

## GoToMeeting Instructions

Here are a few things you need to know before joining your first GoToMeeting, whether it be online or via telephone.

**NEW Call Me Feature** – We spoke to all registrants for the annual meeting, and many preferred to listen to the meeting via telephone. With the new *Call Me* feature, we are able to call YOU! If you opted into this feature, you have nothing to worry about besides answering your phone and pressing the # key to join the meeting. That's it! You won't forget to call in or have any access codes to enter. We will call you around 5:55PM. **If you prefer to call in, use the telephone number and access code to join.**

**Mobile Users** - Get started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the App Store, Google Play or Windows Phone Store. Then join the meeting by opening the app and entering the meeting ID (access code) listed below. The app will request your name, and once that information is entered, you will join the meeting. Learn more about the GoToMeeting mobile apps at [gotomeeting.com](http://gotomeeting.com).

**Desktop Users** – Enter the GoToMeeting link listed below in a browser, or go to [gotomeeting.com](http://gotomeeting.com) to enter the meeting ID/access code. (If you don't already have the GoToMeeting software, when you enter the link, it will download automatically and you'll be placed into the meeting).

### 1. You're Invited

- GoToMeeting Link: <https://global.gotomeeting.com/join/645936709>
- Meeting ID/Access Code: **645-936-709**
- Toll-free Phone Number: **1-866-899-4679**

### 2. Be Prepared

- Join the meeting a few minutes early to make sure you have everything you need. We will open the meeting at 5:50 pm to help with any troubleshooting, and then we will start the meeting at 6:00 pm.

### 3. Join the Meeting

- Follow the steps that best suit your needs (listed above).

### 4. Audio

- You can use your computer's mic and speakers (VoIP) or your telephone.
- Check your Control Panel once logged in to see the audio options available.
- The bottom of your meeting window and the Control Panel both indicate who's speaking.

### 5. Leave the Meeting

- When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave). If calling in, simply hang up and end the call.

### **Best Practices for a Successful Meeting Viewing:**

- For desktop and mobile users, install and open GoToMeeting several days before the meeting to familiarize yourself with the interface. Check audio settings to make sure your device is functioning properly.
- Check for stable internet connection or good phone signal if using the call in #. Call in can be made from any phone - landline or cellular.
- For desktop users, have all other applications and programs closed. Only have the GoToMeeting application running for the meeting.
- For all users, make sure your speaker audio volume is on and turned up so you can hear the meeting. If you have external speakers hooked into your computer, make sure they are on and turned up. If you do not hear audio check your volume is turned up. If you still cannot hear audio and you're sure your sound is on, try closing the GoToMeeting application and start over.
- Attend the meeting in a quiet location to avoid distractions.

### **Note:**

- We will do all we can to test everything ahead of time to ensure the meeting broadcast is functioning and going out properly.