

GOTOMEETING

Quick tips and reminders to make you a polite and proactive meeting participant.

User Guide

Before the meeting.

You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

Learn more about the free GoToMeeting mobile apps at gotomeeting.com.

You will receive an invitation email which includes a link to access the meeting. The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio.

Be prepare for the meeting.

Click the link to join the meeting. Do that a few minutes early to make sure you have everything you need.

If you don't already have the software, it will download automatically and you will be placed into the meeting.

It is important to adjust the language. For that action, you need to click in the narrow next to the word GoToMeeting, on the top of the window. You can also edit your name and email.

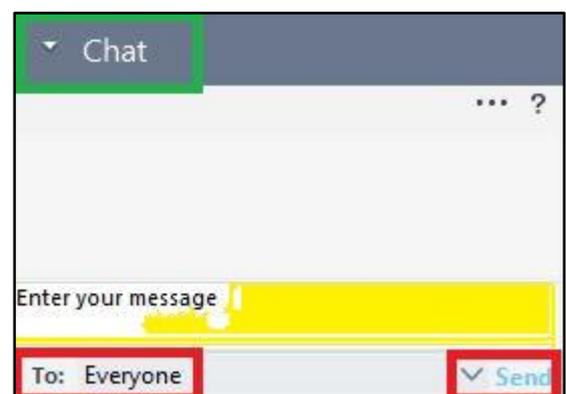
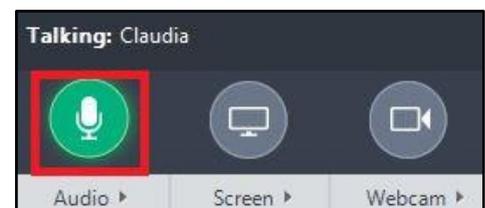
Talk and listen.

- Check the meeting invitation or your Control Panel to see the audio options available.
- If the option to dial-in is offered and you would like to use it, call in using the telephone number and access code provided. Enter the audio PIN if provided.
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option.

You must mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the audio PIN to mute your line via the GoToMeeting controls.

Interact.

In most meetings, the number of participants prevents students from using the microphone, leaving this privilege only for the instructor. However, if you need to make a question or would like to leave a comment, you need to write in the chat box. Send the message to everyone or only to the presenter.



Courtesy rules during the meeting.

- ✓ Be on time.
- ✓ Use an educated and respectful vocabulary at all times.
- ✓ Mute your microphone when you are not speaking.
- ✓ Do not send private messages; prefer to send to all participants.