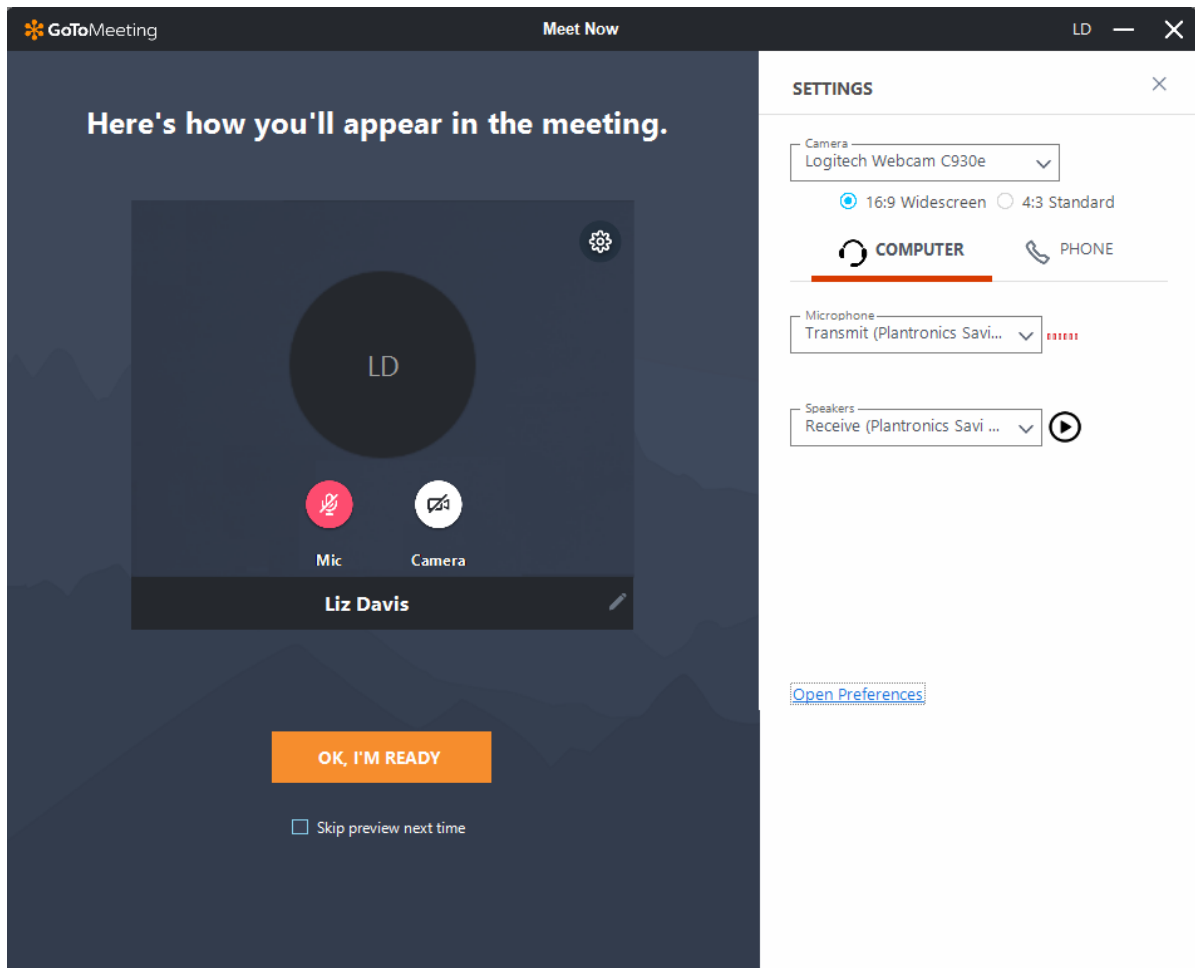


GoToMeeting Organisers Guide

Set up your audio and camera

When you first join, you'll be prompted to choose which audio method and camera you'd like to use and how you'll appear in the meeting upon launch. Click the Settings icon to switch audio modes or devices.

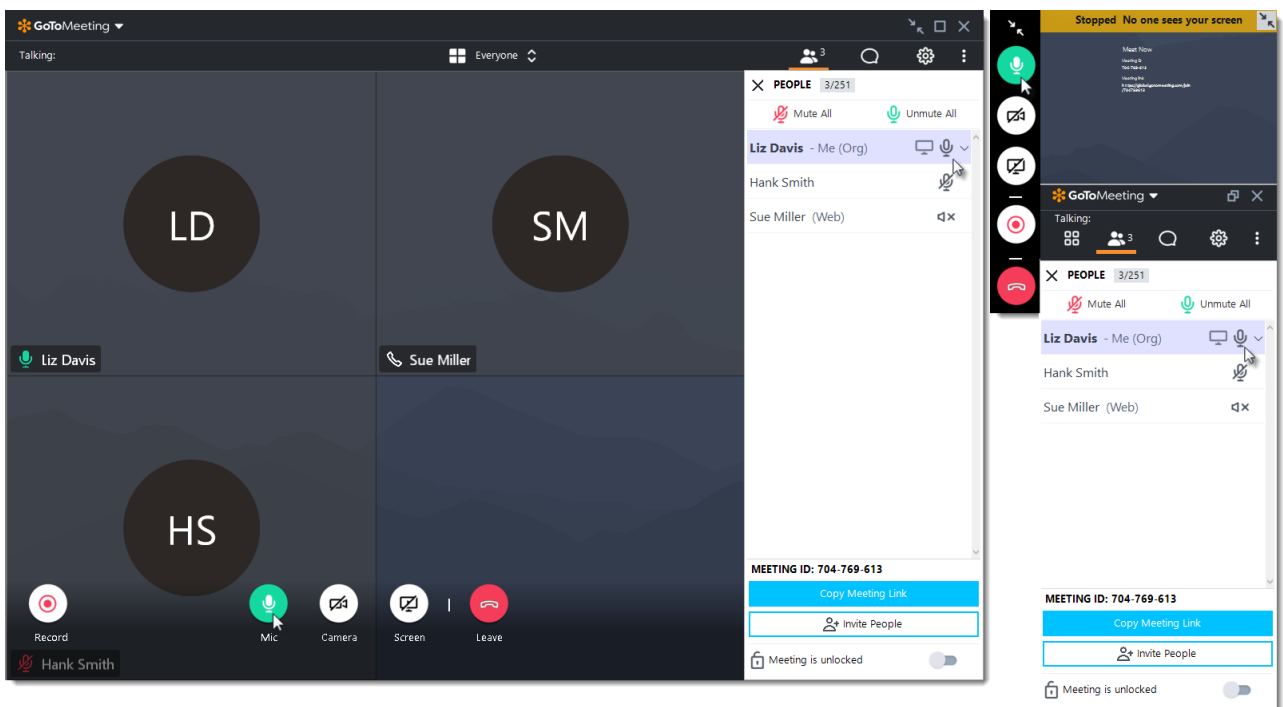
- Select **Computer** to [use your computer's mic and speakers](#).
- Select **Phone** to use your telephone to [dial in to the audio conference](#) or to [have GoToMeeting call you](#).



Mute and unmute yourself

Control your audio using the Audio icon at the bottom of your Viewer, in the Attendee list, or Grab Tab. Your Audio icon glows green when you are unmuted and red when you are muted. [Learn more](#).

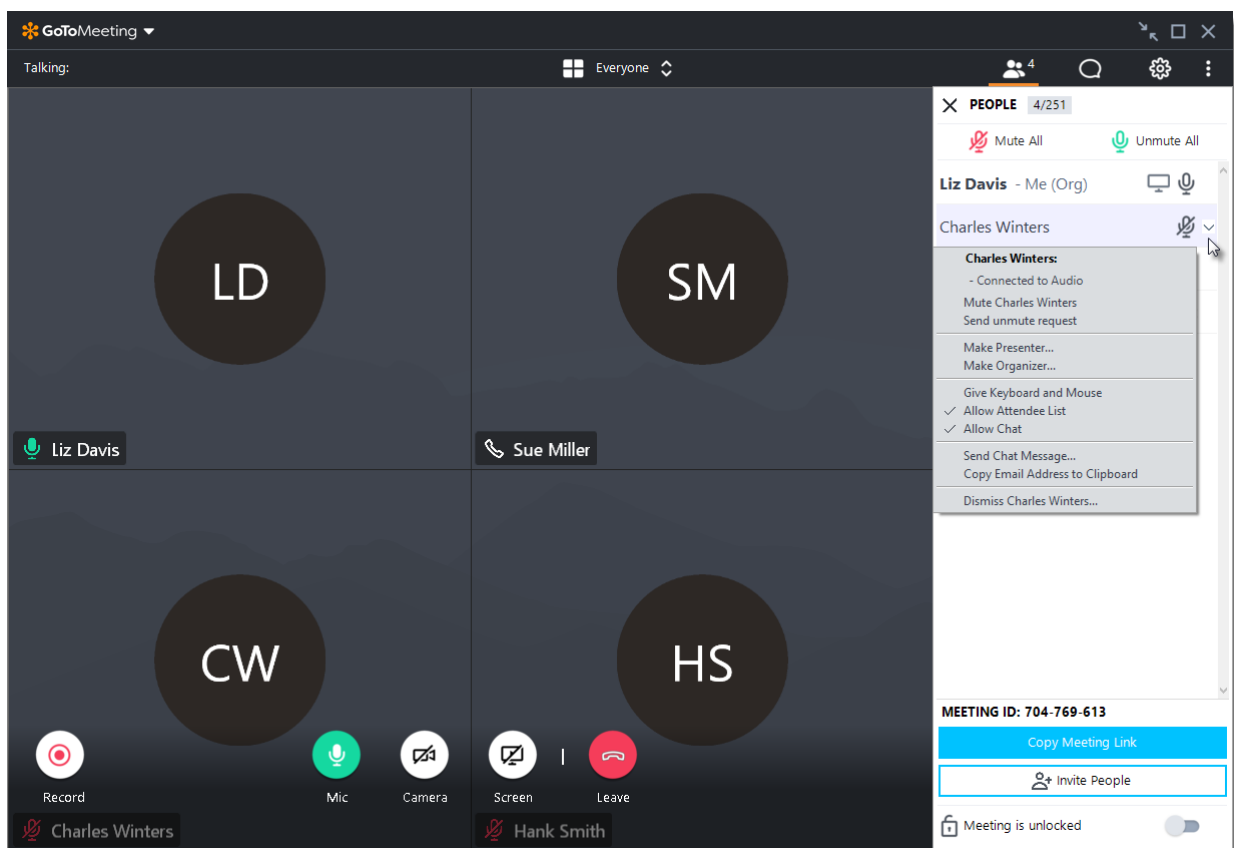
You can [switch between Computer and Phone audio](#) by clicking the Settings icon.



Manage attendees

The People pane displays all your meeting participants and gives you access to GoToMeeting controls. Click the Arrow icon next to any participant's name to see all options, including the following:

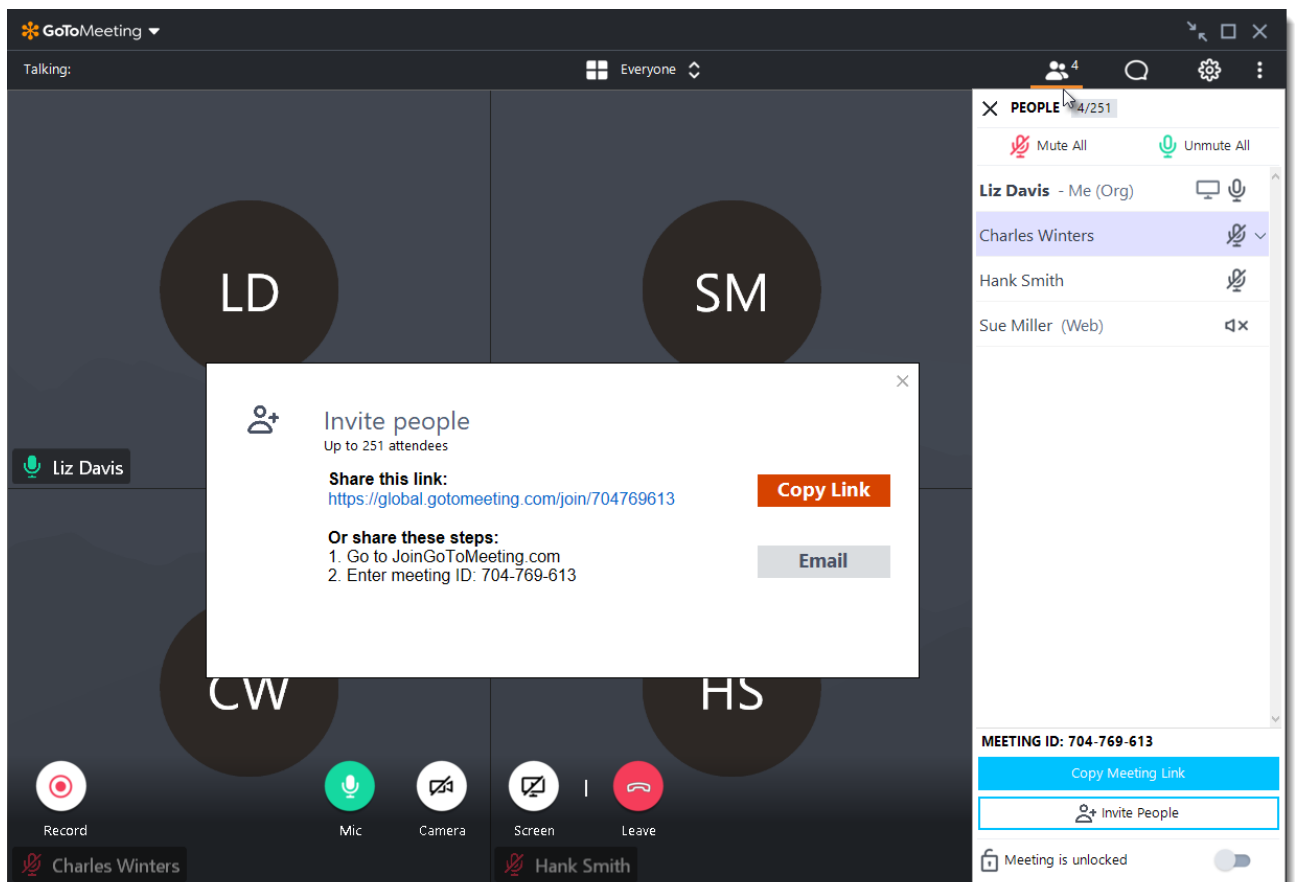
- Mute their audio
- Promote them to [Presenter](#) or [Co-organizer](#)
- Allow them to take keyboard and mouse control



Invite others

In order to join, your attendees need either the Join URL or the 9-digit meeting ID. You can easily find and copy these meeting details to send.

1. Click the People icon.
2. At the bottom of the People pane, click **Copy Meeting Link**. This will copy the join URL to your clipboard, making it easy for you to paste anywhere.
3. At the bottom of the People pane, click **Invite People**. This will open the "Invite people" window where you can copy the URL or generate an email invitation.



Share your camera

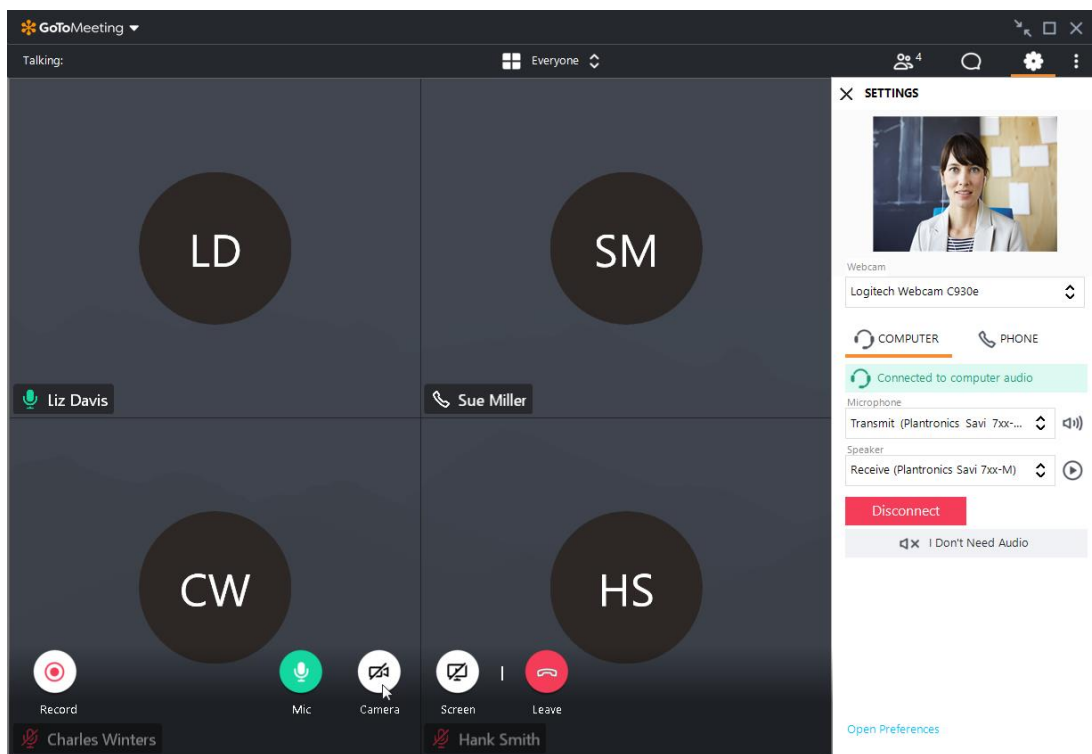
Smile! You can start and stop sharing your camera using the **Camera icon** in the Viewer or Control Panel. [Learn more.](#)

Do you want to preview your camera first? Click the **Settings icon**. You will instantly see a preview of your camera feed.

Hide camera feeds

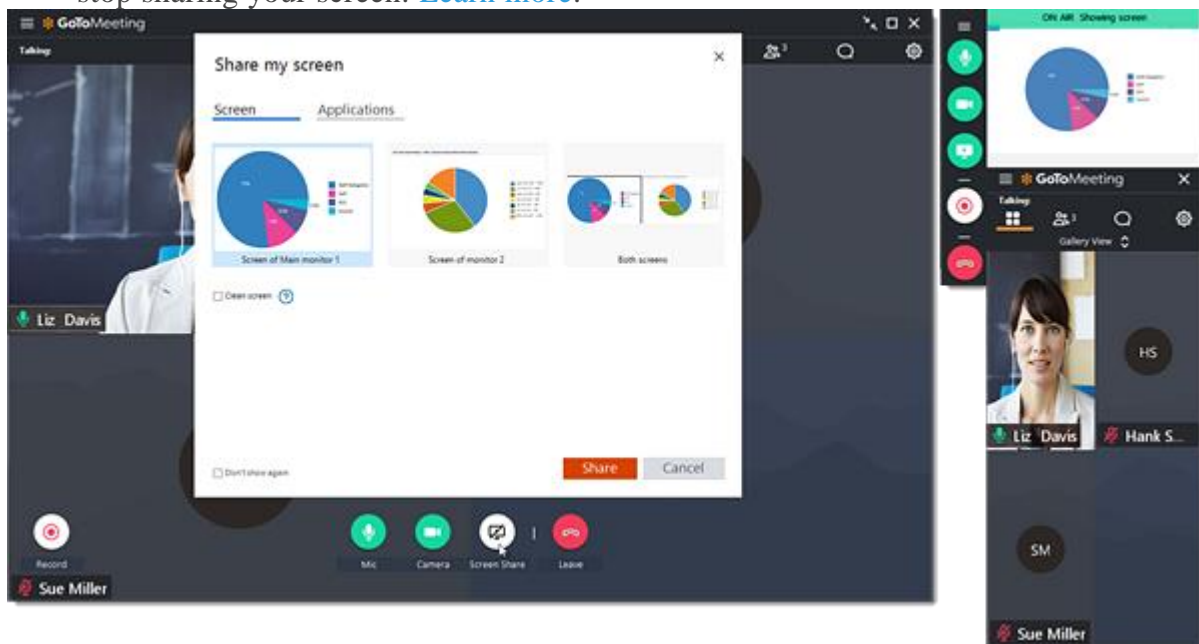
Adjust camera preferences

Undock cameras



Share your screen

You can share your screen or even a specific application with other attendees in the meeting. Use the Screen button in the Viewer or Control Panel to quickly start and stop sharing your screen. [Learn more.](#)

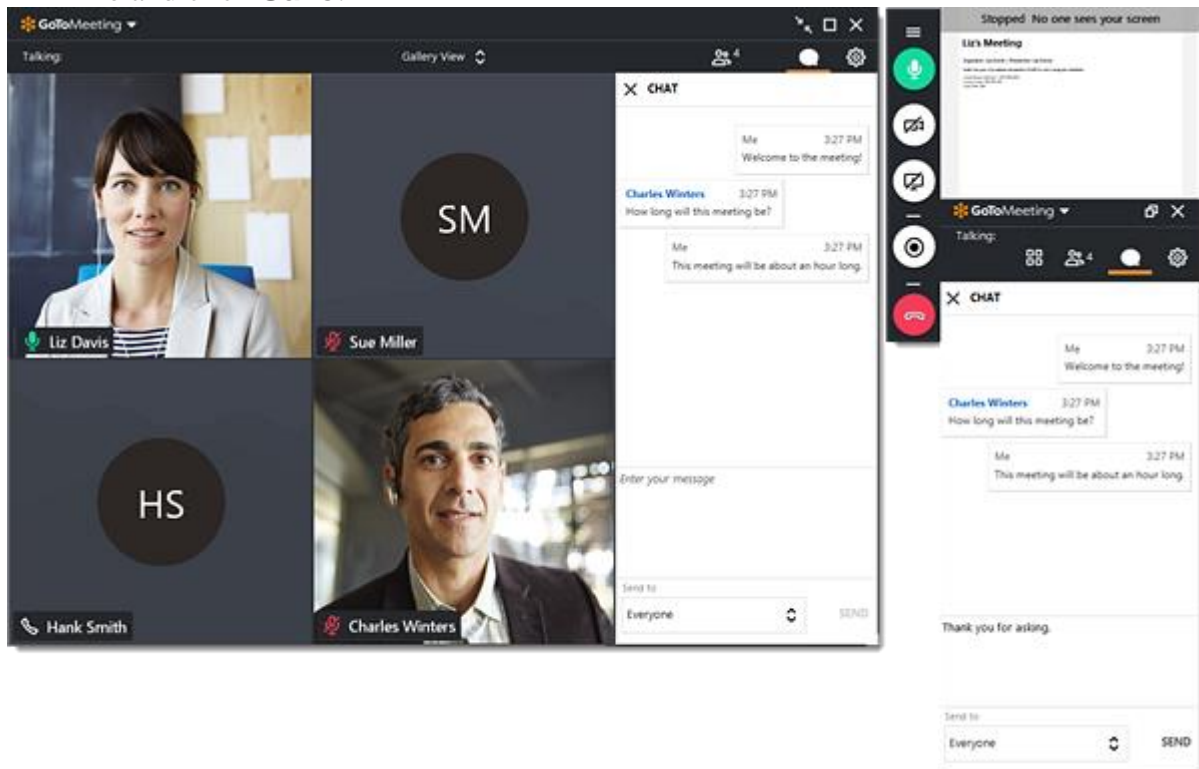


Chat with others

The Viewer and Control Panel includes a Chat pane where you can exchange messages with other participants. You'll be notified if you receive a chat and your Chat pane is minimized. Use the **Send To** drop-down menu to select your recipients:

- **Everyone** - Send a message to all meeting attendees
- **Organizer(s) only** - Send a message only to organizers and co-organizers.
- **Specific attendee** - Send a private message to just that person.

You can save a .RTF file of the chat log by clicking **GoToMeeting** in the top menu and **Save Chat Log**. When prompted, select a place on your computer to save the file and click **Save**.



Record your meeting

GoToMeeting allows you to record your meetings (including shared screens and audio) and convert them to a shareable format. This allows you to easily share past meetings with others. [Learn more](#).

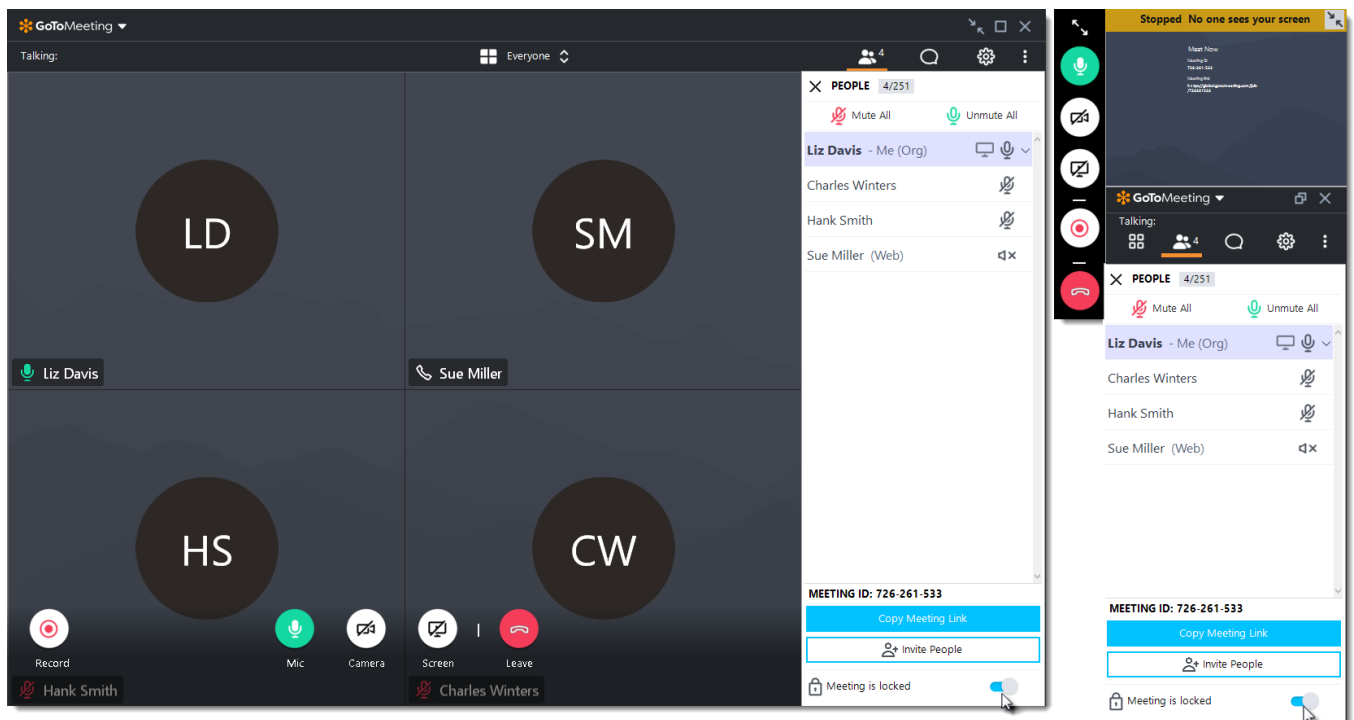
1. Click the Record icon on the Viewer or the Control Panel.
2. Access your recording in the following places:
 - If you're recording to the cloud, find your recording in your [web account](#).
 - If you're recording locally, the Recording Manager will automatically prompt you to convert the recording.



Lock your meeting

You can lock your meeting to prevent unexpected attendees from joining your current session. That means you no longer have to worry about being disrupted by additional attendees if the session goes over the scheduled time and you have back to back meetings.

1. Switch the "Meeting is locked" toggle to the On position.
2. The Lock icon will close, and you'll be notified when an attendee attempts to join your session.
3. To unlock and allow all waiting attendees to the meeting, switch the "Meeting is locked" toggle to the Off position. The Lock icon will switch to an open lock.



Explore other tools

The GoToMeeting menu offers additional features and tools for you to use during the session including checking your sound, editing your name and email, and editing your application preferences. To access the drop-down menu, click **GoToMeeting** at the top of the Viewer or Control Panel.

