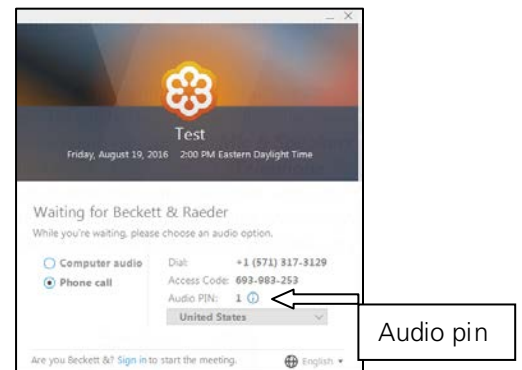


## Michigan Economic Development Corporation – Project Rising Tide GoToMeeting Tutorial

**GoToMeeting** is a video conferencing software that allows users to share their screen with other meeting attendants. Beckett & Raeder Inc. will organize and host virtual meetings on GoToMeeting. Therefore, the instructions below describe how to:

- 1) Join a meeting
- 2) Features of the software

- 1) **Join a meeting.** There are two ways to join a meeting. As the meeting's host, Beckett & Raeder, Inc. will send an **email invitation with a link provided to join the meeting.** \*\*
  - a. Click the link and click Yes, Grant, or Trust to download GoToMeeting.
  - b. Enter the meeting password provided via the email invitation.
  - c. Then, type in your name.
  - d. You are now attending the meeting.
  - e. **Joining by phone:** If you're joining by phone (and not the GoToMeeting app on a smart device)
    - i. The email invitation will also have a phone number to call in.
    - ii. Once you call the **phone number** provided, enter the **access code followed by a pound (#)** also found in the email invitation. To set up your audio, enter the audio PIN found in this window (while the program is downloading).



\*\*You may also visit [www.gotomeeting.com](http://www.gotomeeting.com) and click "Join Meeting." The following steps are the same as above.

- 2) **Features.** Once you join the meeting a control panel should appear. It is also collapsible.
  - a. **Attendee List pane:** This will tell who is attending the meeting
  - b. **Audio pane:** Under the audio tab, choose "**Mic & Speakers**" if you logged on with a computer. If you called in on a phone, select "**Telephone.**"
  - c. **Webcam pane:** Up to 6 attendees can share their webcam. Your webcam is not automatically shared (see below on where to click to share your webcam).
  - d. **Chat pane:** Attendees can chat with individual attendees or with the entire group.

