GoToMeeting Organizer Guide

Purpose & Outcomes:
This document is intended to assist faculty and staff 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.

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Creating a GoToMeeting Session

Accessing GoToMeeting

1. Open your web browser, and navigate to the following link: www.gotomeeting.com.

2. Click the Sign In button located at the top right hand side of the page.

3. Enter your Duquesne Email Address.

4. Enter your GoToMeeting Password.
   - If you don’t know your password, click on the Forgot your password? link and follow the prompts to reset.

5. Click the blue Sign in button.

Scheduling a Meeting

1. From your My Meetings page, the page that you see upon logging into GoToMeeting, select the Schedule button.
2. Enter a title in the **New Meeting** field.

3. Select the date, time, and duration of the meeting.

4. Leave **Use built-in audio** selected.

5. Click **Save**.

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**Inviting Participants**

1. From the **Invite People** box that appears after saving your meeting, click **Copy**.

2. When you have successfully copied the information, the message “**Meeting info has been copied to clipboard!**” will appear.

3. Open your email account.

4. In the text area of the email, right click and select **Paste** to paste the meeting invite information copied in step 1 above.

5. Add recipients in the **To:** field and send your invite.
Entering a GoToMeeting Session

1. From the My Meetings page, select the Start button located to the right of the name of the meeting that you wish to begin.

![Start button example]

2. If prompted, follow the on-screen directions to download and select Open GoTo Opener to start session
   - **Note:** Directions will vary depending upon the browser

3. Choose whether you are using computer phone audio.

![Audio option example]

4. Follow the instructions on the next screen to either test your computer audio or dial in.
   - **Note:** If using computer audio, we recommend using a headset with integrated microphone for the best audio quality.

5. The GoToMeeting Control Panel will open on the right hand side of your screen.

Managing GoToMeeting Audio

Muting and Unmuting Audio

- Be aware that the organizer and attendees’ audio may be on upon entering the session, as indicated by the green microphone icon at the top of the control panel.
• Organizers and attendees can mute or unmute themselves by clicking on the green/orange microphone at the top of the control panel.

- **Note:** An orange microphone icon indicates that your audio is muted.

• Organizers can mute all attendees by clicking the Mute All button located beneath the Attendees panel.

• Organizers can unmute all attendees by selecting the Unmute All button located beneath the Attendees panel.

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### Setting up Microphones and Speakers

1. Select the **Audio** tab and click **Sound Check**.
2. Use the tool to verify that your speakers and microphone are working properly.

Sharing Your Screen

1. Close all programs that you do not wish to share during your session.
2. Open the program that you wish to share with your attendees.
3. Right click the Show My Screen button located at the top of the control panel and choose from the various options explained below.
   - **Clean**: Removes your background/wallpaper image before sharing. The background/wallpaper image will reappear when you end sharing.
   - **Screen of Monitor X**: If you have more than one monitor, be sure to select the monitor that you wish to share. When you place your cursor over a screen option, a halo will appear around that screen to indicate that it is the one that will be shared if this option is selected.
   - **Program List**: A list of the programs that you have open on your computer will appear at the end of your screen share list. If you want to share only a specific program, choose it from this list. Attendees will only see the specific program chosen while you share your screen.
4. After choosing an option, the screen share icon will turn green to indicate that you are now sharing your screen with attendees.
5. You can preview what attendees are seeing by clicking to expand the Audience view panel.

6. To stop sharing your screen, click on the green screen share icon.

   • The icon will turn gray to indicate that attendees can no longer see your screen.
Changing Presenters

1. Select the **Screen** tab that is located at the top of your control panel.

2. From the **Change presenter to** dropdown, choose the presenter that you wish to share their screen.
   - The attendee that you choose will be prompted to share their screen. Once shared, everyone in the session will be able to see their screen.

Sharing a Webcam

1. Select the **Share My Webcam** icon from the top of the control panel to share your webcam with attendees.

   ![Screen tab](Image)

2. The webcam icon will turn **green**, and your attendees will now be able to view your webcam.

   ![Webcam icon](Image)

3. To stop sharing your webcam, click on the green webcam icon.

   ![No webcam](Image)

   - The icon will turn **gray** to indicate that attendees can no longer see your webcam.
Shrinking and Expanding the Control Panel

1. To shrink the control panel, click the inward facing arrows located at the top right hand side of the control panel.

2. To expand the control panel, click the outward facing arrows located at the top right hand side of the control panel.

Using the Drawing Tools

The Drawing Tools panel is located at the bottom of your GoToMeeting control panel. To use a tool, click on the icon of the drawing tool that you wish to use.
Recording a Session

1. To begin recording, click the **Start Recording** button located beneath the Chat panel.
   - The button will change to “Stop recording” to indicate that recording has begun.
   - **Note**: Students are unable to record GoToMeeting sessions at this time.

2. To stop recording, click the **Stop Recording** button.
Ending a Meeting

1. When you are ready to end the meeting, click on the **GoToMeeting** dropdown located at the top left hand side of the control panel and choose **Exit – End Meeting**.

2. Select **Yes** when prompted to end the meeting for everyone. After clicking Yes, the session will close for all organizers and attendees.
Converting a GoToMeeting Recording

1. After you end a recorded GoToMeeting session, you should be prompted to convert your recording.
   a. If you are not prompted, navigate to the Documents area of your computer and double-click on a recording to open the converter.

2. Within the converter, place a checkmark next to the recording that you wish to convert.

3. Select WMV on a PC or MP4 on a Mac from the Choose a file format dropdown.

4. Click Convert Recording.

5. Once your recording has finished converting, the WMV/MP4 version will appear in the Documents area of your computer. This is the recording that you will share with your students/colleagues.

Sharing a GoToMeeting Recording

Faculty and Staff can share recordings using MyMediasite. To learn more, email bbsupport@duq.edu or view our training page to sign up for one of our future webinars.