



Introduction for using GoToMeeting software

The following is an introduction on how to join a meeting/webinar you were invited to join. You will either be sent an invitation through email, or you may be notified by the host over the phone/face-to-face. These are instructions for downloading the software you will need to be able to see the host leading the meeting/webinar. At the end, there are some basic notes to help you be able to understand the software once you have it installed.


If you prefer to only call into the GoToMeeting without using the software for chatting with text or webcam with the conference call group, feel free to call the Dial Number given through email or from the person hosting the event. These instructions are noted on page 4.

Please feel free to call or email us at the office if you have questions or concerns.

Join a GoToMeeting on your computer

Option 1

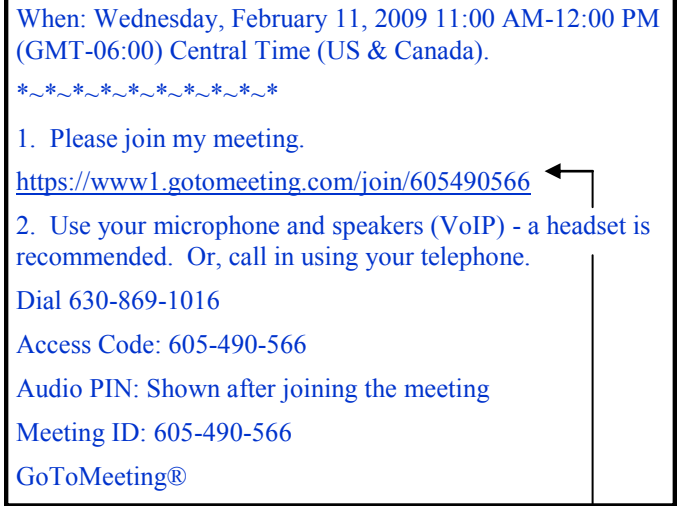
Step 1: Go to www.gotomeeting.com

Step 2: Click on  [Join a Meeting](#) icon on the left side of the screen below.



Option 2

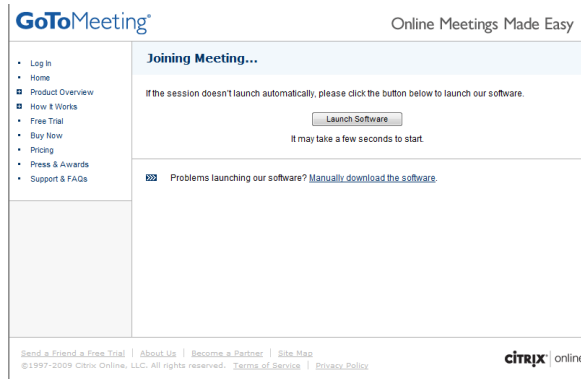
Step 1: Open your email that was sent to you when the host invited you to the meeting/webinar. For example, the email should contain the following information:



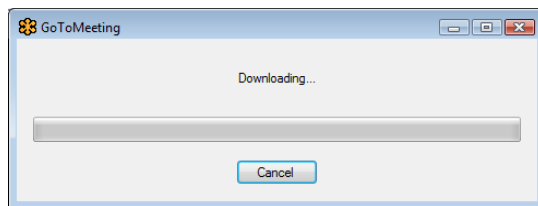
Click on the hyperlink above under:

1. Please join my meeting.

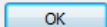
Step 3: The screen below will open. Click on  [Launch Software](#) icon to start downloading the software to join the meeting.

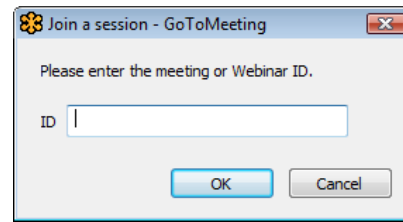


Step 4: The box below will appear. Let it finish downloading and another screen will pop up shortly.

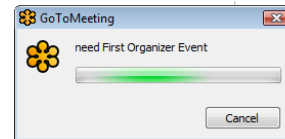


**Vista Windows Users: A box might pop up asking you permission to continue, please click 'yes' or 'continue.'

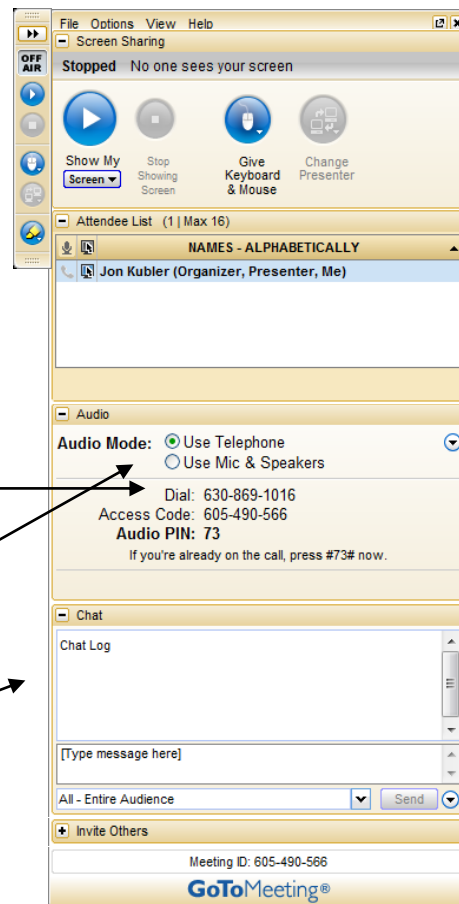
Step 5: The box to the right will appear. Enter in the Meeting or Webinar ID that was given to you in the confirmation email. It will be a 9-digit number: xxx-xxx-xxx. Then click  to join.




Step 6: The box to the right will appear and start processing the meeting or webinar to join. It will take a few moments.



Step 7: The box to the right will appear on the right side of your screen. This means you have successfully joined the meeting or webinar.



Step 8: To join the conference call with the meeting or webinar to hear the organizer speaking, dial the number listed in the Audio section of the box to the right.

There is an option to use a microphone and speakers rather than a phone line. Click the  icon to show

 Icon next to Use Mic & Speakers.

During the meeting/webinar, you are able to type and send text messages using the Chat Log at the bottom of the box.

Step 9: The host has control of the meeting/webinar and can give the attendees access to his computer screen if something needs to be more clearly identified. If you have questions, please feel free to ask during the meeting/webinar over the phone or through the Chat box above.

Join a GoToMeeting over the phone

Step 1: Open your email that was sent to you when the host invited you to the meeting/webinar. For example, the email should contain the following information:

When: Wednesday, February 11, 2009 11:00 AM-12:00 PM
(GMT-06:00) Central Time (US & Canada).

~~*~*~*~*~*~*~*~*

1. Please join my meeting.

<https://www1.gotomeeting.com/join/605490566>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial 630-869-1016

Access Code: 605-490-566

Audio PIN: Shown after joining the meeting

Meeting ID: 605-490-566

GoToMeeting®

*Note: The host may give you the Dial number to call in without sending you an email. All you need is the phone number to join the conference call if you are not by your computer at the time of the scheduled call.

Step 2: To join the GoToMeeting over the phone, call the ie: **Dial 630-869-1016** number listed in the email above. This will bring you on the conference call with all parties.

**It's an easy and fast way to communication with more
than one person where ever you are located!**