

Join & Leave Meetings

There are several ways to join a meeting depending on how you receive the meeting invitation. Joining a meeting doesn't require registration, software installation in advance or configuration.

Note: When joining a meeting, remember to also conference in using the information provided by your meeting organizer.

► **To join a meeting from a GoToMeeting invitation email, a calendar appointment or instant message invitation**

1. Open the email, appointment or instant message that contains the meeting information.
2. Click the Join link provided in the invitation to join the meeting.
3. If prompted, click **Yes**, **Grant** or **Trust** to accept the GoToMeeting download.
4. If requested, enter the *meeting password* provided by your meeting organizer.
You'll be launched into the meeting where you'll see your Control Panel and GoToMeeting Viewer.

► **To join a meeting from the GoToMeeting website**

You can join a meeting from the GoToMeeting website in any of the following ways:

Option 1:

1. Go to <http://www.gotomeeting.com>, and click the **Join a Meeting** button in the top navigation.
2. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
3. On the *Join a Meeting* dialog, enter the Meeting ID from your meeting invite.
4. If requested, enter the *meeting password* provided by your meeting organizer.
You'll be launched into the meeting where you'll see your Control Panel and GoToMeeting Viewer.

Option 2:

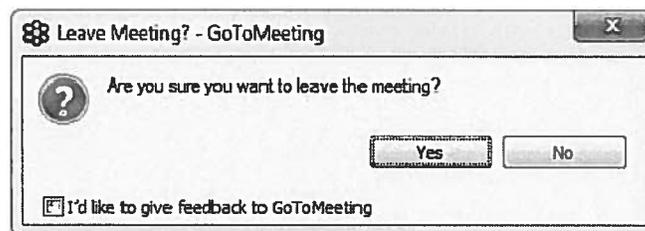
1. Go to www.joingotomeeting.com.
2. Enter the Meeting ID from your meeting invite.
3. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
4. If requested, enter the *meeting password* provided by your meeting organizer.
You'll be launched into the meeting where you'll see your Control Panel and GoToMeeting Viewer.

Leave a Meeting

You can leave a meeting at any time.

► **To leave a meeting**

1. From your Control Panel's File menu, select **Exit – Leave Meeting**. Or, you also click  on your Control Panel or GoToMeeting Viewer or webcam.
2. When prompted with the Leave Meeting dialog, select **Yes**.



Manage Audio

How you join the audio portion of a GoToMeeting session is determined by the organizer. An organizer can select whether attendees can join the audio portion via telephone, VoIP or both. The conference call information is provided in your meeting invitation, as well as in your Control Panel.

VoIP Best Practices

Audio quality can vary based on your audio software/hardware manufacturer as well as your operating system. When using VoIP, the following best practices are recommended:

- For optimum sound quality, a headset is recommended, preferably a USB headset for ease of use.
- If a headset is not available, microphone and speakers are required, preferably a USB microphone for ease of use.
- If using a microphone, it should be a distance of at least 1.5 feet away from any speakers that are built in to or connected to your computer.
- Using your webcam's microphone is not recommended.

Telephone Audio Commands

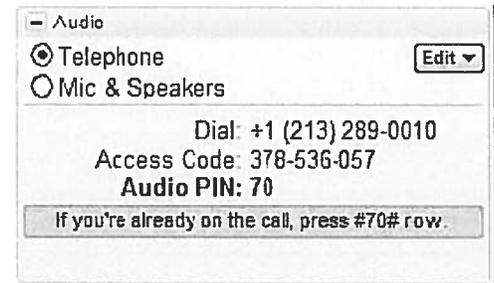
Commands	Feature	Details
*4	Help	Provides a menu of available conference commands.
*6	Mute/Unmute	Mutes the participant's line. Pressing the same command again will unmute the line.

► To join the audio portion of the meeting

Once you have joined the online portion of the meeting, audio information is provided in the Audio pane of your Control Panel.

If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can select your preference in the Audio pane of your Control Panel.

Note: If you choose to join via VoIP, you will need speakers to listen to the meeting and a microphone to speak.



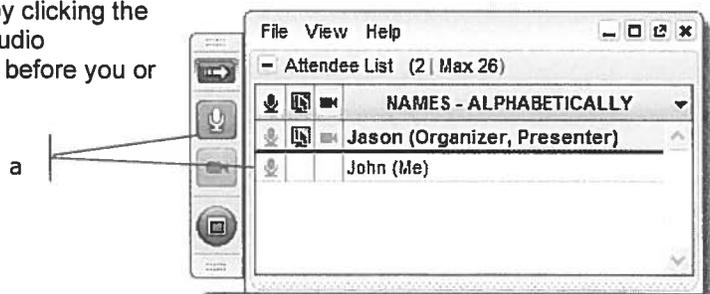
► To switch audio formats during a meeting

If the organizer has given attendees a choice on how to join the audio portion of the meeting, you can switch between using VoIP (Mic & Speakers) or telephone. In the Audio pane, you can select either *Telephone* or *Mic & Speakers*.

Note: If you choose to join via VoIP, you will need speakers to listen to the meeting and a microphone to speak.

Mute Your Audio

You can mute/unmute your line from your Control Panel by clicking the microphone or telephone icon (a). If you dialed in to the audio conference via telephone, you must enter your Audio PIN before you or the meeting organizer can mute you.



System Requirements

For PC users:

- Windows® 7, Vista, 2003 server or XP
- Internet Explorer® 7.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Dual core 2.4GHz CPU or faster with at least 2 GB of RAM recommended

For Mac users:

- Mac OS® X 10.7 (Lion®), Mac OS® X 10.6 (Snow Leopard®) or Mac OS® X 10.5 (Leopard®)
- Safari™ 3.0 or newer, Firefox® 3.0 or newer or Chrome™ 5.0 or newer (JavaScript™ enabled. Java™ 1.6 or higher highly recommended.)
- Internet connection with cable modem, DSL or better recommended
- Intel processor with 1 GB of RAM or better recommended

For iPad®, iPhone® and iPod® touch attendees:

- iPad® 1 or newer, iPhone® 3GS or newer, iPod® touch (3rd generation) or newer
- iOS® 4.2 or newer
- Internet connection (WiFi recommended for VoIP)
- Free GoToMeeting App from the App Store

For Android attendees:

- Android 2.2 or higher
- 1 Ghz CPU or higher recommended
- WiFi or 3G connection (WiFi recommended)
- Free GoToMeeting App from the Android Market

Note: Attendees on devices that use CDMA and do not allow simultaneous data and voice sharing must be connected to the Internet from a WiFi network to dial in using the same device they use to join the meeting. Otherwise, they will be disconnected from GoToMeeting. Attendees on devices that use GSM can simultaneously share data and voice seamlessly.

- For the best audio experience, a headset recommended.

To use a microphone and speakers (VoIP):

- A fast broadband connection with 384 kbps or more recommended
- Microphone and speakers with a USB headset recommended