

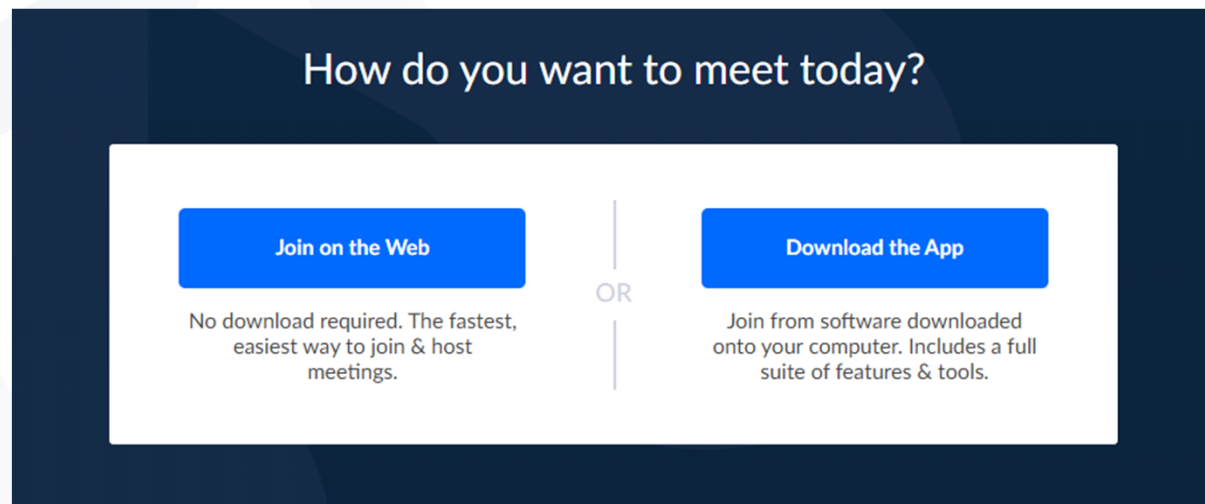


# GoToMeeting User Guide



# How to Enter Meeting Rooms

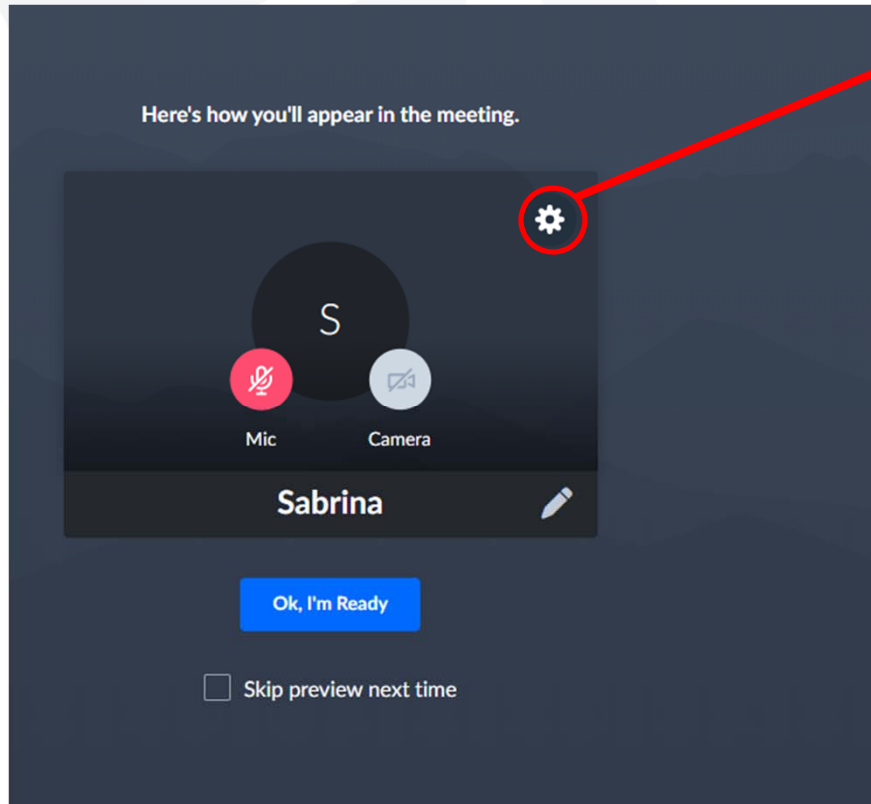
1. Click on link provided in the calendar invite
2. A web browser window will appear and ask the following question:



3. The preferred method is using the GoToOpener app. However, if your permissions are limited please use the web version.

# Meeting Settings

If you select the **Web Client** meeting platform you will be asked to verify your audio and visual settings.



## SETTINGS

### GoToMeeting Needs to Access Your Camera

To enable camera access, click the icon in your browser address bar (shown).



Allow GoToMeeting to access your camera and then refresh this page.

Computer  Phone

Microphones  
Default - Headset Microphone ...

Speakers  
Default - Headset Earphone (...)

## SETTINGS

### GoToMeeting Needs to Access Your Camera

To enable camera access, click the icon in your browser address bar (shown).



Allow GoToMeeting to access your camera and then refresh this page.

Computer  Phone

Country  
United States

Toll Free:  
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Long Distance:  
+1 (646) 749-3112

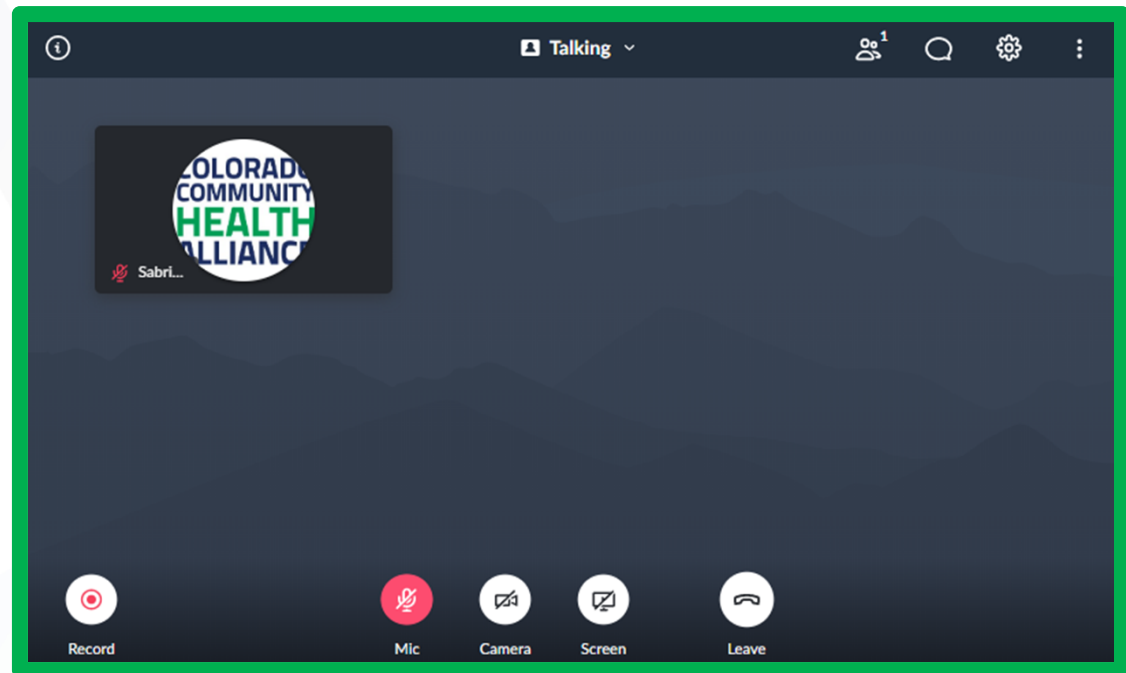
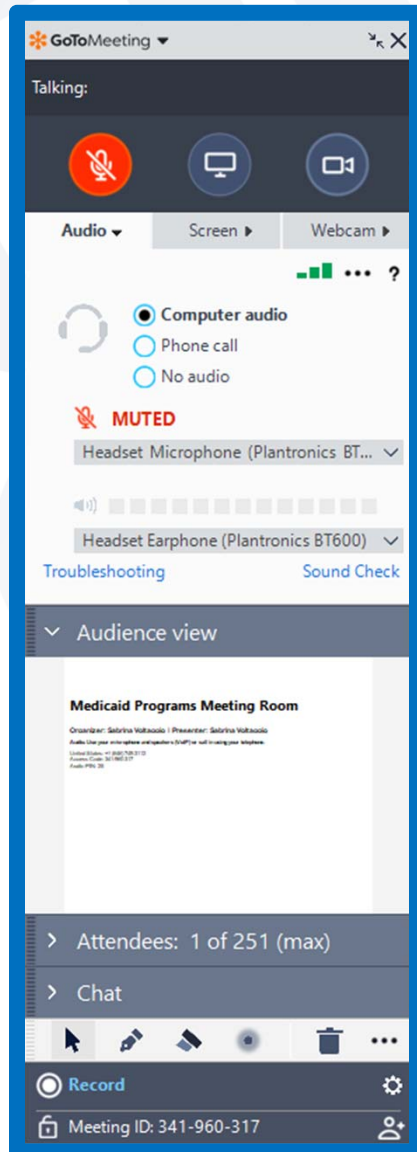
Access Code:  
341-960-317 #

Audio PIN:  
8 #

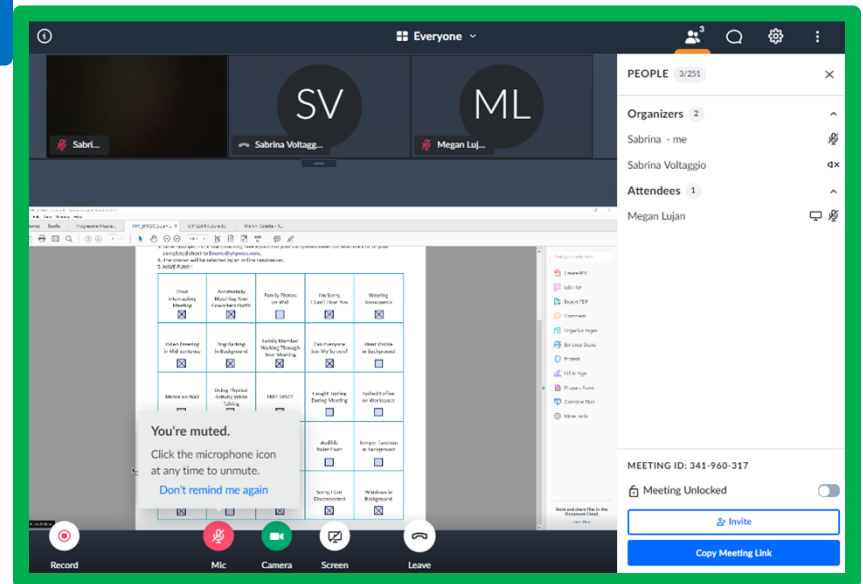
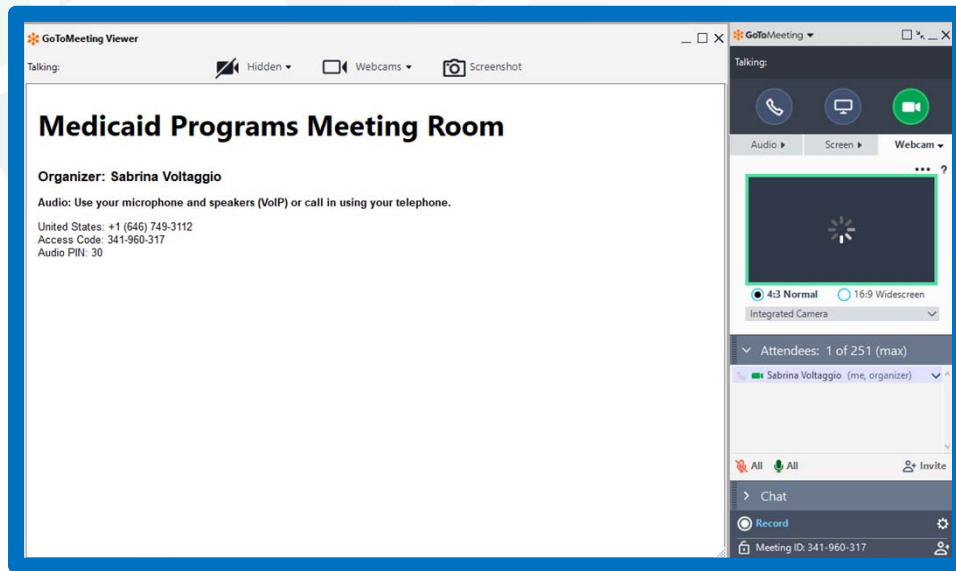
DIAL IN

# App Client vs. Web Client

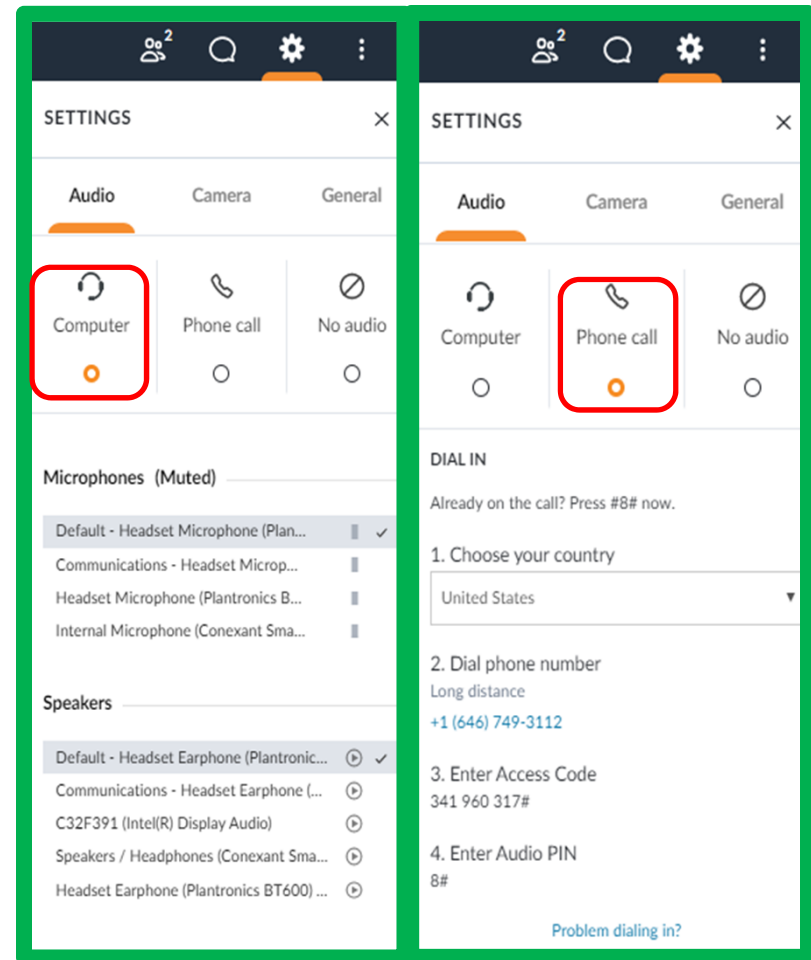
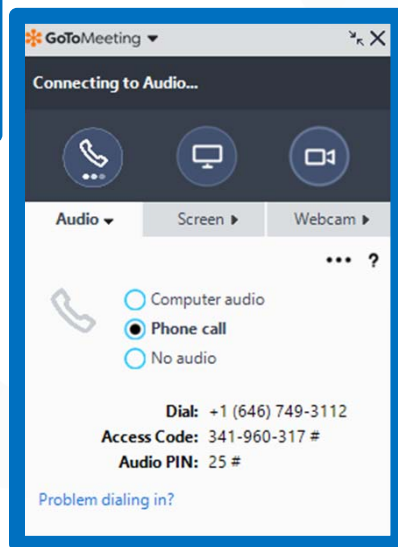
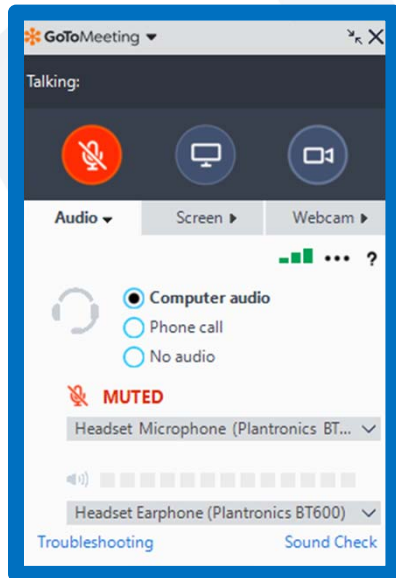
The display will look slightly different depending on whether you use the **App Client** or **Web Client**.



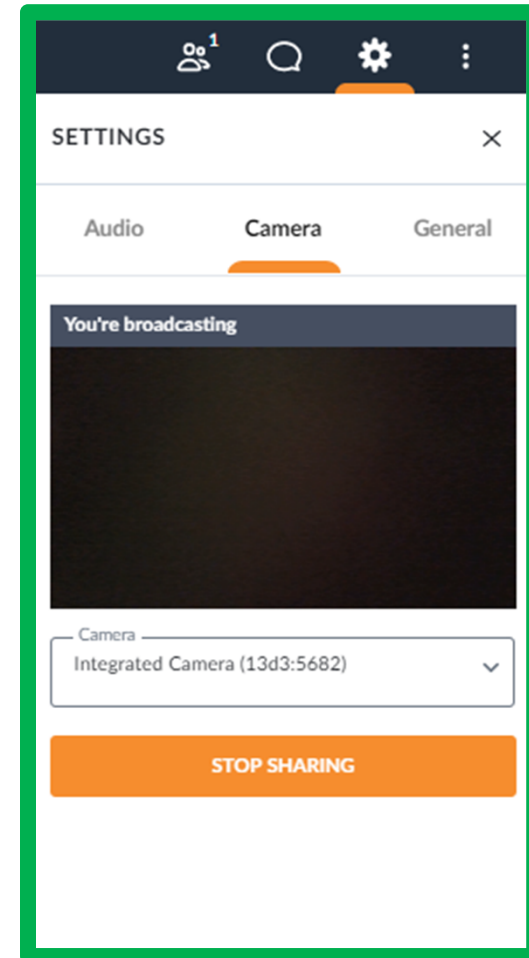
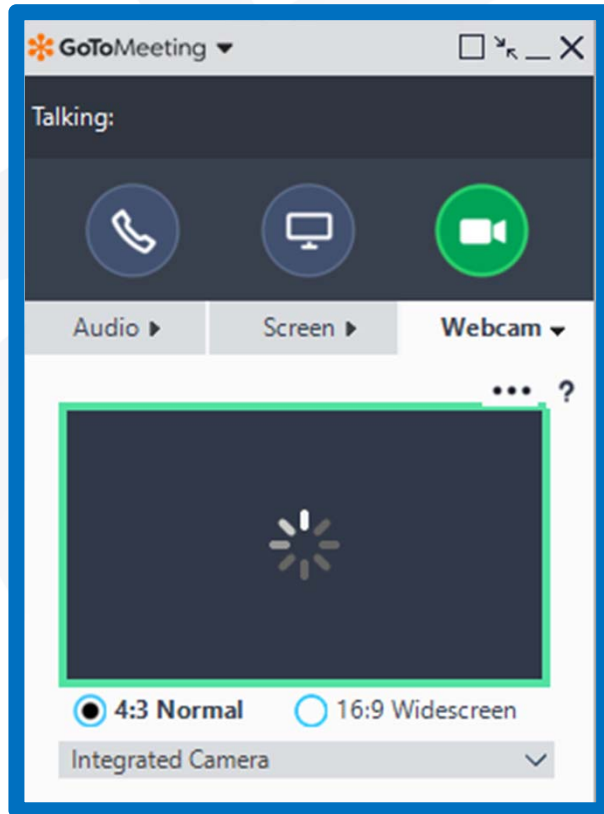
# General View



# In Meeting Audio Settings



# In Meeting Camera Settings



Note: sharing your camera is optional, and not required.

# In Meeting General Settings

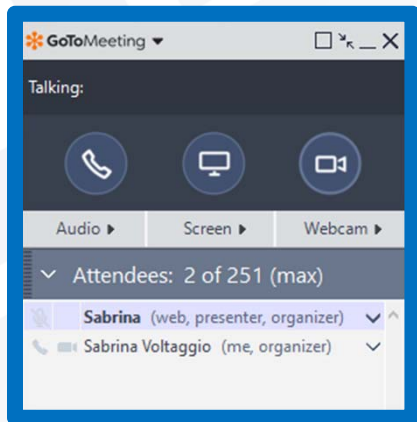
The screenshot shows the GoToMeeting Viewer interface. At the top, there is a toolbar with three icons: a microphone with a slash (labeled 'Hidden'), a camera (labeled 'Webcams'), and a camera with a checkmark (labeled 'Screenshot'). These three icons are enclosed in a red rectangular box. Below the toolbar, the meeting title 'Medicaid Programs Meeting Room' is displayed, followed by the organizer's name 'Sabrina Voltaggio'. Meeting details include the audio instructions, phone number '+1 (646) 749-3112', access code '341-960-317', and audio PIN '30'. On the right side, there are controls for 'Talking', 'Audio', 'Screen', and 'Webcam'. The 'Webcam' dropdown menu is open, showing a red circle around the three-dot menu icon. At the bottom right, there is a red circle around the gear icon for settings.

This screenshot shows the settings menu. At the top right, there is a red circle around the three-dot menu icon. The menu is titled 'SETTINGS' and includes options for 'Enter full screen', 'Switch to desktop', 'Keyboard shortcuts', 'Report audio issues', 'Feedback', 'Help', and 'About GoToMeeting'. There are also sections for 'SELECT A LANGUAGE' (with 'English' selected) and 'NOTIFICATIONS' (with checkboxes for 'Show who's talking', 'Show a desktop notification when a new chat arrives', and 'Entry & exit chimes').

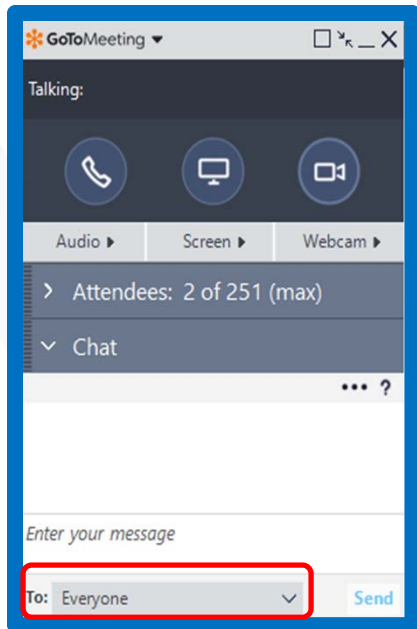
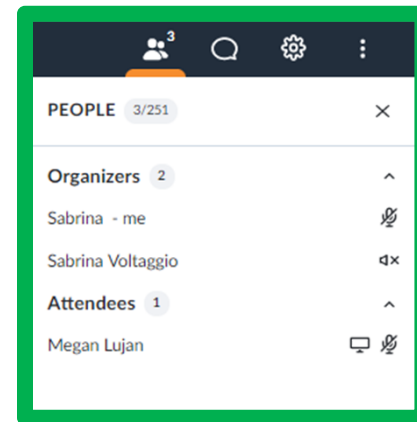
This screenshot shows the settings menu with the 'General' tab selected. At the top right, there is a red circle around the gear icon. The menu is titled 'SETTINGS' and includes options for 'Audio', 'Camera', and 'General'. There are also sections for 'SELECT A LANGUAGE' (with 'English' selected) and 'NOTIFICATIONS' (with checkboxes for 'Show who's talking', 'Show a desktop notification when a new chat arrives', and 'Entry & exit chimes').



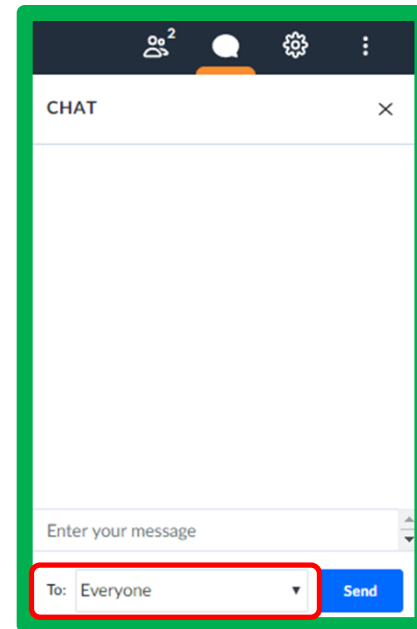
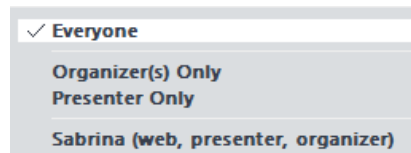
# In Meeting Functions



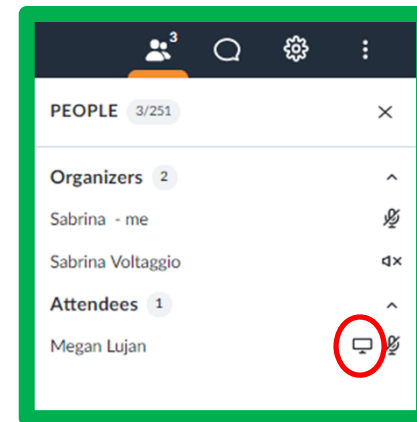
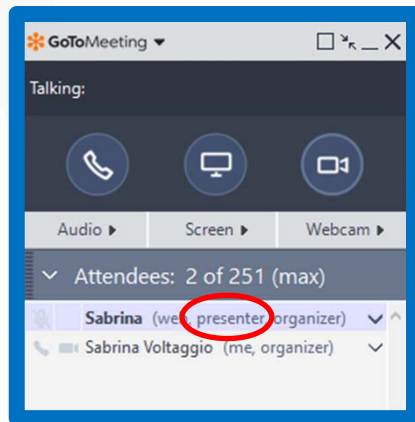
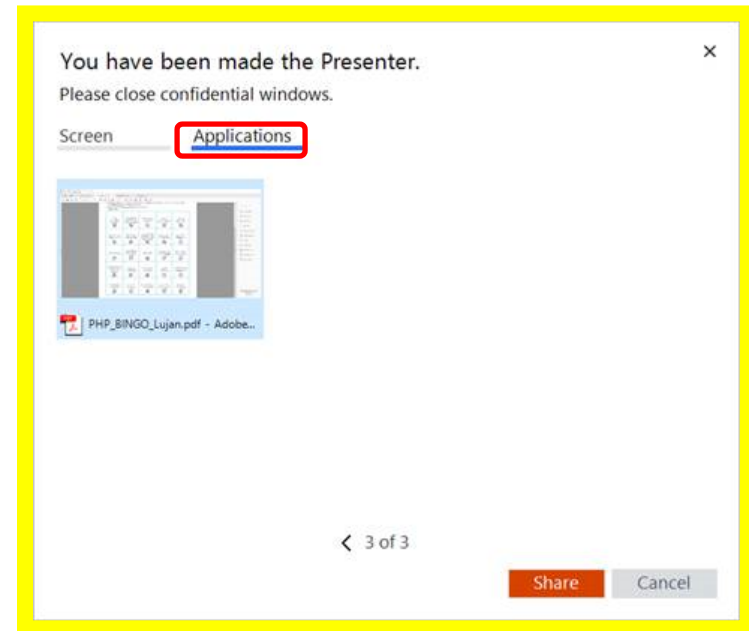
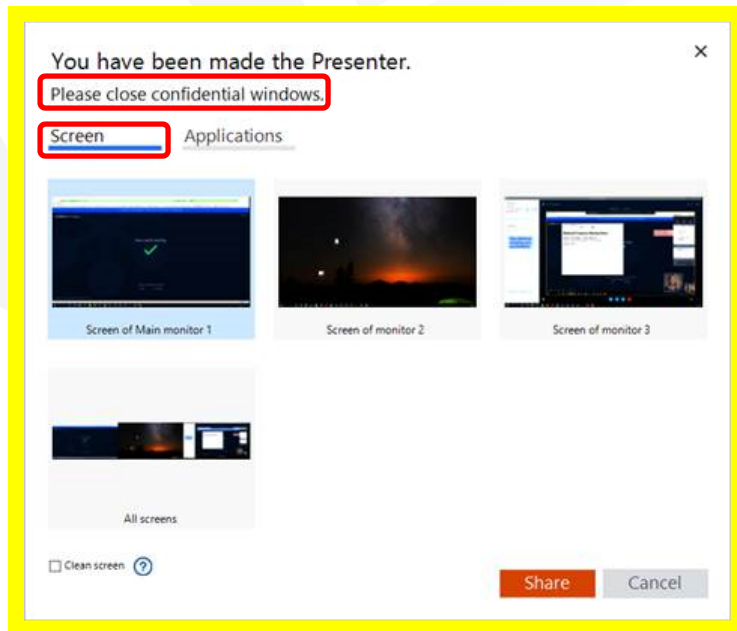
List of Applicants



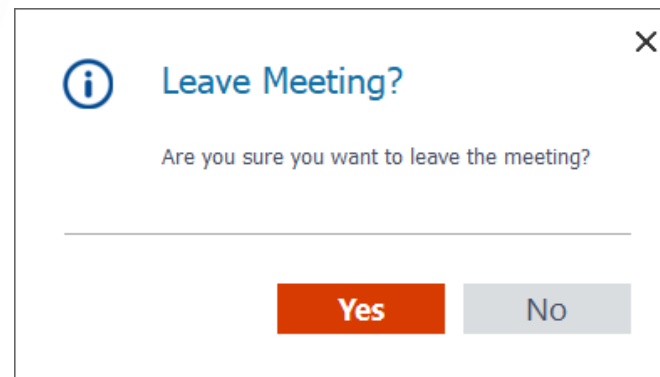
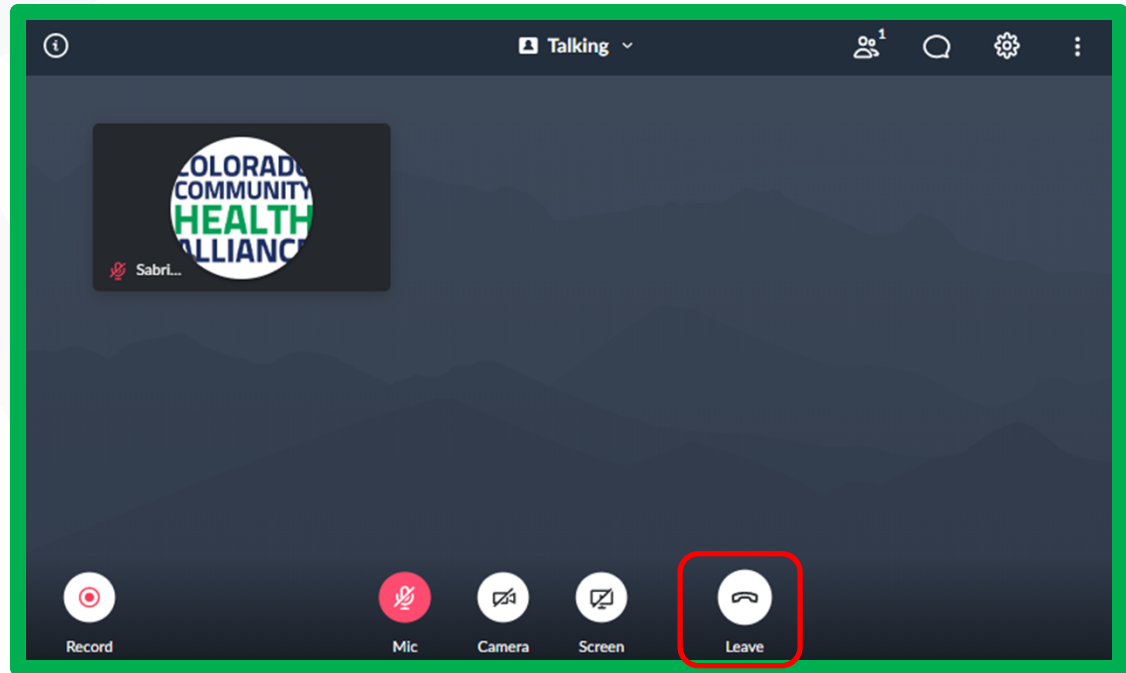
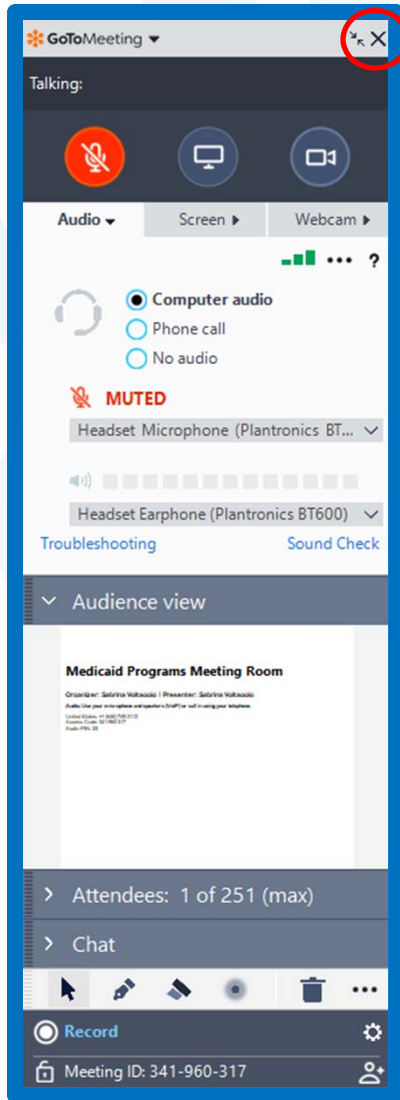
Chat Function



# Presenting / Being Made A Presenter



# Leaving a Meeting



# Helpful Hints

- Log into the meeting a few minutes early to test your sound and adjust settings if needed.
- We encourage you to use the app or web client regardless if you are using computer audio or calling in from a mobile/land line.
  - This will allow you to see the slides and data presented on the screen.
  - In order to record participants for the sign-in sheet, logging into the app/web client allows session organizers to keep track of all participants easily. If you only call in, your name will not display, so please be sure to announce yourself.
- Participants can ask questions throughout the meeting via the Chat function.
- Questions after the meeting can be submitted by emailing [PIAC@CCHAcares.com](mailto:PIAC@CCHAcares.com)

# Questions/Concerns/Troubleshooting

- If you have any questions, concerns or need troubleshooting during the meeting please email [Sabrina.Voltaggio@cchacares.com](mailto:Sabrina.Voltaggio@cchacares.com) and [PIAC@CCHAcares.com](mailto:PIAC@CCHAcares.com)
- Organizers will frequently check email during the meeting and can help address issues as they arise.