GoToMeeting Instructions

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GoToMeeting is a remote meeting and desktop sharing software that enables you to participate in 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.*

There are three different methods to join a GoToMeeting:

1. Join a GoToMeeting from the link provided on the agenda:
2. Join a GoToMeeting from the Web Site (first time user):
3. Join a GoToMeeting from the Web Site (GoToMeeting already downloaded on your computer)

See the steps below for each method.

1. Join a GoToMeeting from the link provided on the agenda:

1. Open the email that contains the meeting agenda.

2. Click the *link below* (also provided in the agenda) to join the meeting (we should be up and running about 10 minutes before the meeting begins).

    https://www3.gotomeeting.com/join/390029886;

3. If prompted, click *Yes,* to accept the download.

4. Enter *Meeting ID# 390-029-886*

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 panel. 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.

2. Join a GoToMeeting from the Web Site (first time user):

1. Click on this link http://www.gotomeeting.com

2. On the top right of the web page click the **Join a Meeting** button.

3. If prompted, click **Yes**, to accept the download.

4. On the *Join a Meeting – GoToMeeting* dialog box, enter *Meeting ID# 390-029-886.*

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 panel. 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.

3. Join a GoToMeeting from the Web Site (GoToMeeting already downloaded on your computer):

1. Click on this link http://www.joingotomeeting.com

2. If prompted, click **Yes,** to accept the download.

3. On the ***Join a Meeting – GoToMeeting*** dialog box, enter **Meeting ID# 390-029-886**.

4. 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 panel. Once connected, you will see everything on screen that anyone in the meeting room is seeing.

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