Attending a Go-To-Meeting - General Instructions

1. Open the link provided in the meeting invitation.
   Example: [https://global.gotomeeting.com/join/156703757](https://global.gotomeeting.com/join/156703757)

2. Your web browser should open a page showing the following:

   ![How do you want to meet today?](image)

   To join the meeting, please click/select: “Join on the Web”

   Note: if you see a prompt that says “Open GoTo Opener” then click “Cancel”

3. Click “Ok, I’m Ready”

   ![Here’s how you’ll appear in the meeting.](image)
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4. You will have a choice for audio (phone or computer). Audio by phone instructions are below. See step 5 for Audio by computer.

- On the right side of the page is a button for the settings.
- If you chose to call in on your phone, select the phone call option in the settings and then dial the phone number listed in your invitation.
- You will be prompted for the access code then hit # after the code is entered.
- You will then have audio for the meeting.
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5. Audio by computer instruction. See step 4 for Audio by phone.

- Microphone access required
  1. Open your microphone permissions.
  2. When prompted, allow GoToMeeting to access your microphone.
  3. Refresh your web browser.

- Select the speaker you wish to use. This may be available if you have external speakers attached.

This may prompt a box to open in the upper left corner of the screen. Click “Allow”.
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6. Additional features include a chat box if used for questions.

- The chat function can be used to ask a question or request to speak