

## JOIN A MEETING

There are several ways to join a meeting – it all depends on how the meeting invitation is received. Joining a meeting requires no pre-registration, software installation or configuration.

**Note:** When joining a meeting, remember to also conference in using the information provided by the meeting organizer.

### ► To join a meeting from an email, calendar appointment or instant message invitation:

1. Open the email, appointment or instant message that contains the meeting invitation.
2. Click the link provided in the email to join the meeting.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. If requested, enter the *meeting password* provided by the meeting organizer.  
You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer Window will appear.

### ► To join a meeting from the GoToMeeting Web site:

1. Open an Internet browser and go to [www.gotomeeting.com](http://www.gotomeeting.com).
2. In the left navigation bar, click the **Join a Meeting** button.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. In the *Join a Meeting – GoToMeeting* dialog box, enter the **Meeting ID** received from the meeting organizer.
5. If requested, enter the *meeting password* provided by the meeting organizer.  
You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer Window will appear.

## USE INTEGRATED CONFERENCING SERVICE

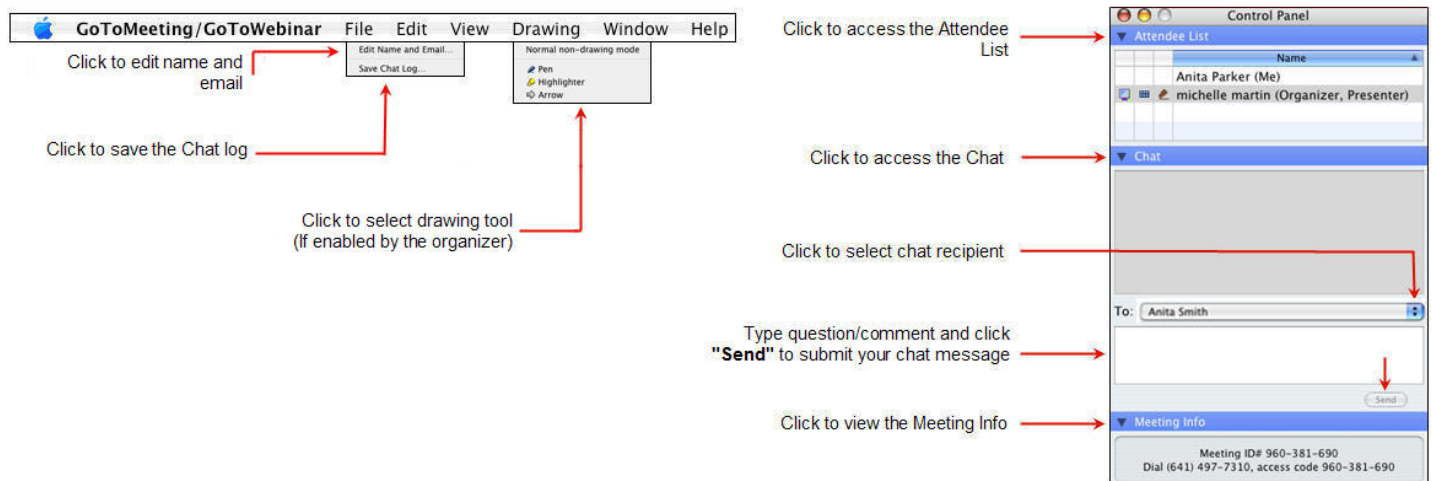
GoToMeeting includes a conference call service that the organizer may elect to use. If they do, dial the conference call number at the specified meeting time and, when prompted, enter the access code followed by the # key. Once in a conference call, you can enter commands using your phone keypad.

Commands	Feature	Details
*4	Menu	Provides a menu of available conference commands.
*6	Mute/Un-mute	Mutes the participant's line. Pressing the same command again will un-mute the line.

## CONTROL PANEL FEATURES

Once you have joined the meeting the Viewer Window and the GoToMeeting Control Panel are shown. The control panel contains three panes (Attendee List, Chat and Meeting Info) that can be expanded or collapsed by clicking the expansion arrow on the left side of each pane.

**Note:** The panes for the Attendee List and Chat are only visible if enabled by the organizer.



## LEAVE A MEETING

An attendee may leave a meeting at any time.

### ► To leave a meeting

- From the Attendee Menu Bar, select **GoToMeeting/GoToWebinar** and then **"Quit GoToMeeting/GoToWebinar"**
- On the *"Are you sure you want to quit GoToMeeting?"* confirmation dialog box, click **OK**.