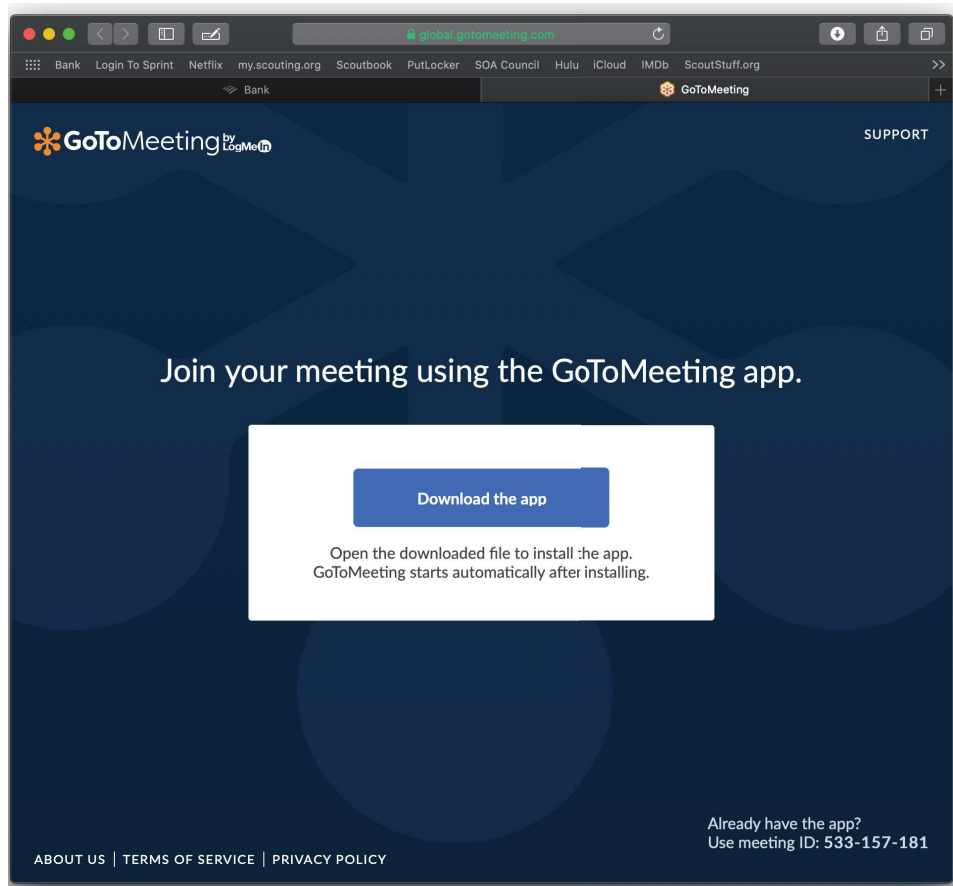
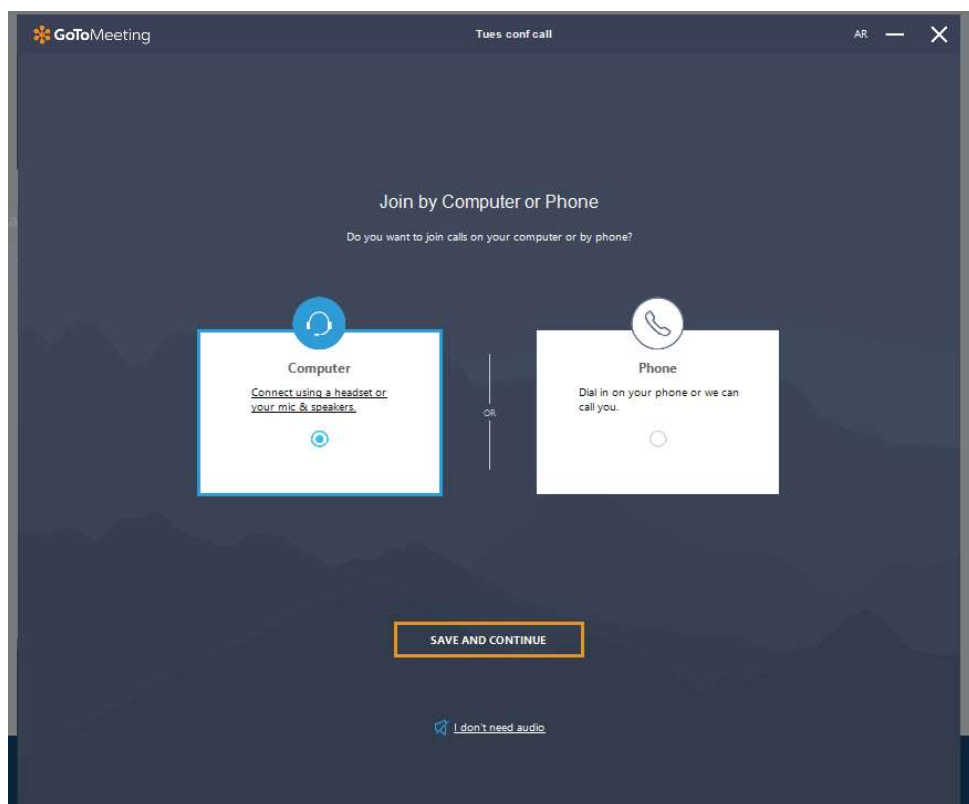


Follow this guideline to set up GoToMeeting.

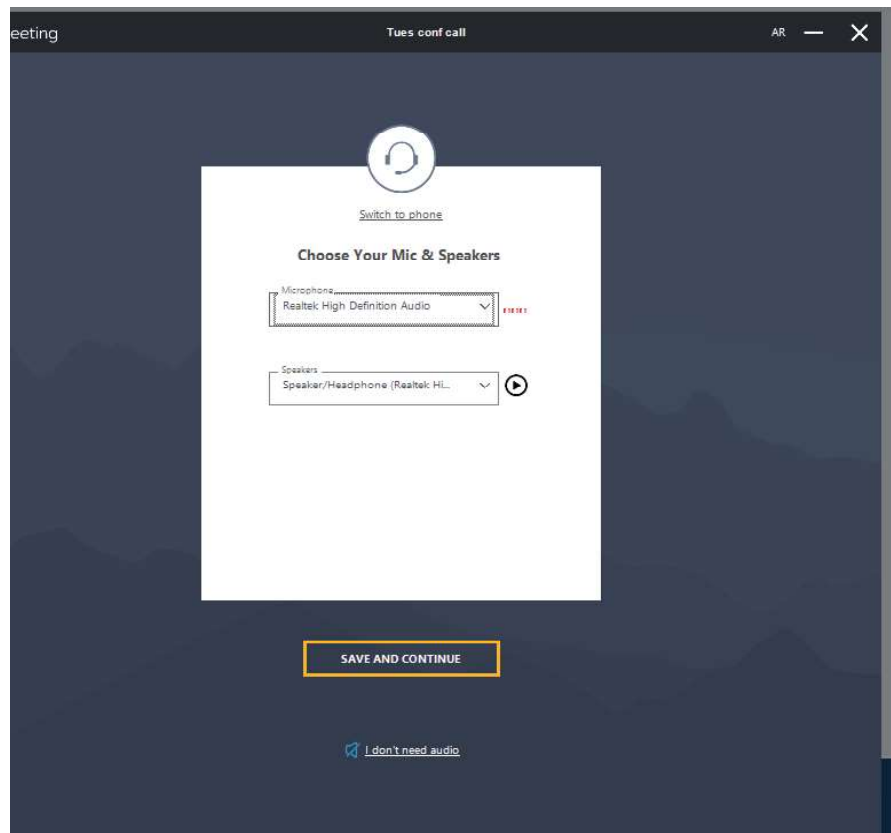
When you click on the link to join, you may get a screen like this one. You will need to have the app downloaded on your computer to use. Otherwise, you can call into the meeting.



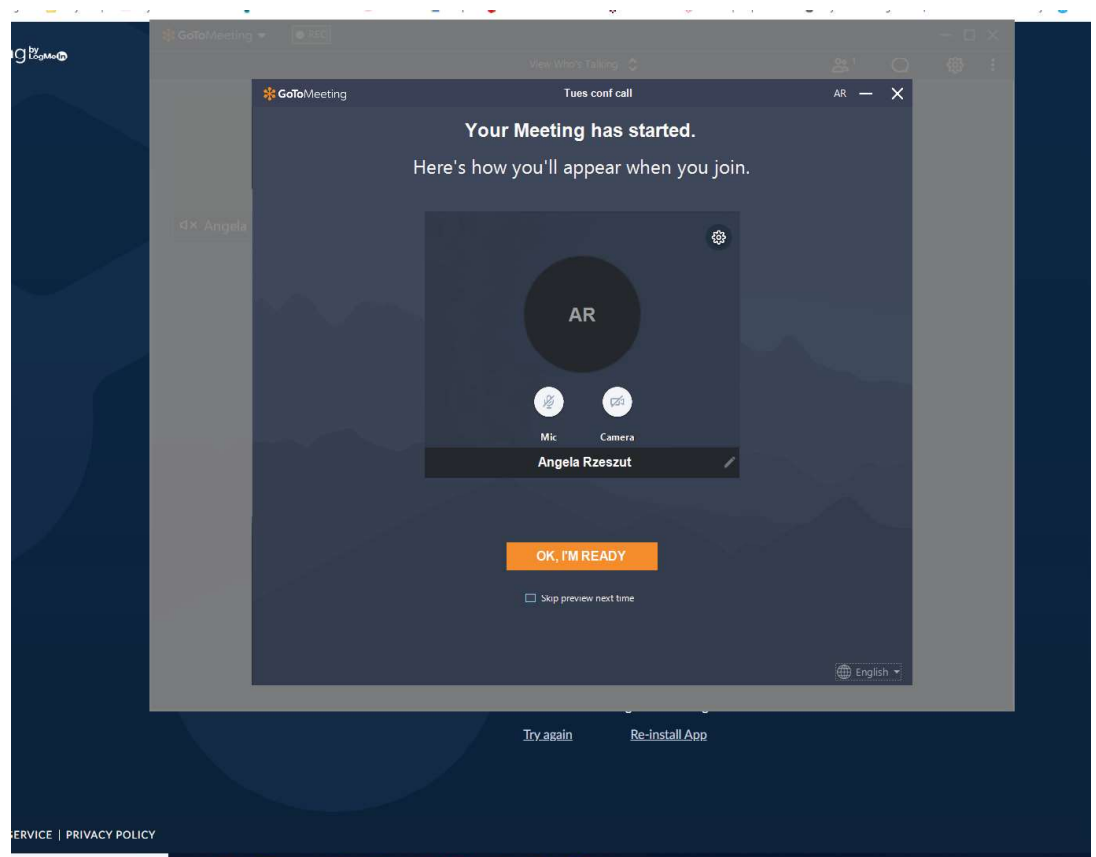
Once downloaded, you may need to re-click the link to join. You will then get a screen that looks like this.



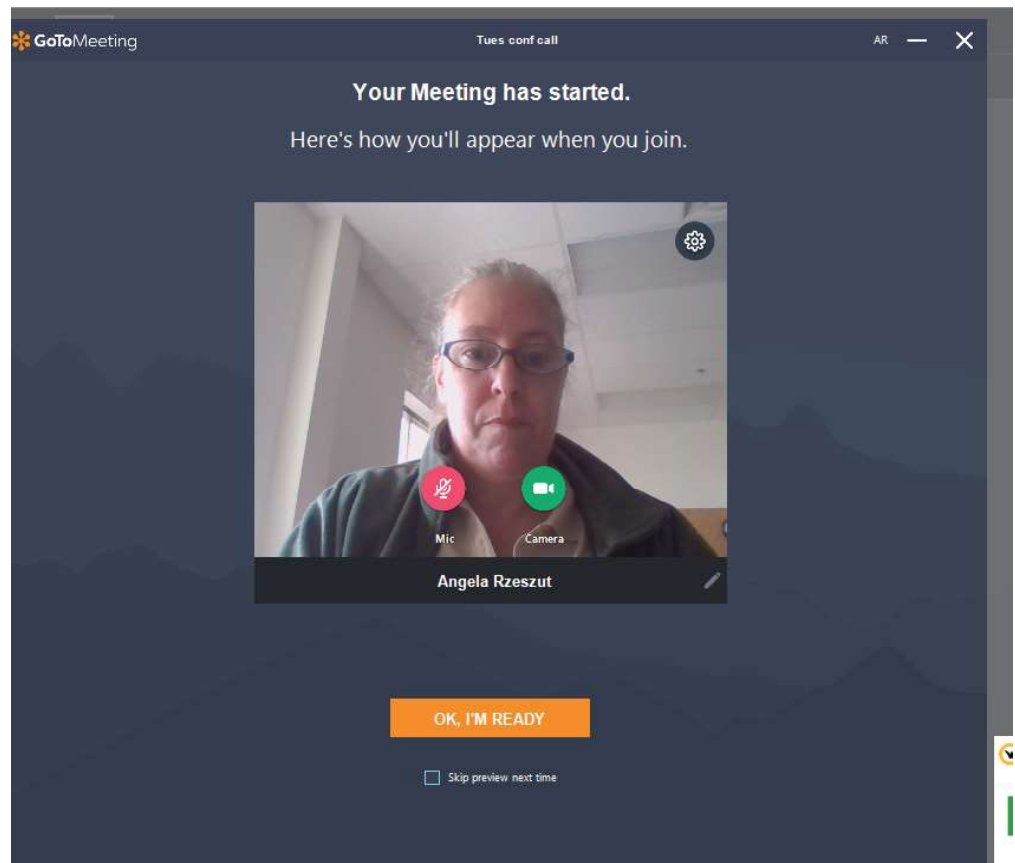
Then, once you click computer, your next screen will look like this.



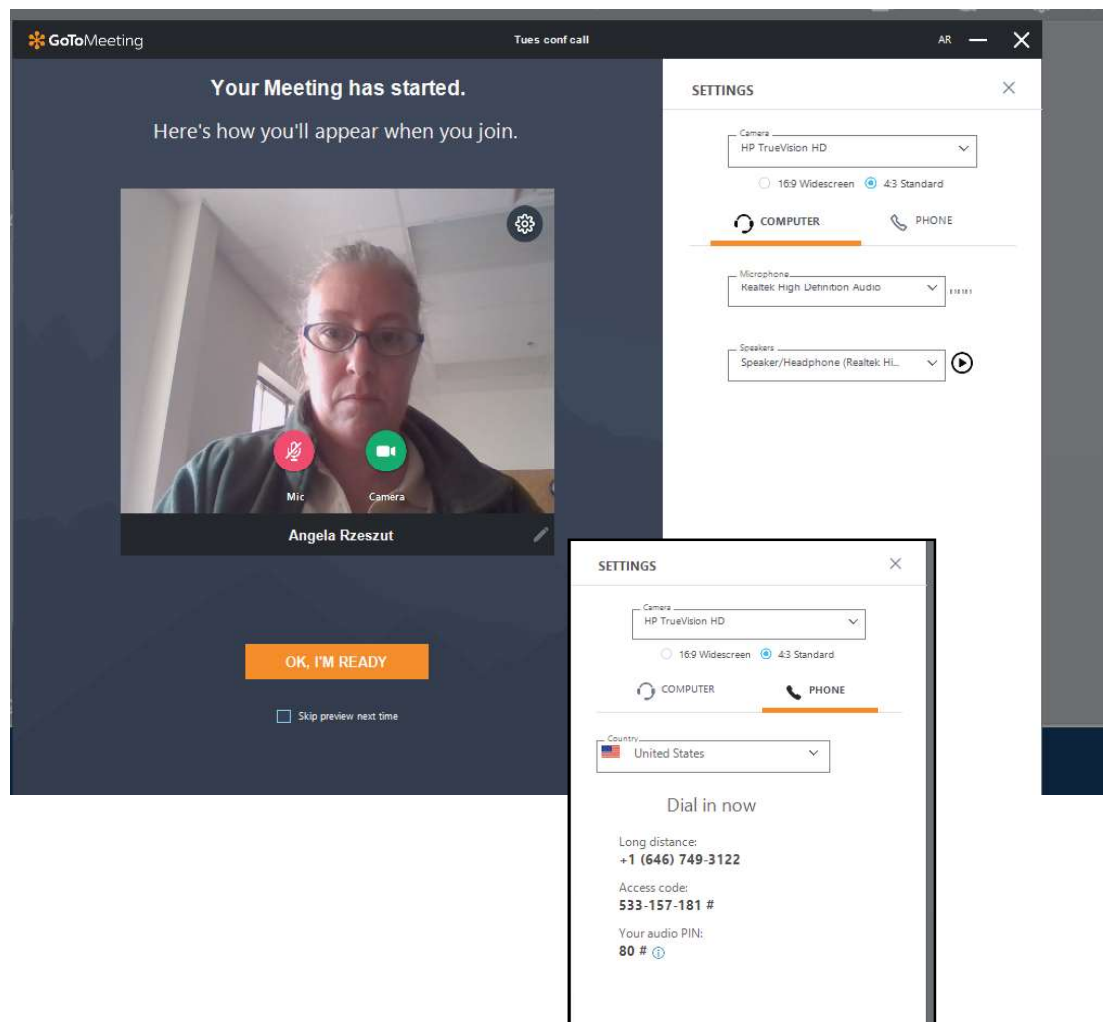
This is what your screen will look like if your computer does not have a microphone or built-in camera.



This is what your screen should look like if you have a microphone and camera.

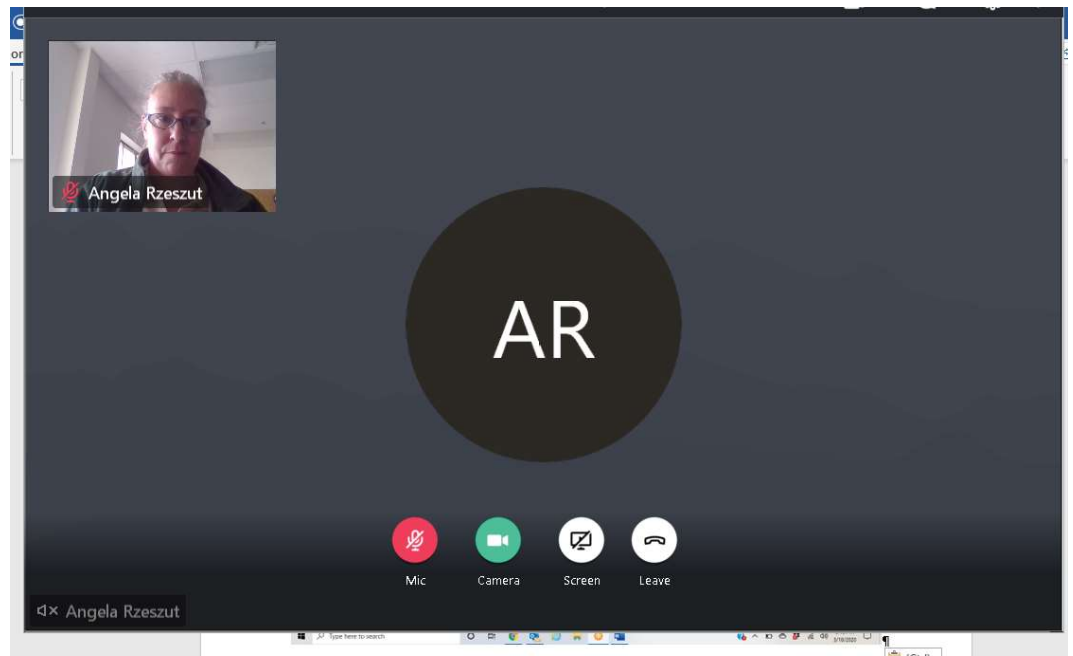


If you do not have a microphone for your computer, you can click on settings on top right corner of screen (looks like a flower). You will get this screen. Just click phone and you will get information on how to dial in.

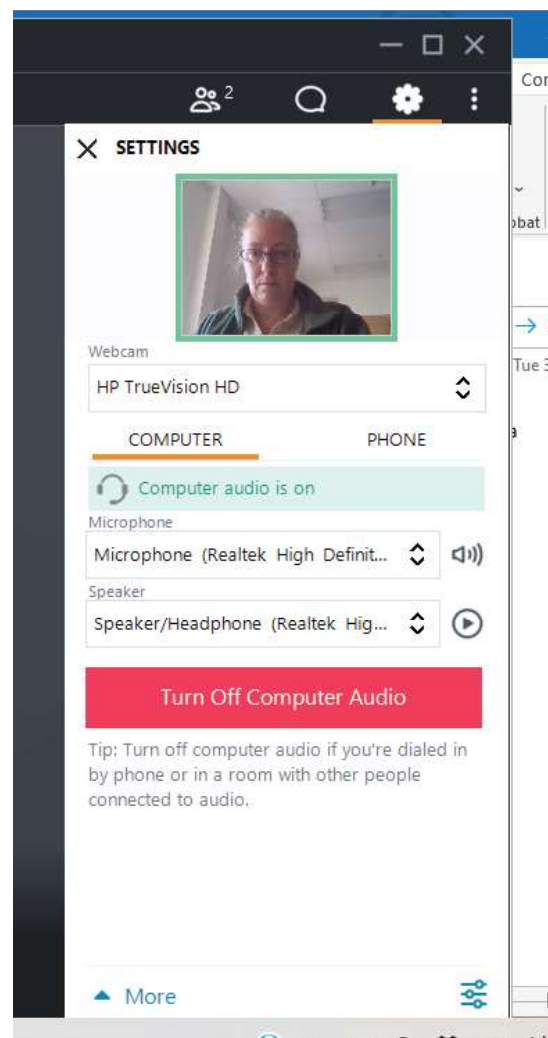


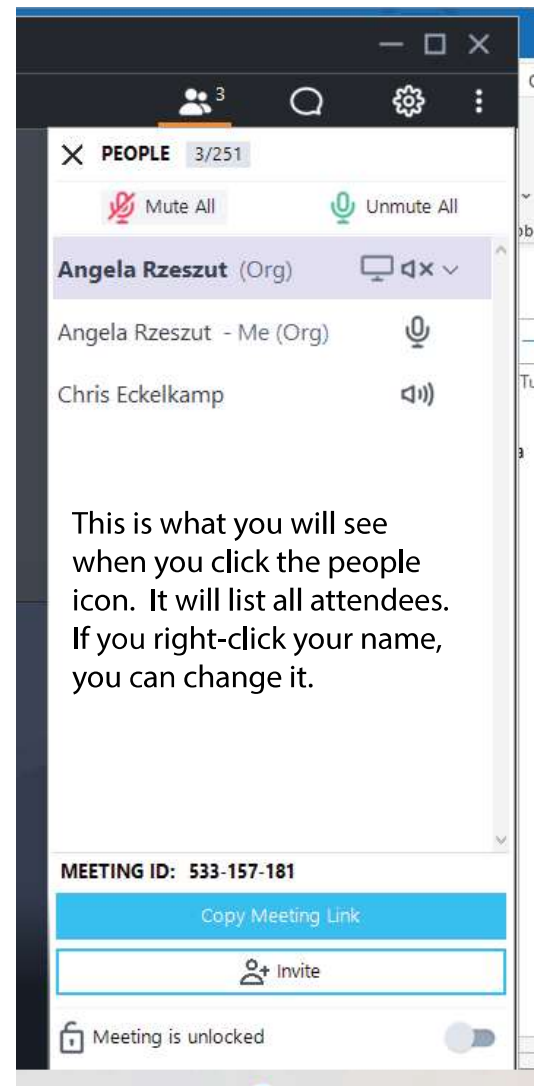
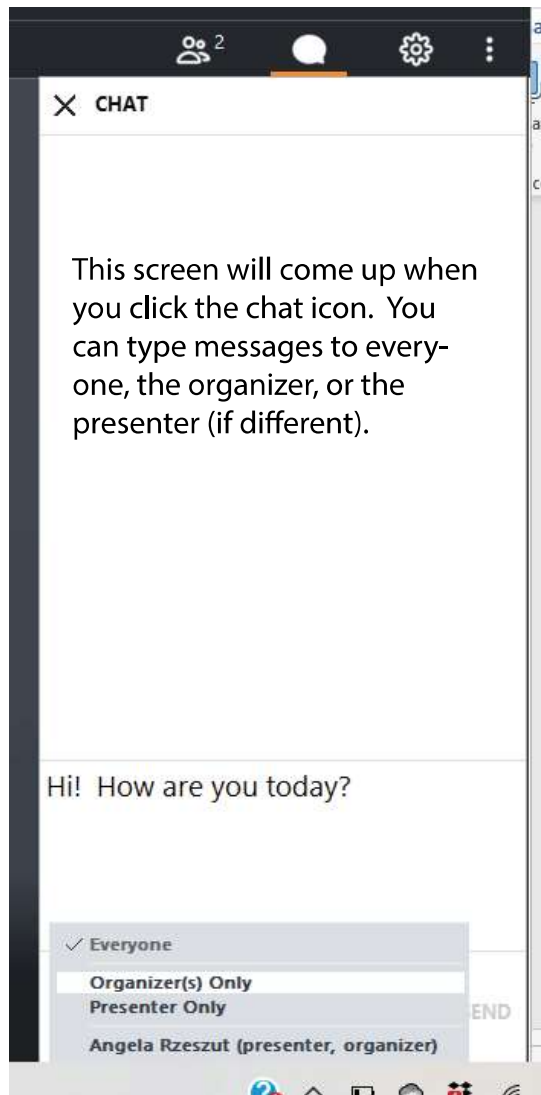
You are now in the meeting. You can click on the microphone to mute yourself or the camera to remove your image. Only a presenter will have the “screen” button.

If for some reason, you cannot see the title bar at the top of your screen, use your pointer to click the very top of your screen and drag the screen down.



This is what you will see if you click the settings icon, This is the same as the settings from one of the previous screens.





This is what you should see when everyone is on the meeting. The more people, the smaller each view will become.

