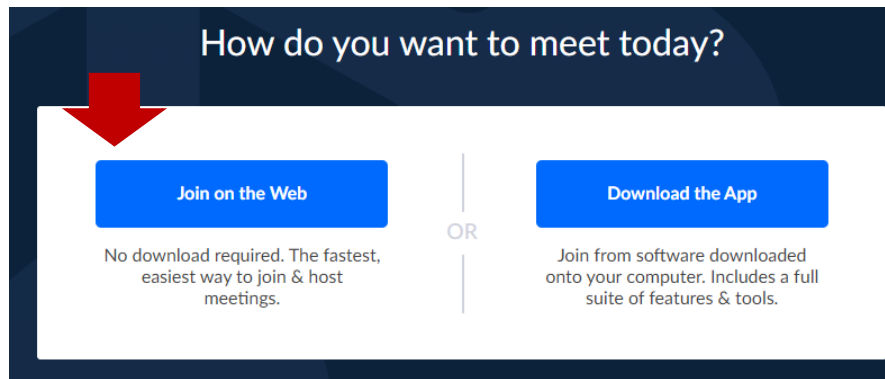


Attending a Go-To-Meeting - General Instructions

1. Open the link provided in the meeting invitation.

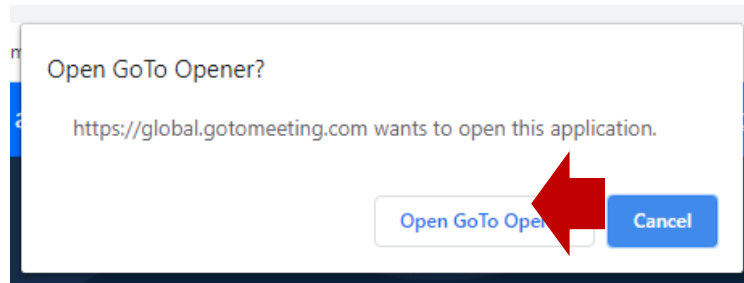
Example: <https://global.gotomeeting.com/join/156703757>

2. Your web browser should open a page showing the following:

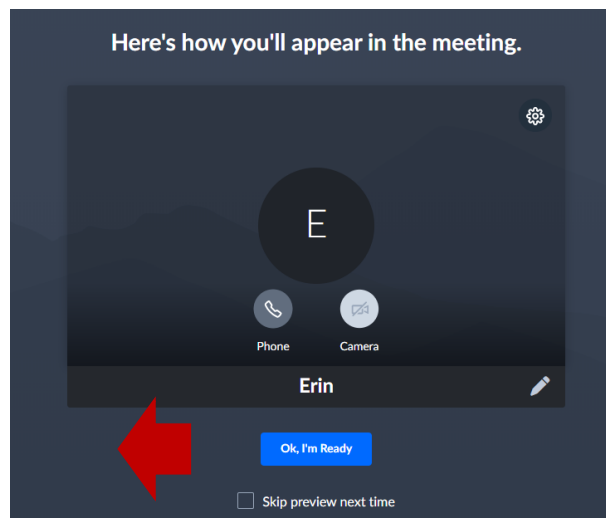


To join the meeting, please click/select: "Join on the Web"

Note: if you see a prompt that says "Open GoTo Opener" then click "Cancel"

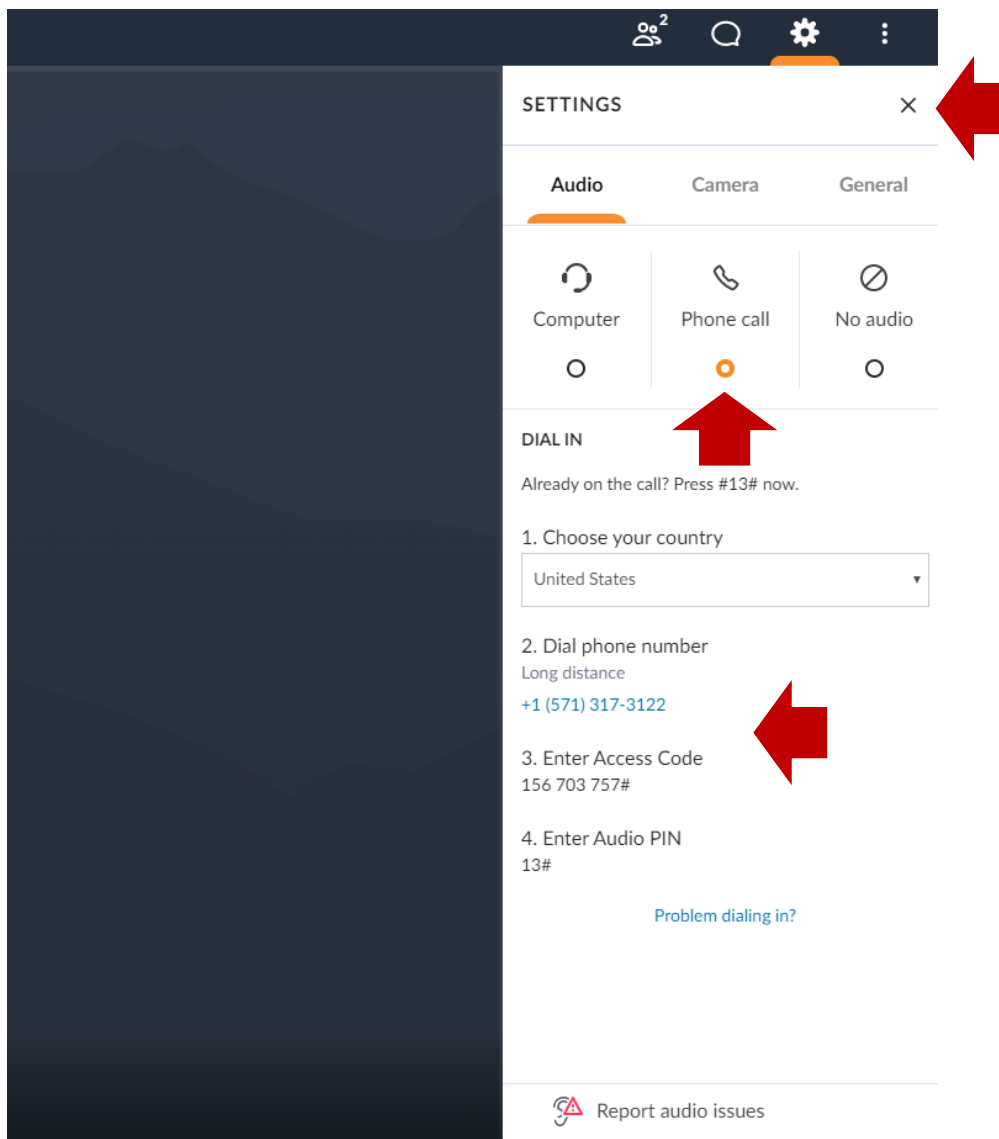


3. Click "Ok, I'm Ready"



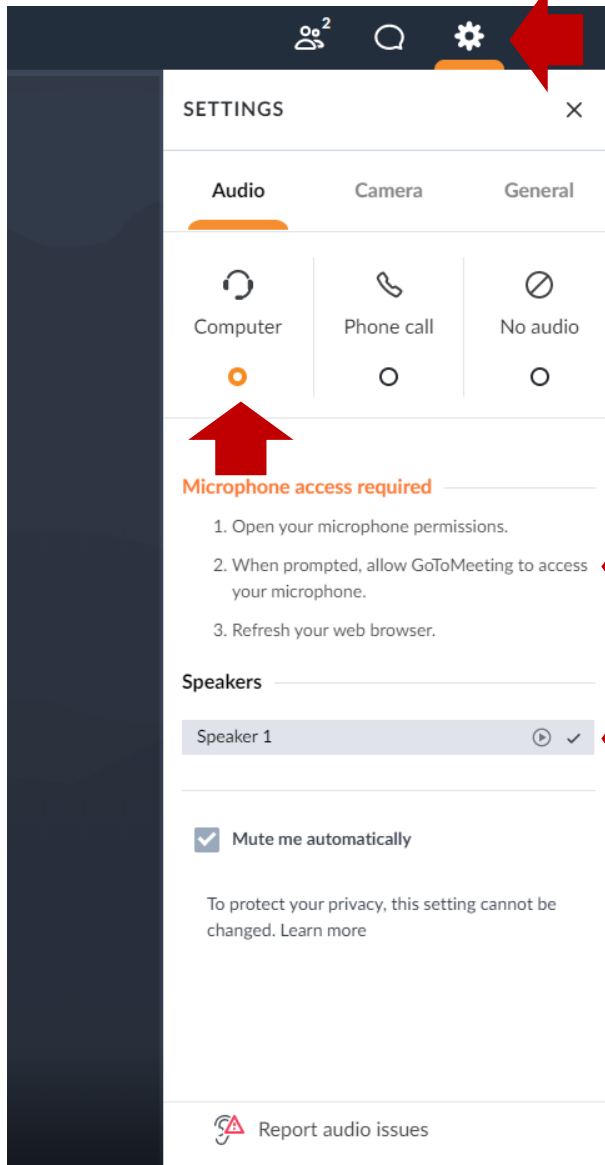
Attending a Go-To-Meeting - General Instructions

4. You will have a choice for audio (phone or computer). Audio by phone instructions are below. See step 5 for Audio by computer.
 - On the right side of the page is a button for the settings.
 - If you chose to call in on your phone, select the phone call option in the settings and then dial the phone number listed in your invitation.
 - You will be prompted for the access code then hit # after the code is entered
 - You will then have audio for the meeting



Attending a Go-To-Meeting - General Instructions

5. Audio by computer instruction. See step 4 for Audio by phone.



SETTINGS [X]

Audio | Camera | General

Computer | Phone call | No audio

Microphone access required

1. Open your microphone permissions.
2. When prompted, allow GoToMeeting to access your microphone.
3. Refresh your web browser.

Speakers

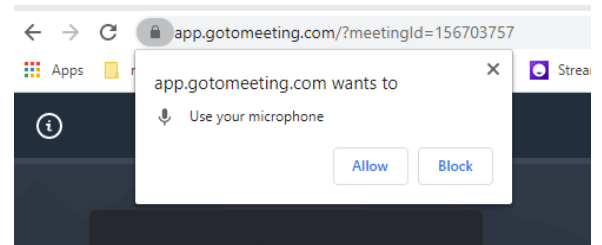
Speaker 1 [Play] [Checkmark]

Mute me automatically

To protect your privacy, this setting cannot be changed. [Learn more](#)

Report audio issues

This may prompt a box to open in the upper left corner of the screen. Click "Allow"



Select the speaker you wish to use. This may be available if you have external speakers attached.

Attending a Go-To-Meeting - General Instructions

6. Additional features include a chat box if used for questions.
 - The chat function can be used to ask a question or request to speak

