

GoToMeeting Attendee Guide

Using these slides to perform GoToMeeting housekeeping and provide instructions for your Attendees will help to ensure that your GoToMeeting sessions run smoothly.

The GoToMeeting Attendee interface

The screenshot displays the GoToMeeting Attendee interface. The main window, titled "GoToMeeting Viewer", shows a "Meet Now" session. The organizer and presenter are both listed as "GoToMeeting Training Team". The audio settings are set to "Mic & Speakers (test)". The attendee list on the right shows two participants: "GoToMeeting Training Team (Or..." and "Suzie D'Amico (ME)". The chat window is currently empty, and the meeting ID is "300-479-004". The interface is running on a Windows operating system, as indicated by the taskbar at the bottom.

Meet Now

Organizer: GoToMeeting Training Team | Presenter: GoToMeeting Training Team

Audio: Use your microphone and speakers (VoIP) or call in using your telephone.

United States +1 (772) 945-1031
Access Code: 300-479-004
Audio PIN: 100
[List Additional Conference Call Numbers](#)

Attendee List (2 | Max 101)

NAMES - ALPHABETICALLY	
	GoToMeeting Training Team (Or...
	Suzie D'Amico (ME)

Audio

Telephone
 Mic & Speakers [\(test\)](#)

Webcam

Share My Webcam [Webcams](#)

Chat

[Type message here]

All - Entire Audience [Send](#)

Meet Now
Meeting ID: 300-479-004
GoToMeeting

Windows taskbar: Start, Internet Explorer, Firefox, Chrome, Outlook, System tray: 9:01 AM, 12/1/2010

Using GoToMeeting features



- Expand & collapse your Panel
- View and select your audio
- Submit a question or comment via Chat
- Manage your own muting
- Share and manage your webcam

Connect to Telephone Audio



- Locate Audio and select Telephone
- Dial using the information provided
- Once connected, enter your audio pin to identify your line
- You are successfully connected to audio