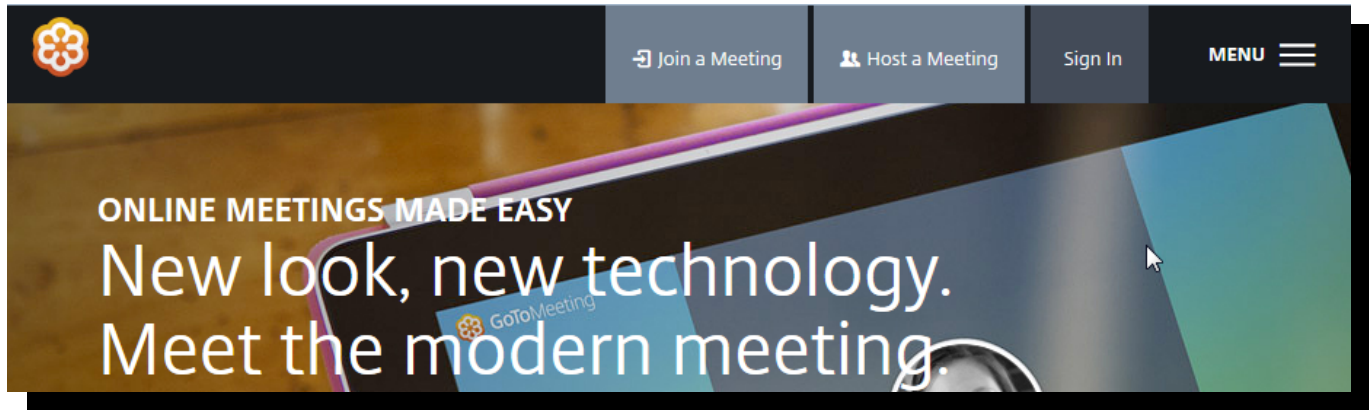


GoToMeeting– Getting Started Quickly

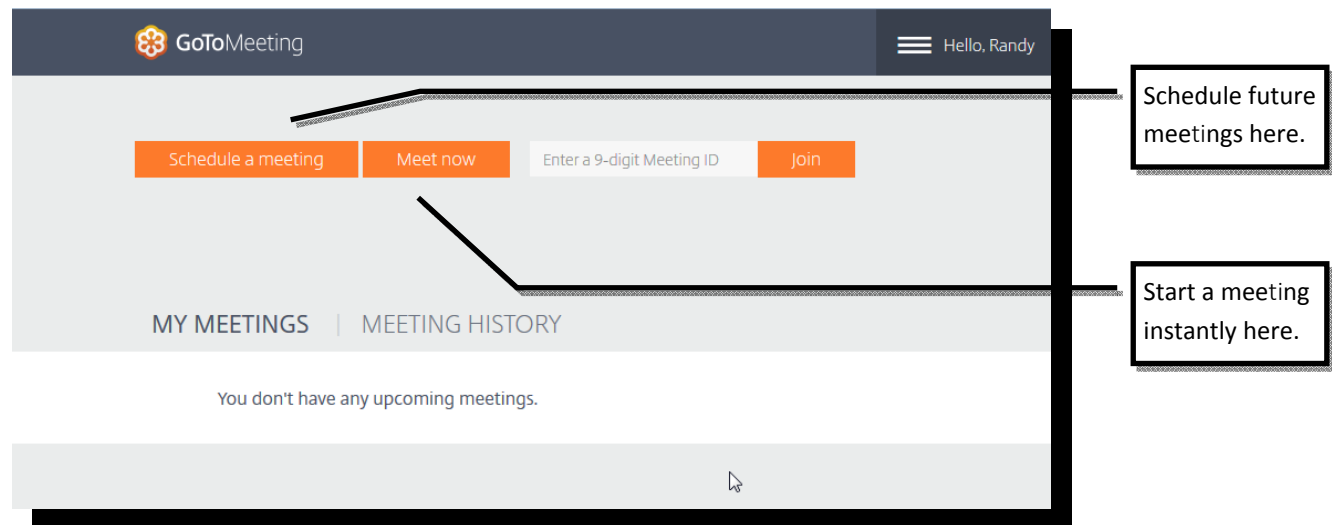
First, get an account. If you need an account, enter a Help Desk ticket or call ext. 44357. Answer the email invite from Citrix to activate your account.

GoToMeeting can be accessed two ways- Web interface / Application Interface

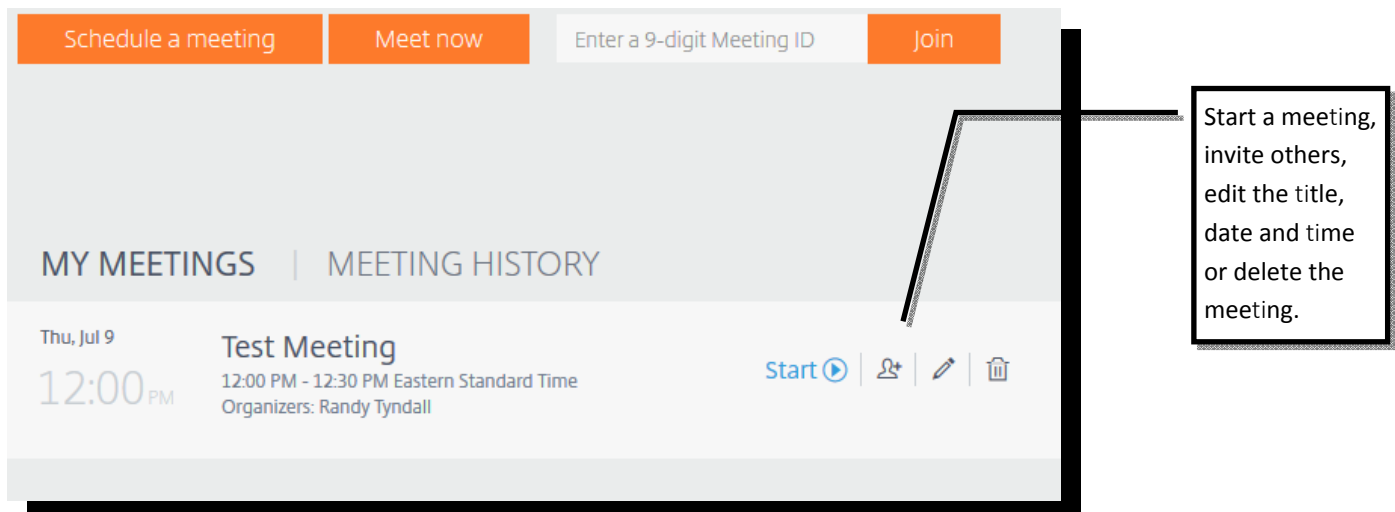
Web Interface- www.gotomeeting.com



Click on Sign In (on right-hand side). Enter your UML email address and whatever password that you created.

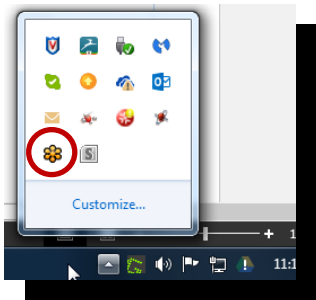


Once you have scheduled a future meeting, it will be listed under My Meetings-

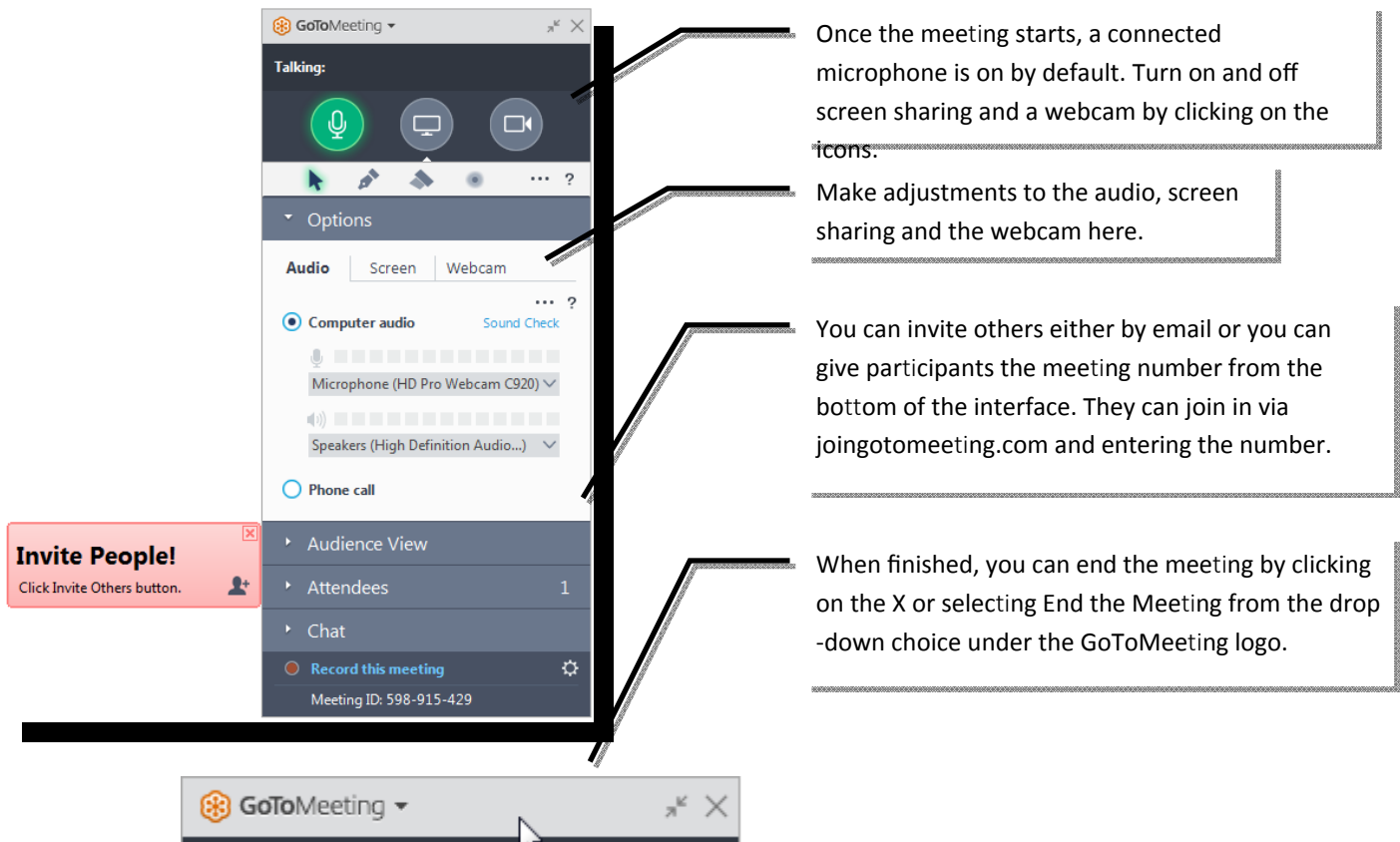
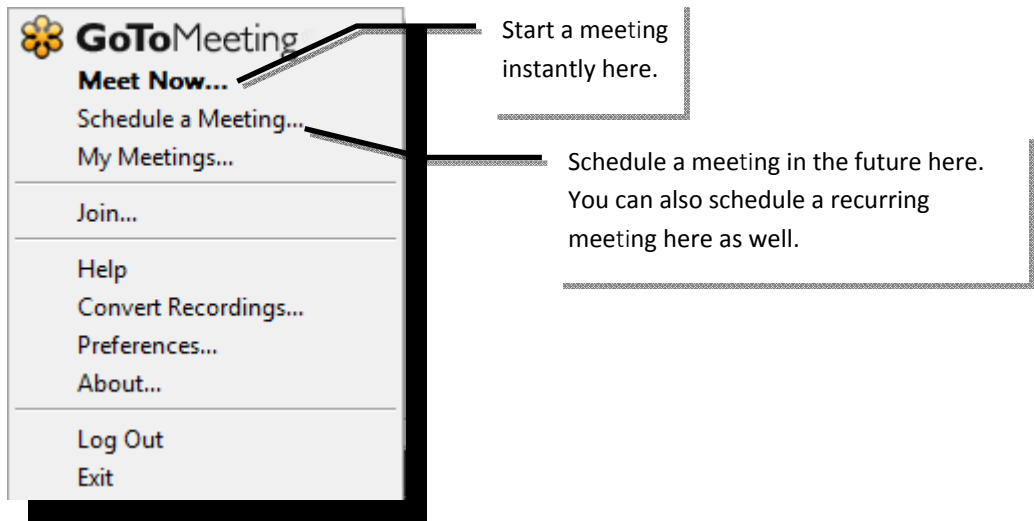


For more assistance, contact Randy Tyndall at ext. 42175 or contact the HelpDesk at ext. 44357

Application Interface (will appear after conducting a GTM the first time)- Look for the daisy icon, sometimes hidden on the toolbar-



Right click on the icon and you are offered choices-



Roles within GoToMeeting-

Organizer—The person who schedules, starts and stops a meeting. If you have a GTM account, you can start and stop a meeting that you scheduled. You cannot do this for other meetings UNLESS you have been appointed as an organizer.

Co-Organizer—You as an organizer can appoint someone to be a co-organizer. These people can start and stop a meeting setup by someone else. This is a useful role for you can tell someone that they will need to start the meeting since you can't attend or you are running late.

Presenter—The person who is presenting during a meeting and typically share a screen or presentation from their computer. There can be many people presenting during a meeting but there can only be ONE presenter at a time. The organizer can change presenters. By default, the organizer is also the presenter. Note: If someone is attending via a mobile device, they cannot be made presenter unless they are also the organizer.

Attendee—This is a person who joins a meeting. They do not present, UNLESS they are made a presenter.