Using GoToMeeting

Purpose & Outcomes:
This document is intended to assist faculty, staff, and students in the utilization of GoToMeeting.

About:
GoToMeeting is a web conferencing solution that meets a wide variety of collaboration needs. GoToMeeting is used for collaborating outside of the classroom environment. Examples of use include distance meetings, digital office hours, video calls and remote interviews. Attendees are invited individually by email with a session link. For more information and to learn about the different features and use cases of GoToMeeting, visit http://duq.edu/gotomeeting.

Creating the GoToMeeting Session

Accessing GoToMeeting
1. Enter the web address: www.gotomeeting.com
2. Select the Sign In button
3. Enter your Duquesne Email Address and your GoToMeeting Password.
4. Click the blue Sign in button.
   • If you don’t know your password, click on the Forgot you password? link and follow the prompts to reset.
How to Schedule a Meeting

1. Select the **Schedule a meeting** button

2. Enter **New Meeting Title**

3. Select **Date** and **Time** and **Duration** of Meeting

4. Use **Built-in audio** (this is the default)

5. Click **Save**
How to Invite People

1. From the **Invite People** box, click **Copy**

2. After selecting Copy, the message - **Meeting info has been copied to clipboard!** will appear

Emailing the GoToMeeting Invite

1. After copying the invite info (see above), open your email account and in the text area of the email – **right click** and select **Paste**

2. The **GoToMeeting Link** will be displayed in the invitees email.
Entering the GoToMeeting Session

1. Your Meeting will now be displayed on the **My Meetings** screen

2. From the My Meetings (the page you see upon signing in), select **Start** next to the name of the meeting that you want to begin

   - A **Launch Application** window may appear for The Citrix Online Launcher, select **OK**

   *NOTE: This window is browser dependent*

3. The **GoToMeeting Control Panel** below, will appear on the right hand side of the screen
Conducting the GoToMeeting Session

Audio

1. Be aware that the organizer and attendee’s audio is automatically on when you enter the session, this is indicated by the green microphone at the top of the control panel.

2. Organizers and Attendees can mute or unmute themselves by clicking on the green/orange microphone to the left of the control page.

3. Organizers can mute all attendees by clicking the Mute All button under the Attendees area.

4. Organizers can unmute all attendees by selecting the Unmute All button under the Attendees area.

Setting up Microphones and Speakers

1. To make sure that audio is working correctly:
   - Under the Options, select the Audio area of the control panel, select the Sound Check link.
• This will allow you to verify that your **speakers** and **microphone** are working correctly

![Sound Check](image1.png)

### How to Change Presenters

1. **On the GoToMeeting Control Panel**
   - Under **Options**, select **Screen**
     ![GoToMeeting Control Panel](image2.png)
   
2. Under **Change presenter to**: select the name of the person you want to make the presenter

### Sharing Your Screen

1. Close all programs that you will not be using during your session
2. Open the website or program (i.e. Word document etc.) that you want to share with your attendees
3. Select the **Show My Screen** button from the control panel (The icon will turn green)

   ![Show My Screen](image3.png)

   - To select a Clean Screen, right on the screen icon and select the Clean Screen option
   - If you have multiple monitors, right click on the screen icon to select which monitor to share
   - Under the Screen Sharing area, the **ON AIR Showing screen** will be displayed
4. Attendees can now view your screen.

Stop Sharing Your Screen

1. To end **Show My Screen**, click the **Show My Screen** icon again

2. The screen icon will turn **gray**, and attendees can no longer view your screen

Sharing Your Webcam

1. Select the **Share My Webcam** icon below, to share your webcam with attendees

2. The webcam icon will turn **green**, and your webcam will now be viewable to attendees
Stop Sharing Your Webcam

1. Select the green **Share My Webcam** button below to stop sharing your webcam

![Stop Sharing Your Webcam Image](image)

2. The icon will turn **gray**, the attendees can no longer view your webcam

Show and Hide the Control Panel

1. To **shrink** the panel, click on the inward facing arrows at the top of the Control Panel

![Show and Hide the Control Panel Image](image)

2. To **un-shrink** the GoToMeeting Control Panel, click the outward facing arrows at the top of the Control Panel
Drawing Options

- Click on the icon of the drawing tool that you wish to use.

<table>
<thead>
<tr>
<th>Drawing Options</th>
<th>Pointer</th>
<th>Pen</th>
<th>Highlighter</th>
<th>Spotlight</th>
<th>More Drawing Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image1" alt="Pointer" /></td>
<td><img src="image2" alt="Pen" /></td>
<td><img src="image3" alt="Highlighter" /></td>
<td><img src="image4" alt="Spotlight" /></td>
<td><img src="image5" alt="More Drawing Options" /></td>
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</tbody>
</table>

Recording your Session

1. Select the **Start Recording** button located under the Chat area

   ![Start Recording](image6)

Stopping the Recording of your Session

1. Click the **Stop Recording** button

   ![Stop Recording](image7)

Ending a Session

1. Once the meeting has concluded, click the **GoToMeeting** drop-down menu within the Control Panel
2. Select **Exit – End Meeting**

3. After receiving a message asking if you want to “end the training for everyone?” – click **Yes**
   - This will end the session for everyone in the session

   ![End Meeting Confirmation](image8)
Converting the GoToMeeting Recording

1. After the session has ended the Recording Manager display box will be displayed
2. Highlight the recording that you want to convert
3. Under Choose a file format –
   - PC select WMV from the drop down arrow
   - Mac select MOV from the drop down arrow
4. Select the Convert Recording button
   - The recording will begin to convert
5. Once the recording has converted, select the Open Recordings Folder link
6. This will take you to the documents area of your computer
7. Select the recording from your document area that has already been converted
8. Save this recording to your computer

Sharing a GoToMeeting Recording

- For Faculty and Staff
  - Recordings can be shared using MyMediasite. To learn more, email edtech@duq.edu or view our workshop calendar to sign up for one of our future webinars
- For Students
  - GoToMeeting recordings can be shared through OneDrive