

3.23.2010

Hanford Advisory Board -- GoToMeeting Instructions

Joining a meeting requires no pre-registration, software installation or configuration.

GoToMeeting is a remote meeting and desktop sharing software that enables you to participate in Board and committee meetings via the Internet in real-time. When you are unable to attend a meeting in person, GoToMeeting allows you to view meeting presentations and documents that are being shared on-screen during the meeting on your home/office computer. ***You will still use the standard HAB conference line for your audio connection to the meeting.***

Here is how to join a GoToMeeting:

1. Open the email that contains the meeting agenda.
2. Click the ***link*** provided in the agenda to join the meeting (we should be up and running about 10 minutes before the meeting begins).
3. If prompted, click ***Yes***, to accept the download.
4. Enter the ***meeting password*** listed on meeting agenda.
5. You will be entered into the meeting, and the Attendee Control Panel and GoToMeeting Viewer Window will appear. You can minimize the Attendee Control Panel by clicking on the small orange arrow at the top left of the screen. Once connected, you will see everything on screen that anyone in the meeting room is seeing.
6. At any time, you can dial into the HAB conference line for the teleconference portion of the meeting: Local participants dial 376-5451, enter conference code 580601; long distance participants dial 1-877-275-5451, enter conference code 580601.