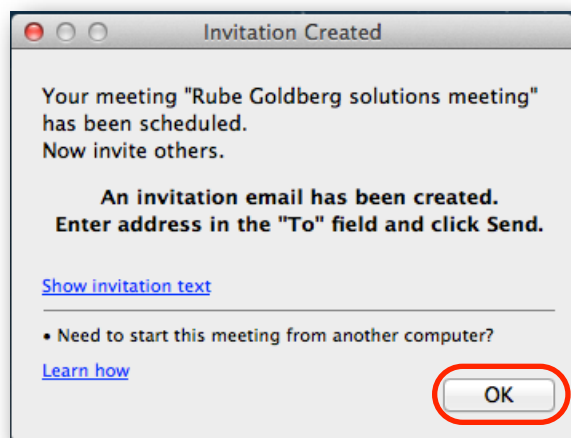
## Step 2. Scheduling a meeting (continued)

6. An new email will open. Add the addresses of the people you wish to invite:



(The details and link to the meeting are included in the email. The users just need to click on the email, and follow the instruction that follow.)

7. After Sending the email click "OK" in the Invitation Created dialog box.



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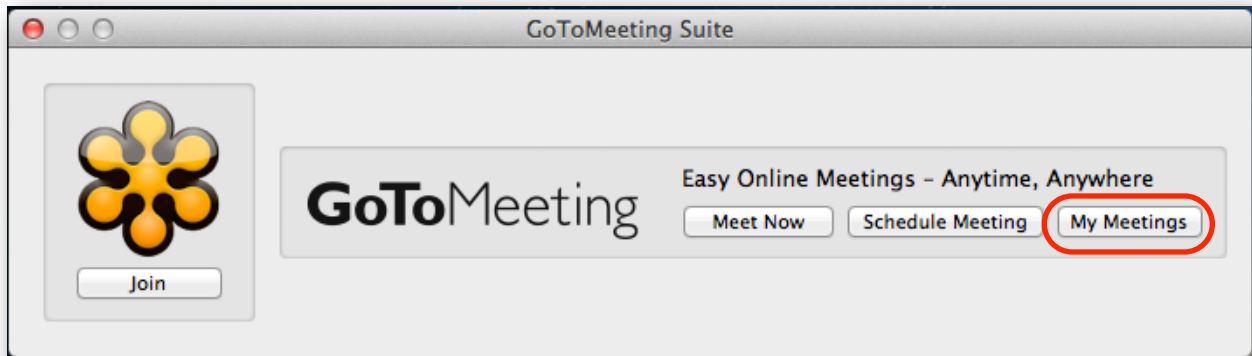
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## Step 3. Starting a meeting

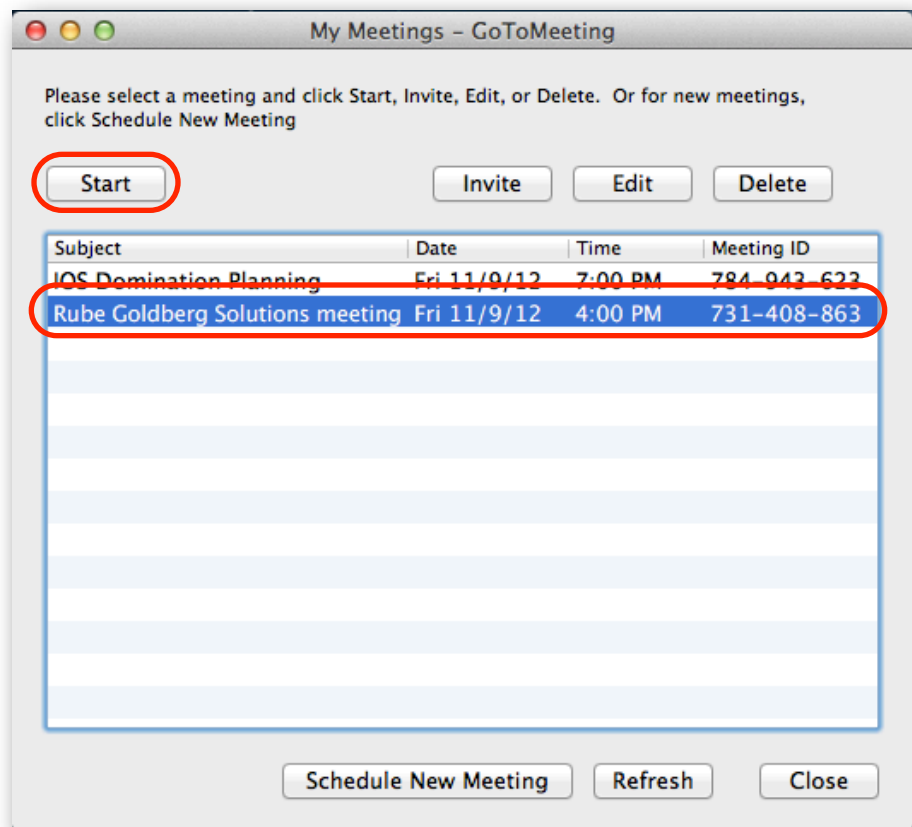
1. Launch the GoToMeeting Software.



2. Click My Meetings



3. Select your meeting and click: Start



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## Meeting Tools Quick Reference

1. Controls to show and hide your screen to the meeting attendees.
2. Gives mouse and keyboard control on your computer to a meeting attendee instead.
3. Allows you to enable another attendee to share their screen.
4. Displays who is attending the meeting.

Training videos about GoToMeeting can be found at:

<http://support.gotomeeting.com>

