

GoToMeeting Instructions

Go to JoinGoToMeeting.com

Join the Meeting | GoToMeeting - Google Chrome

www.gotomeeting.com/meeting/join-meeting

citrix 1 888 646 0014 Support Sign In More from Citrix

GoToMeeting FEATURES PLANS & PRICING RESOURCES **JOIN A MEETING** HOST A MEETING

JOIN A MEETING

Ready to meet?

To connect to an online meeting, enter the meeting ID provided by the organizer.

Join a Meeting Enter 9-digit Meeting Id #

Business calls. Here's your answer. **LIMITED-TIME OFFER: \$50 OFF**

Grasshopper

Get Grasshopper from Citrix and answer your business calls on any device.

[See How It Works](#)

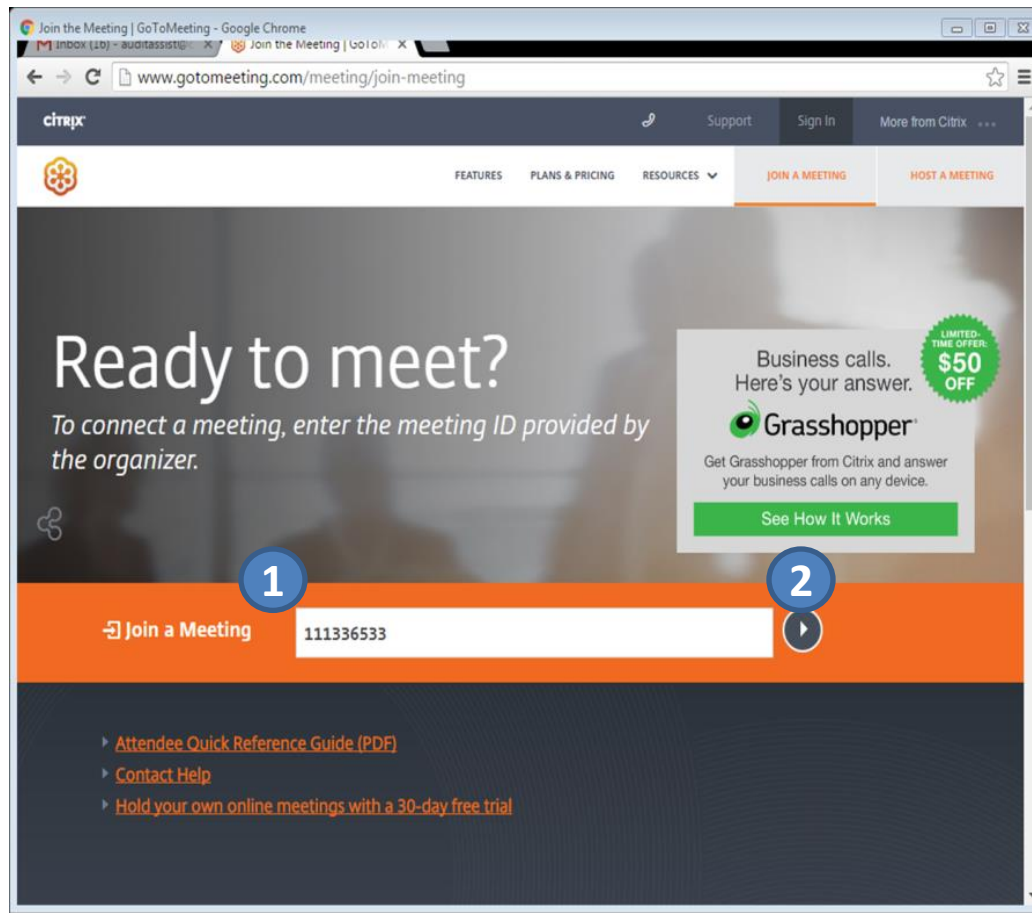
- ▶ [Attendee Quick Reference Guide \(PDF\)](#)
- ▶ [Contact Help](#)
- ▶ [Hold your own online meetings with a 30-day free trial](#)

What to Expect Next:

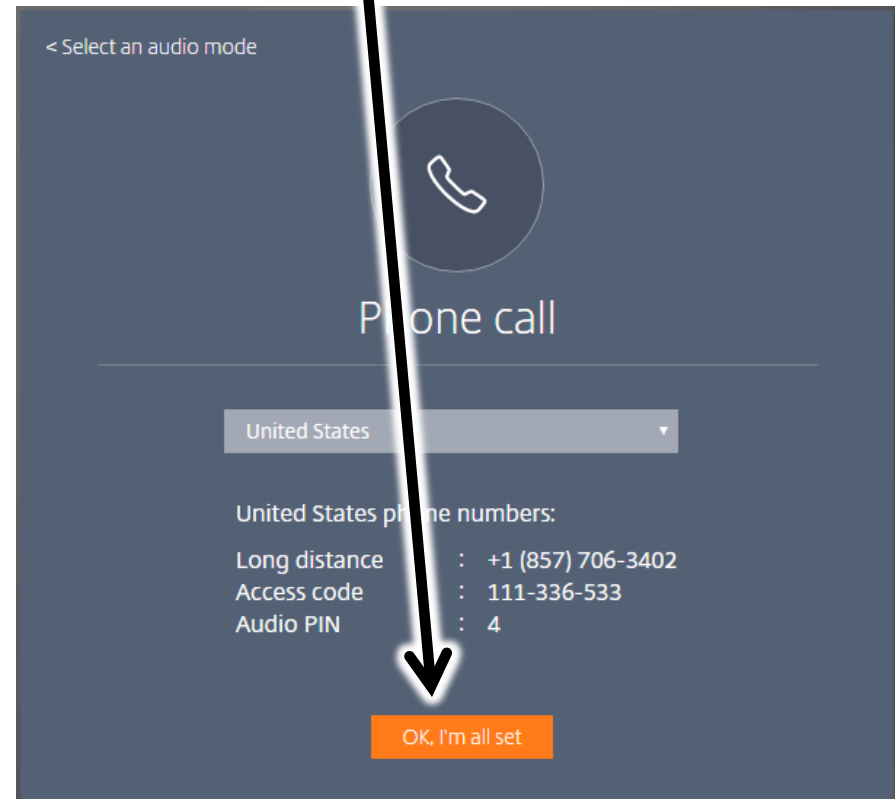
- 1** **Choose an audio option**
Use computer audio (not supported with a headset) or Dial in using a phone.
If you arrive before the organizer, you'll see a window confirming that you successfully connected.
- 2** **GoToMeeting**
Talking:
Microphone, Video, Webcam icons.
When the session starts, the GoToMeeting control panel will appear on your screen.
- 3** **Show My Screen, Change Presenter, Mute/Unmute, Share My Webcam**
Use these icons to manage your participation.

Put in Meeting ID

- 1 Enter the 9-digit number given to you by Auditing Personnel
- 2 press the arrow button or press enter on your keyboard



Select "Phone call" – then click "Ok, I'm all set"



Enter your name and email address

Join the meeting as...

Then "Meet Now" window will appear

The screenshot shows the 'Meet Now' window with the following content:

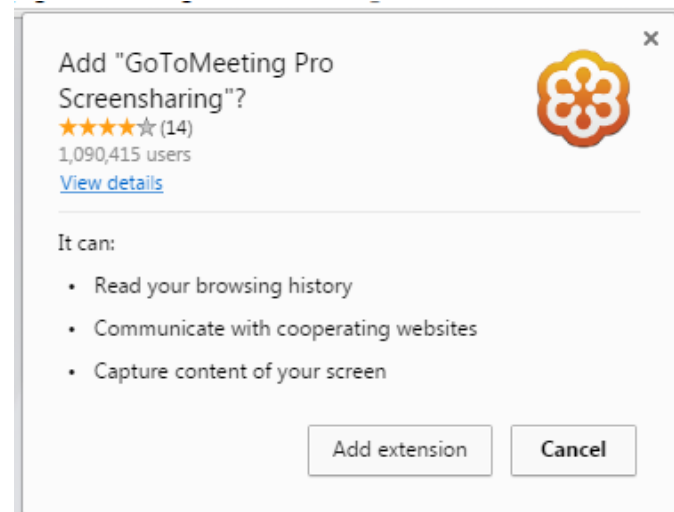
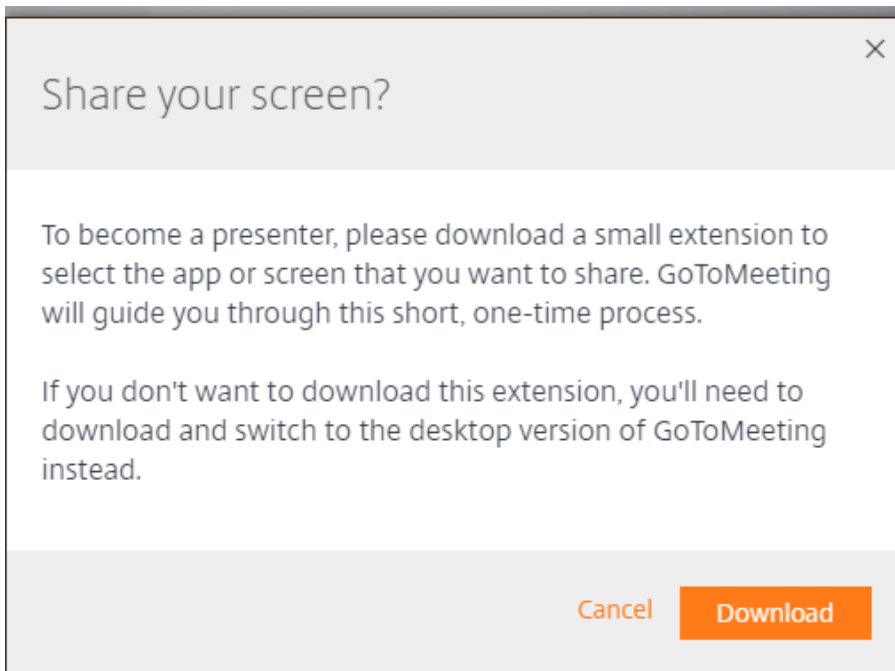
- Meet Now**
- Organizer: Meeting Room 1
- Meeting ID: 111-336-533
- Waiting to view Meeting Room 1's screen.

On the right side, there is a vertical toolbar with the following icons from top to bottom:

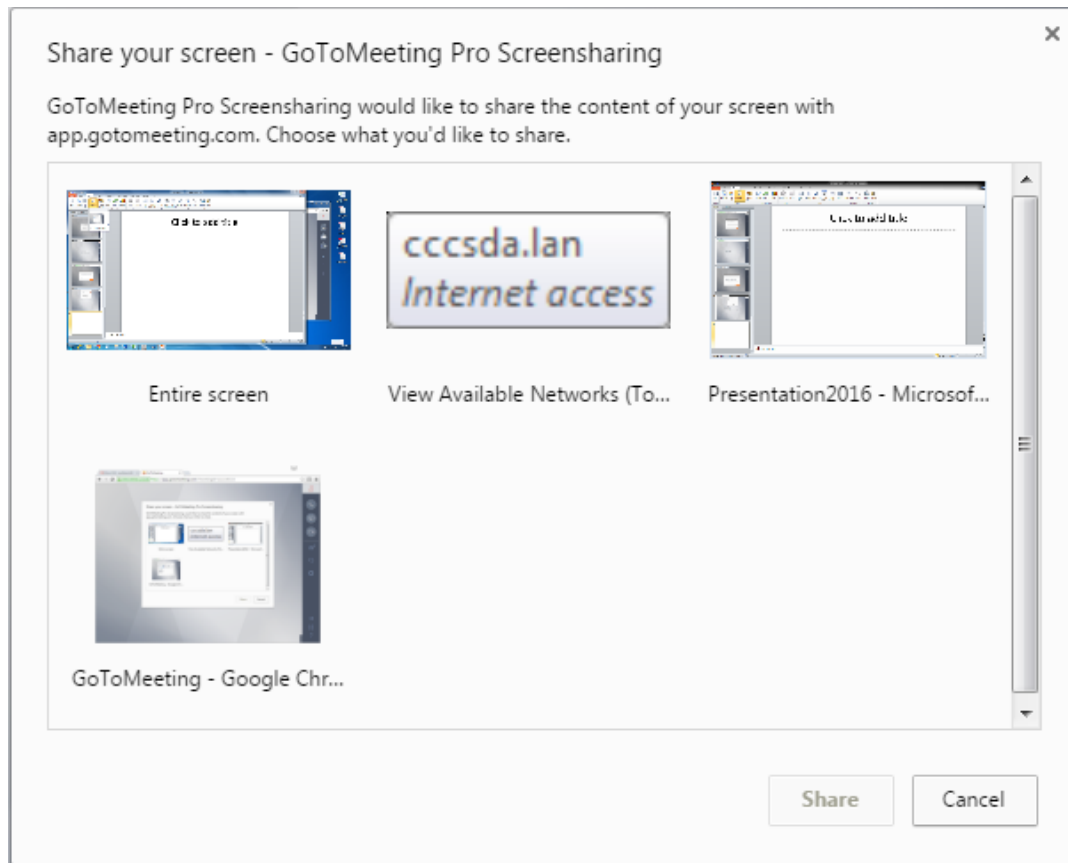
- Exit (red icon)
- Phone (blue icon)
- Screen (blue icon)
- Video (blue icon)
- Participants (blue icon with '2')
- Chat (blue icon)
- Settings (blue gear icon)
- Microphone (blue icon)
- Zoom (blue icon)
- Help (blue question mark icon)

Auditing Department Personnel working in your computer:

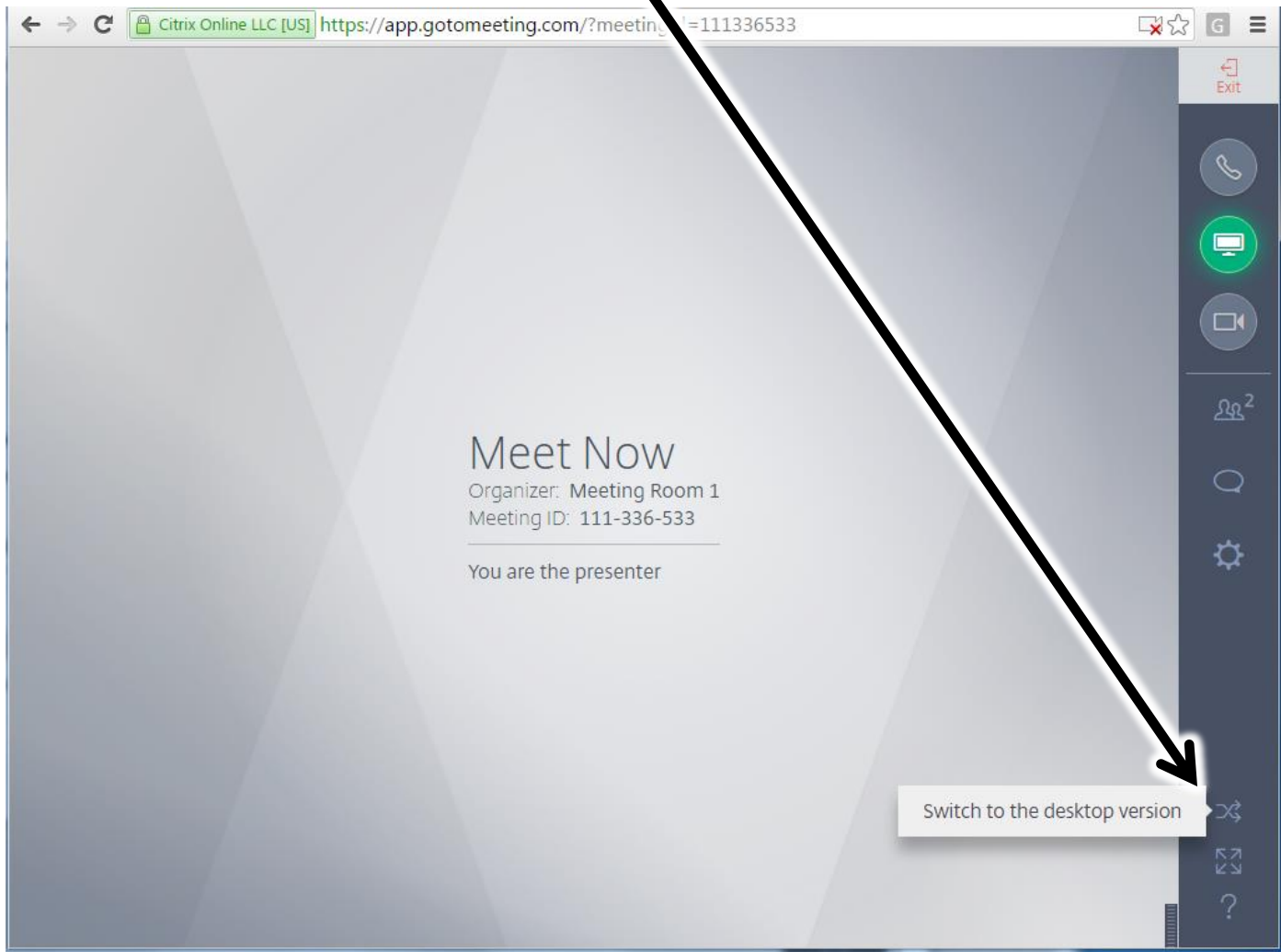
When Auditing department personnel makes you the presenter, will request to see your screen and take control of your keyboard, “share your screen?” window will appear. Click “Download” – then “Add extension”



GoToMeeting will give you options to share your screen. Select “Entire Screen” JEWEL accounting program will be visible to Auditing Department



If Auditing Personnel cannot see your screen, press “Switch to desktop version” in the Gotomeeting site



Select “Keyboard & Mouse controls” then click
“switch to desktop version”

Switch to the desktop version

A quick download is required. You'll leave the meeting for a minute and then reconnect automatically.

Please share why you're switching (optional)

I need to use:

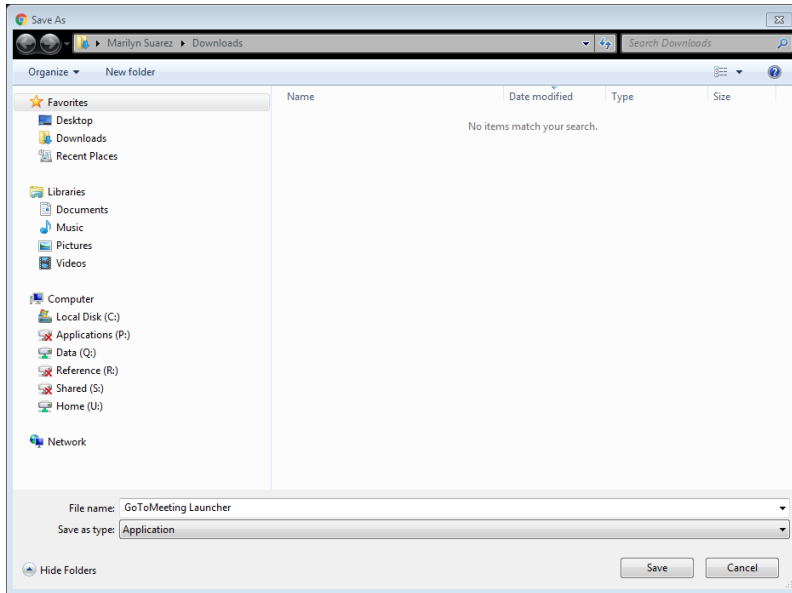
- Drawing tools
- Recording tools
- Keyboard & mouse controls

I'm having issues with:

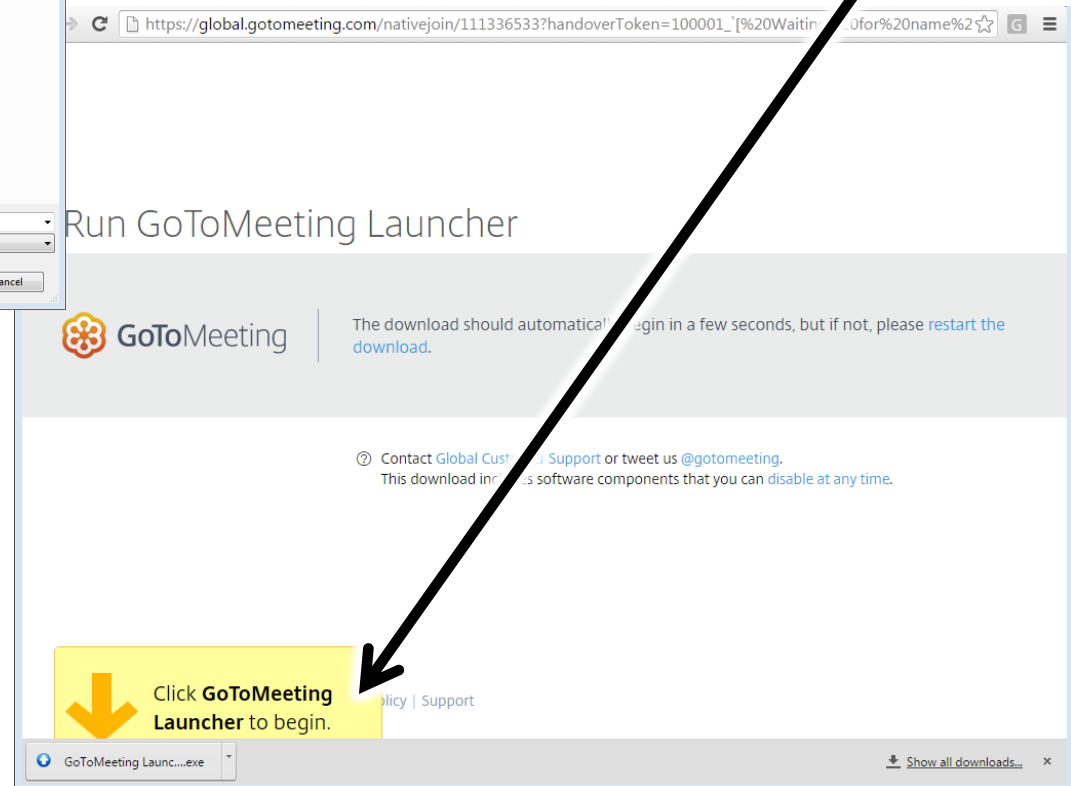
- Audio
- Webcams
- Screen-sharing
- Other (please explain)

Cancel Switch to desktop version

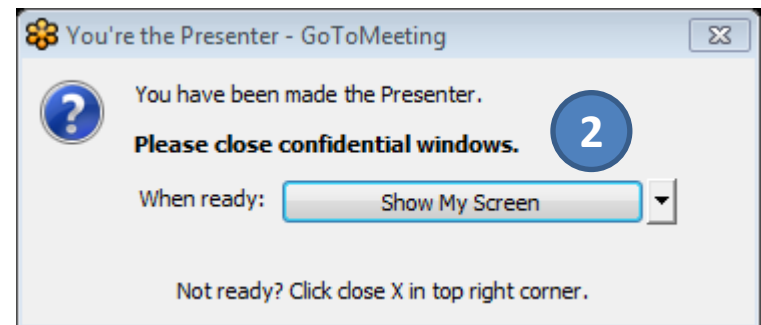
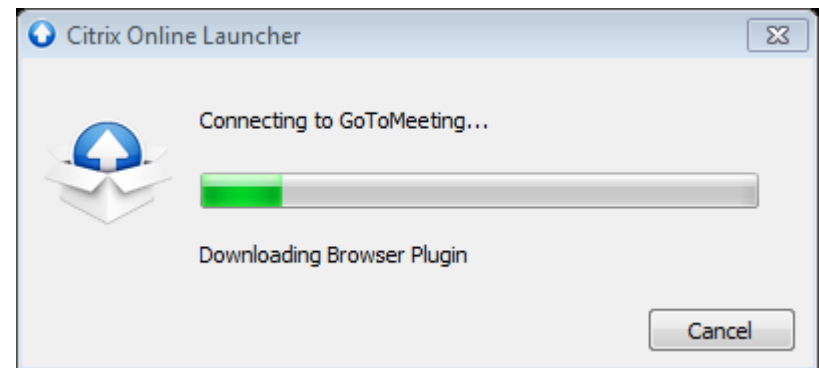
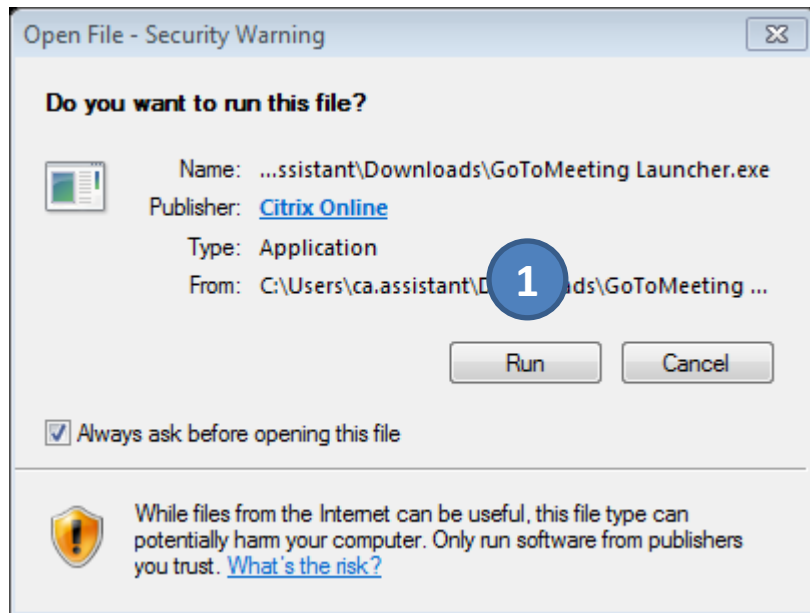
Save GoToMeeting Launcher in your desire folder



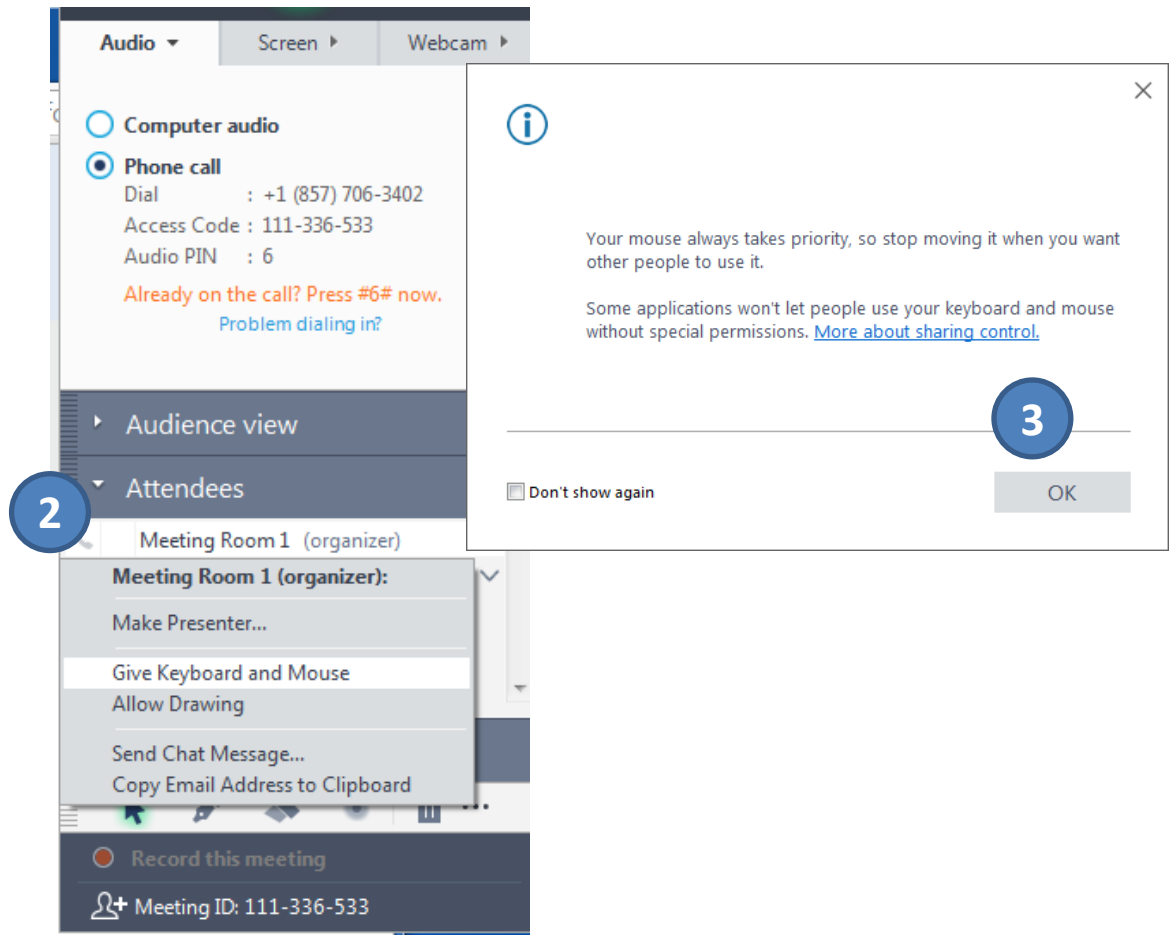
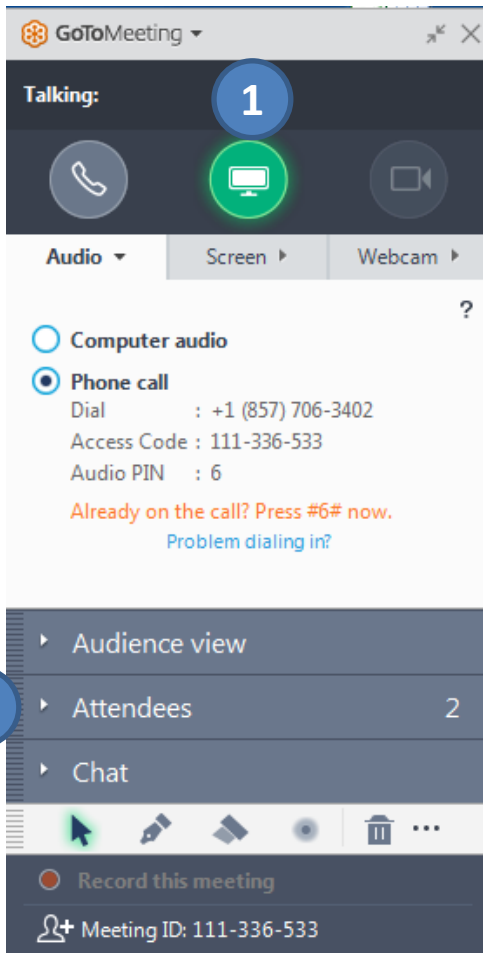
Once downloaded click on it



- 1 Click “Run” a “connecting to GoToMeeting” window will appear
- 2 Click “Show My Screen”



- 1 Click the “screen” icon then attendees
- 2 Select “Meeting Room 1 and right click. Select “Give Keyboard and Mouse”
- 3 Click OK



Auditing Department Personnel will be able to see your screen and work in your computer, while you are able to follow along.

Do not move your mouse or touch your keyboard, as this will disable our capability to work on your computer.

When the Organizer closes the meeting you will see this message. Select “close” unless you wish to give a feedback to GoToMeeting

