GoToMeeting Made Easy!

April 2020 Board Meeting
Meeting Info

You should have received the call-in information in the email with your board packet. It is also available in the description of the Google calendar event (pictured), and at the top of your board meeting agenda.

If possible, use a computer or smart device to attend the meeting. This will make it easier for you to see who is talking during the meeting.

Are you attending using a phone or a smart device/computer?

- Phone
  - Go to page 3

- Computer or smart device
  - Go to page 4
Calling in with a Phone

• Dial the call-in number (646-749-3122) just as you would a regular phone number.

• The recording will ask for an access code that functions as a password for the meeting. Enter 557-815-069 and then the “#” symbol.

• You should hear a notification sound indicating you have entered the meeting.

• You should now be able to hear everyone who has connected to the call, and they should be able to hear you.

• Contact Zoe (616-848-9179) with any questions.
Calling in on a Computer or Smart Device

Are you able to locate the meeting link in the board email or in the Google calendar event description?

Yes
Go to page 7

No, please help!
Go to page 5
Calling in on a Computer or Smart Device

Use your device’s web browser (Chrome, Firefox, Safari) to visit gotomeeting.com. Click on “Join” in the top left corner of the page.
Calling in on a Computer or Smart Device

Type in the meeting ID (557-815-069) and then click the “Join” button.
Join on the Web

If you plan to call in frequently using your computer or smart device, download the app and follow the prompts from your computer to install it. Then when you use GoToMeeting, your browser will ask you to “Go To Opener.”

For now, you can select “Join on the Web”
Joining the Meeting

A red button indicates that your microphone or camera is off. (Click it to toggle.)

A green button indicates that your microphone or camera is on. (Click it to toggle.)

The settings button allows you to select your device’s microphone and camera.

Click the pencil icon to adjust how your name appears to other participants.

When you’ve finished adjusting your settings, click “Ok, I’m Ready”.

In the Meeting

Once you join the meeting, your screen will appear as the in the screenshot below.

Use these buttons to toggle your microphone and camera on/off.

View participant list and adjust audio/video settings here.

Use this menu to change how you view other participants. (“Everyone” is recommended.)

Tip: Unless you are speaking, keep your camera on and your microphone off. This will minimize background noise.

How you appear to other participants.
Online Meeting Best Practices

• Keep your microphone muted when you are not speaking.
• Choose a quiet location with a reliable internet connection.
• If using a camera, make sure your location is well-lit with a light source in front of (not behind) you.
• Keep your camera centered and at arm’s length.
• Remember that there may be a delay in the sound or video, so wait for others to finish speaking.