



USER GUIDE

Here are a few things you need to know before joining your first **GoToMeeting** or **GoToTraining** online meeting. You can join a meeting from your computer by going to: <https://www.gotomeeting.com> or <https://www.gotomeeting/training>. You do not need to download anything to run **GoToTraining** or **GoToMeeting** on your Mac or Windows desktop.

You can also join from just about any smartphone or tablet. You will need to download an app for your phone or tablet.

Mobile Device Instructions

Get started with **GoToTraining** on your mobile device by downloading the **GoToTraining** or **GoToMeeting** app from the [App Store](#) or [Google Play](#). Then join the meeting by opening the right app and entering the **9-Digit meeting ID** you received in an email from the meeting organizer. Learn more about the free **GoToTraining** mobile apps at www.gototraining.com

1. You're invited

- The invitation email or message will include a link to the meeting
- The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio

2. Be prepared



- Join the meeting a few minutes early to make sure you have everything you need

- If you don't already have the software, it will download automatically and you'll be placed into the meeting

3. Join the meeting



- Click your online meeting link, or go to **GoToMeeting** or **GoToTraining** and enter the meeting **9-Digit Meeting ID**

4. Talk and listen

- Check the online meeting invitation or your Control Panel to see the audio options available
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option

5. Know who's speaking

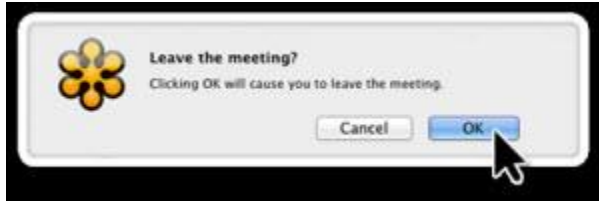
- The bottom of your meeting window and the Control Panel both indicate who's speaking
- When you are speaking, meeting attendees will see your name if you connected with mic and speakers

6. Interact

- You can mute yourself when you're not speaking. The host can also mute you or all attendees.
- The easiest way to share your webcam is to click the button on the grab tab. Or you can click the **Share My Webcam** button on the Control Panel
- Pause and resume your webcam by using the icons in the top-right corner of your webcam feed
- If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees

- The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab

7. Leave the meeting



- When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)

8. Need more help?

- The **GoToTraining and GoToMeeting** [support center](https://support.logmeininc.com/gotomeeting) is available 24/7 to help you troubleshoot and answer questions.
- <https://support.logmeininc.com/gotomeeting>