

## How to join GoToMeeting

1. Use **the GoToMeeting link** that you've received and click on it before the start of the meeting. The meeting invitation information looks like this:

<https://global.gotomeeting.com/join/339118933>

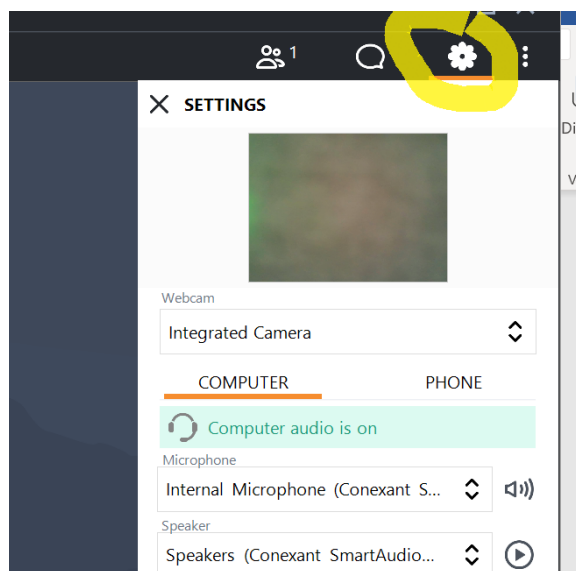
(The link will be the same link for all programs)

You can also dial in using your phone if you don't want to use your computer.

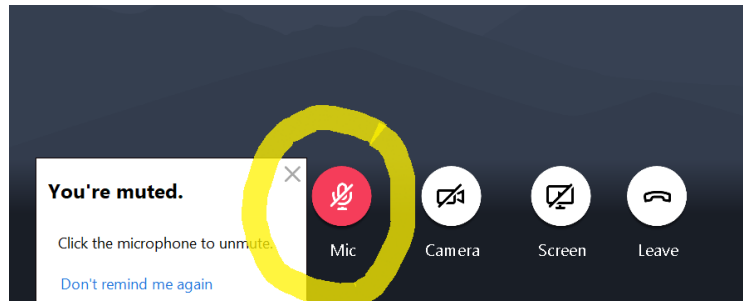
United States: +1 (646) 749-3122

Access Code: 339-118-933

2. Choose your **audio and video settings** for the meeting. Look for the gear icon (circled in yellow below) and click on it. Choose COMPUTER settings and select your microphone and speaker. You should use a headset with microphone for best audio quality, and the name of that device (Plantronics, Logitech, etc.) and click on it for both MICROPHONE and SPEAKER. If you are going to use video for the lesson, choose your integrated/ webcam. (\*Depending on the meeting, we may not all be sharing webcams.)



3. Before you can speak, **you must unmute yourself**. Look for a MIC icon (circled in yellow below) and click on it to unmute. \*If you are using a webcam, you'll need to activate your webcam. Look for the CAMERA icon, and click to activate.



4. During the meeting, your control panel is usually on the right side of the screen. The controls you'll need are:

- The **arrows** will hide/show the control panel.
- The **mic** icon can be used to mute/unmute yourself.
- The **camera** icon turns on/off your webcam. (Off is usually fine.)
- The **speech bubble** icon reveals the chat window for sending and reading messages.

