

INSTRUCTIONS

You have lots of options when it comes to joining meetings! You can use the desktop app on your Windows or Mac Computer, use a Chrome browser to join online, or even join on the go using your iOS, Android or Windows Phone device.

Participants will receive an invite (sample below) to access GoToMeeting with unique access details for each meeting:

GAA XX Division Meeting
Thu, Apr 2, 2020 12:00 PM - 1:00 PM (AEDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/170938069>

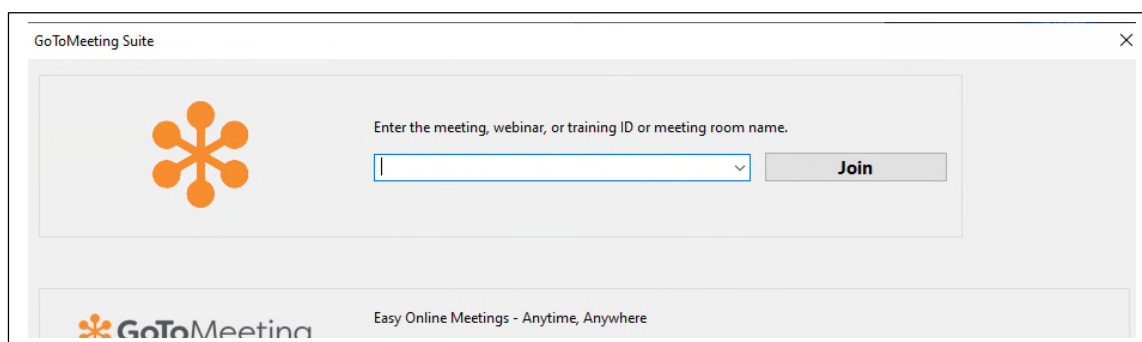
You can also dial in using your phone.
Australia: +61 2 9087 3604

Access Code: 170-938-069

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/287043949>

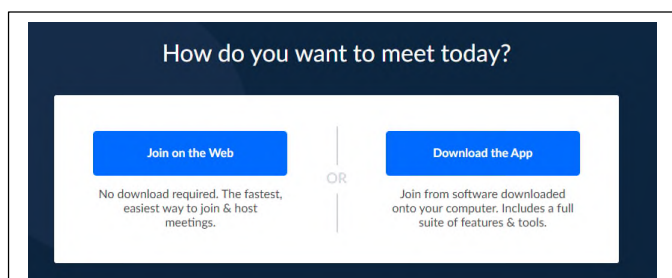
1. New to GoToMeeting?

- Download the App and be ready when the first meeting starts.
- Click on the unique hyperlink (pink) and follow steps.
- Download *GoToMeeting*.
- Enter the unique *meeting ID* (pink) (ie 287-043-949)
- Click on: *Join*

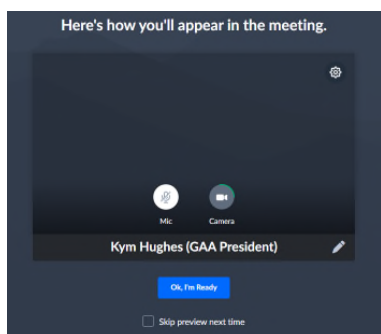


2. To access meeting via the internet with a computer or tablet

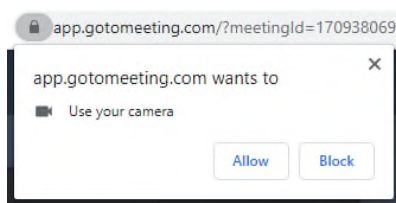
- Click on the unique hyperlink (yellow) received or copy and paste it into a web browser (Google Chrome preferred).
- You will be prompted to join from the web (using the browser-based meeting tool) or from the desktop app.



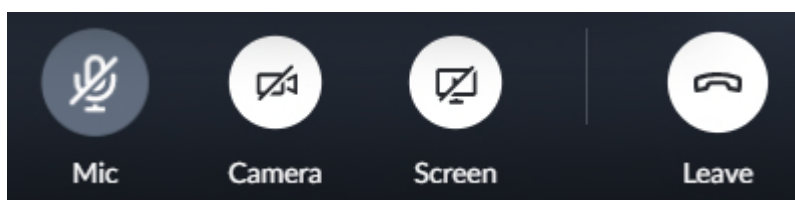
- Click on: *Join on the Web*.
- The below screen will pop up with your name and if you are set click on: *Ok, I'm ready*.



- The below pop up may show and you should click on Allow for the first time and then turn it off later.



- Click on the Mic button to talk and when not talking, please turn off to avoid background noise.
- If you want to join the discussion, click on the *Mic* button a number of times to bring it to the Chair's attention.
- Click on the *Camera* button to turn off / on as desired.
- To share what is showing on your screen click on: *Screen*.
- To depart the meeting click on *Leave*.

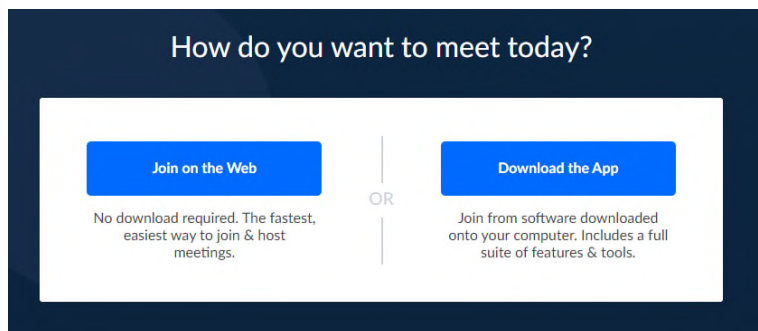


3. To access meeting via a phone (mobile/landline)

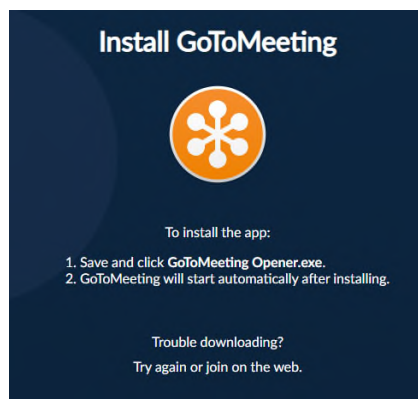
- Dial the unique number in the meeting invite (green).
- Enter Access Code when asked: please enter your access code and end with a pound or #
- It should take you straight into the meeting and if the Meeting Organiser has opened the meeting you will be able to start talking.

4. To access meeting via the App with a computer or tablet

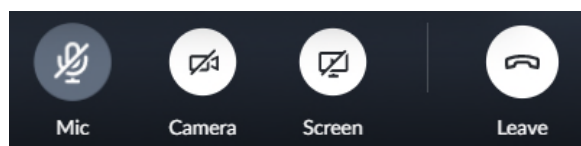
- Click on the unique hyperlink or copy and paste it into a web browser (Google Chrome preferred).
- Once opened, you will be prompted to join from the web (using the browser-based meeting tool) or from the desktop app.



- Click on: Download the App.
- Follow the instructions on the screen



- Click on the Mic button to talk and when not talking, please turn off to avoid background noise.
- If you want to join the discussion click on the Mic button a number of times to bring it to the Chair's attention.
- Click on the Camera button to turn off / on as desired.
- To share what is showing on your screen click on: Screen
- To depart the meeting click on Leave.



5. To access meeting via the App on your mobile phone or tablet

- Download the *GoToMeeting* App from either online store as shown below:



- Install the App.
- Click on: *Open*.
- Sign in: enter the unique *Access code* (blue above).
- Click: *Join*
- You will be asked if you are the *Organiser*.
- If not, Enter your full name and your email (optional).
- Wait for the *Organiser* to start the meeting.
- Screen will show: *Allow GoToMeeting to record audio? Allow/Deny.*
- Once meeting is finished hang up.

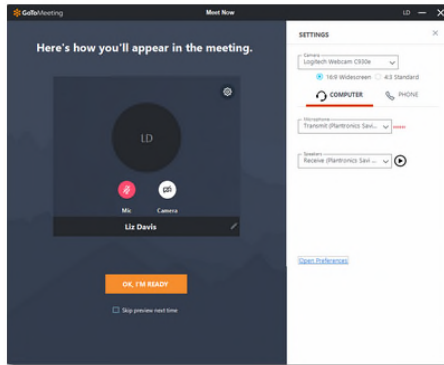
Helpful Hints

- <https://support.goto.com/meeting/new-attendee-guide?cid=dspcorona19>

Set up your audio and camera

When you first join, you'll be prompted to choose which audio method and camera you'd like to use and how you'll appear in the meeting upon launch. Click the Settings icon to switch audio modes or devices.

- Select **Computer** to use your computer's mic and speakers.
- Select **Phone** to use your telephone to dial in to the audio conference or to have GoToMeeting call you.



Mute & unmute

Control your audio feed using the **Audio icon** at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio or a Phone icon for phone call audio. You can also switch between Computer and Phone audio if needed by opening the Settings pane in the Control Panel.

Note: Most Computer audio users are muted by default when they first join. If you are muted, click the red **Audio icon** so that it glows green.

Chat with others

The Viewer and Control Panel includes a Chat pane where you can exchange messages with other participants. You'll be notified if you receive a chat and your Chat pane is minimized. Use the **Send To** drop-down menu to select your recipients:

- **Everyone** - Send a message to all meeting attendees
- **Organizer(s) only** - Send a message only to organizers and co-organizers.
- **Specific attendee** - Send a private message to just that person.

You can save a .RTF file of the chat log by clicking **GoToMeeting** in the top menu and **Save Chat Log**. When prompted, select a place on your computer to save the file and click **Save**.

