GoToMeeting Made Easy!

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Meeting Info

You should receive the call-in information in the email with your meeting materials. It is also available in the description of the Google calendar event (pictured), and may also be at the top of your 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.
Calling in with a Phone

• Dial the call-in number (eg. 517-123-4567) 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 the code (eg. 557-123-456) 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 meeting 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 right corner of the page.
Calling in on a Computer or Smart Device

Type in the meeting ID (eg. 557-123-456) 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**”.

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In the Meeting

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

How you appear to other participants.

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

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

View participant list and adjust audio/video settings here.

Tip: Unless you are speaking, keep your camera on and your microphone off. This will minimize background noise.
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.
• Use headphones if possible to help ensure you hear all participants.