GoToMeeting– Getting Started Quickly

First, get an account. If you need an account, enter a Help Desk ticket or call ext. 44357. Answer the email invite from Citrix to activate your account.

GoToMeeting can be accessed two ways- Web interface / Application Interface

Web Interface- www.gotomeeting.com

Click on Sign In (on right-hand side). Enter your UML email address and whatever password that you created.

Once you have scheduled a future meeting, it will be listed under My Meetings-

For more assistance, contact Randy Tyndall at ext. 42175 or contact the HelpDesk at ext. 44357
**Application Interface** (will appear after conducting a GTM the first time)- Look for the daisy icon, sometimes hidden on the toolbar-

Right click on the icon and you are offered choices-

Once the meeting starts, a connected microphone is on by default. Turn on and off screen sharing and a webcam by clicking on the icons.

Make adjustments to the audio, screen sharing and the webcam here.

You can invite others either by email or you can give participants the meeting number from the bottom of the interface. They can join in via joingotomeeting.com and entering the number.

When finished, you can end the meeting by clicking on the X or selecting End the Meeting from the drop-down choice under the GoToMeeting logo.

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**Roles within GoToMeeting**

**Organizer**—The person who schedules, starts and stops a meeting. If you have a GTM account, you can start and stop a meeting that you scheduled. You cannot do this for other meetings UNLESS you have been appointed as an organizer.

**Co-Organizer**—You as an organizer can appoint someone to be a co-organizer. These people can start and stop a meeting setup by someone else. This is a useful role for you can tell someone that they will need to start the meeting since you can’t attend or you are running late.

**Presenter**—The person who is presenting during a meeting and typically share a screen or presentation from their computer. There can be many people presenting during a meeting but there can only be ONE presenter at a time. The organizer can change presenters. By default, the organizer is also the presenter. Note: If someone is attending via a mobile device, they cannot be made presenter unless they are also the organizer.

**Attendee**—This is a person who joins a meeting. They do not present, UNLESS they are made a presenter.