NOTES ON ORGANIZING AND SCHEDULING MEETINGS

Individual GoToMeeting organizers may hold meetings for up to 15 attendees. GoToMeeting Corporate organizers may hold meetings for up to 25 attendees.

GoToMeeting organizers start all meetings. An organizer must always be present to keep the meeting running.

Organizers need to first create their accounts and download the GoToMeeting software on their computers before they can conduct meetings.

INSTALL GoToMeeting

1. Go to www.gotomeeting.com and log in to your account.
2. If prompted, select *Organizer*.
3. Under the left navigation menu, click the **Host a Meeting** button.
   The GoToMeeting application will begin to install.
4. At the *GoToMeeting Installed* dialog box, click **OK**.
5. At the dialogue box *Do you want to meet right now or schedule a meeting for later?.* you can choose to start meeting right away or click **Cancel**.
6. The GoToMeeting application is installed on your computer. For PC users, the GoToMeeting icon appears in your system tray and is ready for use. For Mac users, the GoToMeeting Suite icon appears on your desktop.
7. Right-click the icon in your system tray or, if on a Mac, double-click the orange icon on your desktop to access the GoToMeeting/GoToWebinar menus.

SCHEDULE A MEETING

1. Right-click the 🌼 icon in the system tray on a PC or double-click the GoToMeeting Suite icon on a Mac and select *Schedule a Meeting*.
2. On the *Schedule Meeting* window, enter your meeting information and select your audio information and click **Schedule**.
3. You are notified that your meeting has been scheduled.

START A SCHEDULED MEETING

1. Click **Log In** at www.gotomeeting.com, enter your account information and click **Login**.
2. Click the **Start Meeting** button on the *My Meetings* Web page.
3. Your meeting starts and the GoToMeeting Organizer Control Panel appears on the right side of your desktop.

START AN IMPROMPTU MEETING

1. Right-click the 🌼 icon in the PC system tray or double-click the GoToMeeting Suite icon on a Mac and select *Meet Now*.
2. Your meeting starts and the GoToMeeting Organizer Control Panel appears on the right side of your desktop.

INTEGRATED AUDIO

Now you have an extended choice of audio conferencing for your online meetings. With GoToMeeting's integrated audio, choose between phone conferencing and Voice over Internet Protocol (VoIP) or allow both options.

Note: If you choose to use your own conference service provider for the meeting, GoToMeeting will include your dial-in numbers with the meeting information; however, GoToMeeting audio features (such as VoIP and integrated audio controls) do not apply.

VOIP BEST PRACTICES

Audio quality can vary based on your audio software or hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:

- As with any online meeting solution, it is important to test your sound quality and audio settings before your live meeting. In addition to testing your audio settings from the GoToMeeting Audio tab (see page 5 of this guide for details), it is recommended to start your meeting ahead of time with a few test attendees to provide feedback on your voice quality.
- 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 at least 1.5 feet away from any speakers that are built into or connected to your computer.
- The use of a Webcam microphone is not recommended.
- If you plan to record your meeting, be sure to start your meeting ahead of time and test the recording feature.

USING VoIP

1. Expand the audio pane in your Control Panel.
2. Select *Use Mic & Speakers* (b)
3. You will be automatically connected into the conference call using VoIP.

Note: PC organizers may change the audio input and output from the Audio preferences tab which is accessed from the File menu. Mac organizers may manage the audio input and output directly from the audio pane (c) or from the Audio menu in the toolbar.
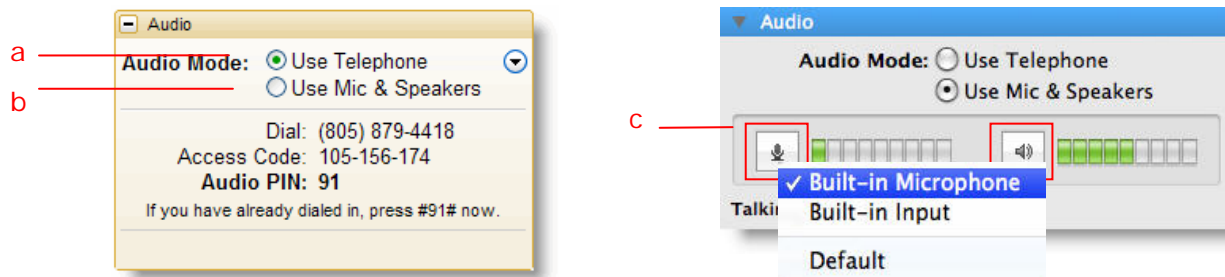
USING TELEPHONE

1. Expand the audio pane in your Control Panel.
2. Select *Use Telephone* (a)
3. Dial in to the conference call with the information provided.

Once in a conference call, participants and organizers can enter commands using their phone keypads.

Organizer Telephone Commands

Command	Feature	Details
*2	Count	Provides the number of participants currently on the conference call.
*3	Exit	Exits the conference call.
*4	Menu	Provides a menu of available conference commands.
*5	Listening Modes	Sets listening modes for audience. Pressing *5 sets the following options: Open conversation mode (default), Mute the audience – the audience can unmute, Mute the audience – the audience cannot unmute.
*6	Mute/ Unmute	Mutes the organizer's line. Pressing *6 again will unmute the line.
*8	Tone controls	Sets entry and exit tones. Pressing *8 sets the following options: Entry and exit tones on (default), Entry and exit tones off, Entry tone off exit tone on, Entry tone on exit tone off.

Attendee Telephone Commands

Command	Feature	Details
*3	Exit	Exits the conference call.
*4	Menu	Provides a menu of available conference commands.
*6	Mute/ Unmute	Mutes the attendee's line. Pressing *6 again will unmute the line.

Manage Attendees

Organizers can manage attendees by right-clicking or Control-clicking attendee names in the *Attendee List* pane and selecting or deselecting the desired attendee options.

Displays the number of attendees and maximum number of attendees for the meeting (a)

Indicates attendee role and color of assigned Drawing Tool (b)

Mute or unmute the attendee (c)

Mute or unmute all the attendees (d)

Assign your attendee the role of presenter and/or organizer (e)

Share your keyboard and mouse with an attendee (f)

Provide your attendee with on-screen Drawing Tools (not available for Mac organizers) (g)
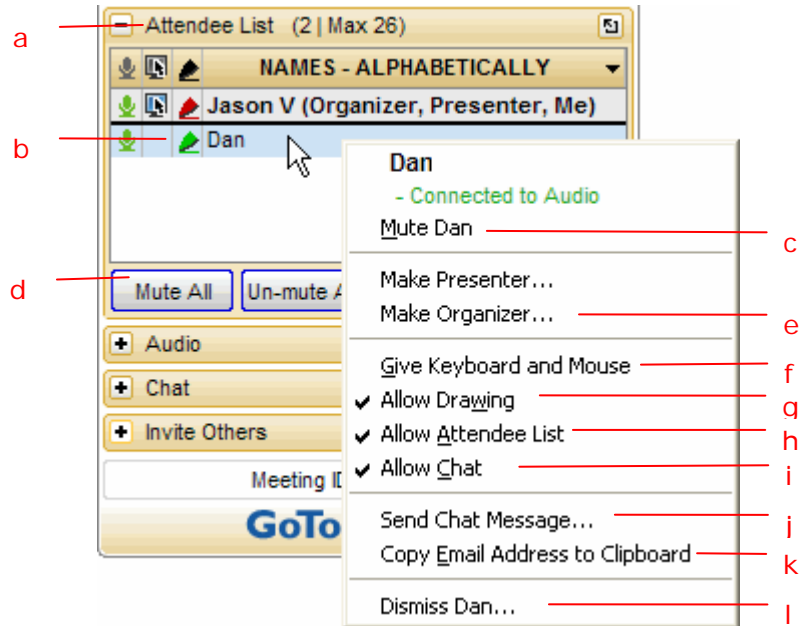
Allow your attendee to see the list of other attendees (h)

Allow your attendee to chat (i)

Send a chat message directly to the attendee (j)

Copy the attendees email address to the clipboard (k)

Dismiss an attendee from the meeting (l)

USE PRESENTER CONTROLS

The Control Panel Grab Tab enables organizers and presenters to minimize the Control Panel to the side of their desktops to display their full desktops to attendees and still access Presenter Screen Tools.

	No Attendees have arrived	Attendees arrived, presenting desktop	Attendees arrived, presentation paused	Attendees arrived, presentation stopped

Click and drag to move Grab Tab up or down (a)

Click to hide or display Control Panel (b)

Shows On Air status (c)

The Show My Screen button displays desktop to attendees. Right-click to display multiple monitors, a specific application or a clean screen (d)

The Stop Showing Screen button stops desktop display (e)

The Give Keyboard & Mouse button grants shared mouse/keyboard control to another attendee (f)

The Show Other's Screen button passes the presenter role to another attendee (g)

The Drawing Tools button allows the presenter to draw, highlight and place arrows on the screen, as well as use the spotlight and clear all markings (not available for Mac users) (h)

Mute or unmute yourself (i)

Mac If you're using Mac OS 10.4, your grab tab and expanded Control Panel will be visible to attendees as a black silhouette. At times, parts of the Control Panel can be fully visible (not blacked out) to attendees. This can obstruct a portion of what you are presenting. We recommend that OS 10.4 users leave the Control Panel collapsed as much as possible during the meeting. If you have a multi-monitor setup, we recommend keeping the Control Panel on your second monitor. The silhouetted Control Panel is not an issue for Mac OS 10.5 or newer.

END A MEETING

- From a PC, select the *File* menu from the menu bar, and click *End Meeting*.

- From a Mac, select the *GoToMeeting* menu on the toolbar, select *Quit GoToMeeting*; or select *File* and then *Leave Meeting*. You may also click the red X in the top left corner of the Control Panel and Viewer Window

SYSTEM REQUIREMENTS

For PC-based Organizers and Attendees
- Required: Windows® 2000, XP, 2003 Server or Vista (Linux is not supported)
- Required: Internet Explorer® 6.0 or newer, or Mozilla® Firefox® 3.0 or newer (JavaScript™ and Java™ enabled). If needed, download Java [here](#).
- Internet Connection required, cable modem, DSL, or better recommended
- Recommended: Minimum of Pentium® class 1GHz CPU with 512 MB of RAM (2 GB of RAM for Windows Vista)

For Mac®-based Organizers and Attendees
- Required: Mac OS® X 10.4 (Tiger®) or newer
- Required: Safari™ 3.0 or newer, Firefox 3.0 or newer; (JavaScript and Java enabled)
- Internet Connection required, cable modem, DSL, or better recommended
- Required: PowerPC G4/G5 or Intel processor, 512 MB of RAM or better recommended

To Use VoIP
- Required: Fast Internet connection (384 kbps or more recommended)
- Required: Microphone and speakers (USB headset recommended)

To Record a Meeting
- Required: Windows Media® Player Version 9.0 or newer
- Required: Minimum Super VGA (800x600) or better
- Required: Fast Internet connection(384 kbps or more recommended)
- Required: Sound card
- Required: Telephone attachment device (If not using GoToMeeting integrated audio)
- Recommended: 1.0 GB of hard disk space
- Recommended: 1024 x 768 or higher screen resolution
- Recommended: Minimum Pentium 800 MHz with 1 GB of RAM for transcoding to Windows Media Player file format

  Recording a meeting is only available using a PC.

Integrations
- **IntegrationsMicrosoft® Office® Integration:** Microsoft Office 2002 or later
- **Outlook Integration:** Microsoft Outlook® 2000 or later
- **Lotus Notes® Integration:** IBM® Lotus Notes Version 7.0 or later
- **Instant-Messaging Integration:** GoToMeeting integrates with the most widely used instant-messaging applications including: Yahoo!® Messenger™, Windows Live™ Messenger, Skype™ Chat, Microsoft® Communicator and Google Talk™

Note: Instant-Messaging Integration options are only available for use by GoToMeeting organizers