

**Introduction to GoToMeeting**

**Course Number:** TELE-104  
**Duration:** 0.5 days

**Overview**

GoToMeeting (along with its sister products, GoToTraining and GoToWebinar) is a popular platform for conducting online meetings. In this half-day class, attendees learn how to successfully lead meetings in GoToMeeting.

**Prerequisites**

No prior experience is presumed.

**Materials**

All GoToMeeting training participants receive a quick reference covering the techniques shown in the class.

**Software Needed on Each Student PC**

All attendees require a computer with GoToMeeting installed and tested, as well as a headset with microphone connected to the computer.

**Objectives**

* Log into GoToMeeting and set up audio
* Manage and invite attendees
* Share webcams and screens
* Use the chat feature
* Record meetings
* Customize preferences and troubleshoot

**Outline**

* Log into GoToMeeting
* Set up Audio
  + Computer audio versus phone
  + Testing audio
  + Muting and Unmuting
  + Headset versus built-in audio
* Manage Attendees
  + Understanding GoToMeeting roles: Organizer, Co-Organizer, Presenter, Attendee
  + Promoting Attendees to Co-Organizer or Presenter
  + Muting their audio
  + Passing keyboard/mouse control
* Inviting Attendees
  + Using the Invite People window
  + Emailing an invitation
  + Copying key information: meeting ID, meeting link, or meeting invitation
* Share Webcam
  + Preview the Webcam
  + Start the camera
  + Lighting tips
* Share Your Screen
  + Choosing what to share
  + How to know what others are seeing
  + Optimizing what you share for readability
* Chat with Others
  + Chatting publicly versus privately with an individual.
  + Types of content that can be included in the chat (e.g., links, images, etc.)
* Record Your Meeting
  + Making attendees aware the meeting is being recorded
  + Starting the recording
  + Using the Recording Manager to convert and share the recording
  + Maximizing the later value/usability of your recordings
* Minimize to Grab Tab
  + Condensing the GoToMeeting tools to a compact Grab Tab
  + Other advice (especially for users with multiple monitors) for laying out tools for maximum ease of use
* Other Features
  + Editing your name and email
  + Changing the display language
  + Configuring other preferences
* Troubleshooting and Final Advice
  + Issues attendees may have joining the meeting (will include discussion of joining via web browser only if necessary)
  + Troubleshooting common audio and video issues
  + The value of using additional monitors or devices (e.g., a tablet in addition to your main computer)
* Conclusion