

**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