How to Join GoToMeeting

This contains steps for how to access GoToMeeting from a web browser and how to download and open the application.

Only download the application if you have a lot of storage space on your computer. If you are using a tablet or computer with less memory, use the web browser.

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- **Application Download and Use- Page 5-8**
- **By Phone- Page 9**

Web browser

Step 1

You will receive an email with information that looks like this after you register on Eventbrite.

EXAMPLE ONLY.

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/615920869

You can also dial in using your phone.
Canada: +1 (647) 497-9391

Access Code: 615-920-869

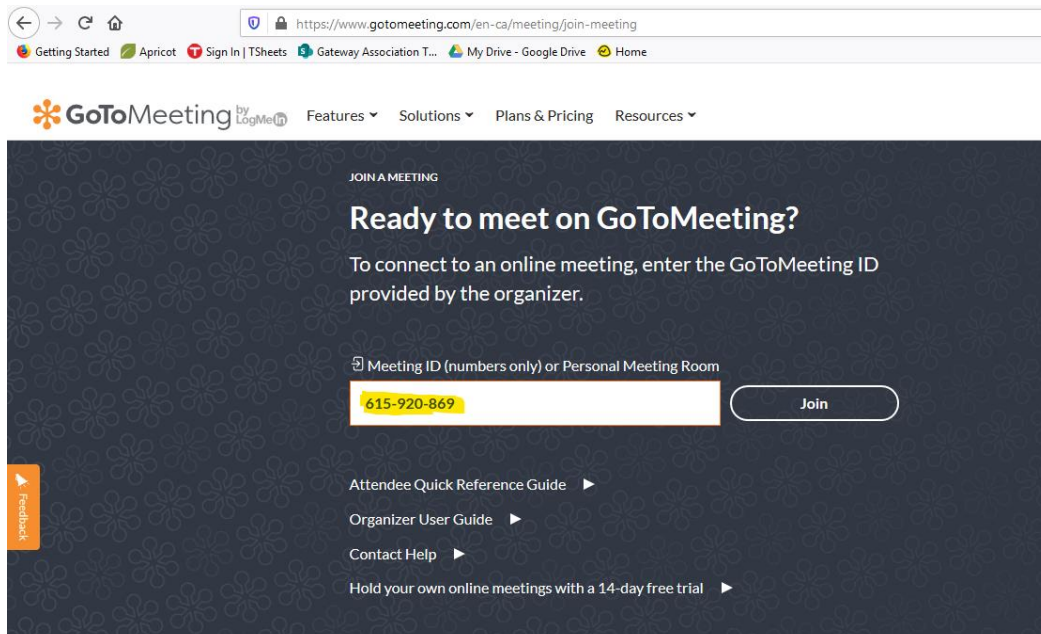New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/615920869

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Step 2

Go to the website using this link https://www.gotomeeting.com/en-ca/meeting/join-meeting
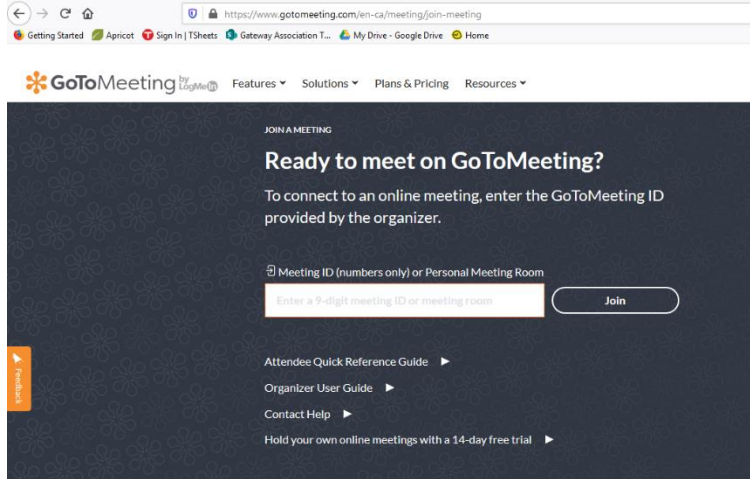
Step 3

Input the Access Code in the area asking for the Meeting ID then click "Join".

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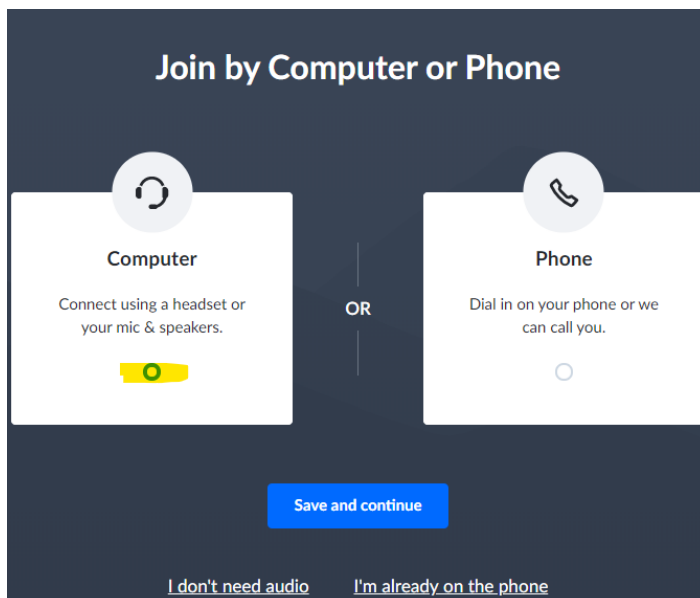
REG. # 107420986RR0001

Step 4

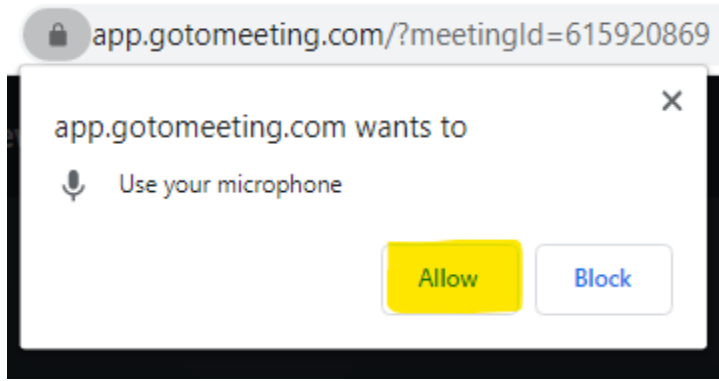Next click "Join on the Web".
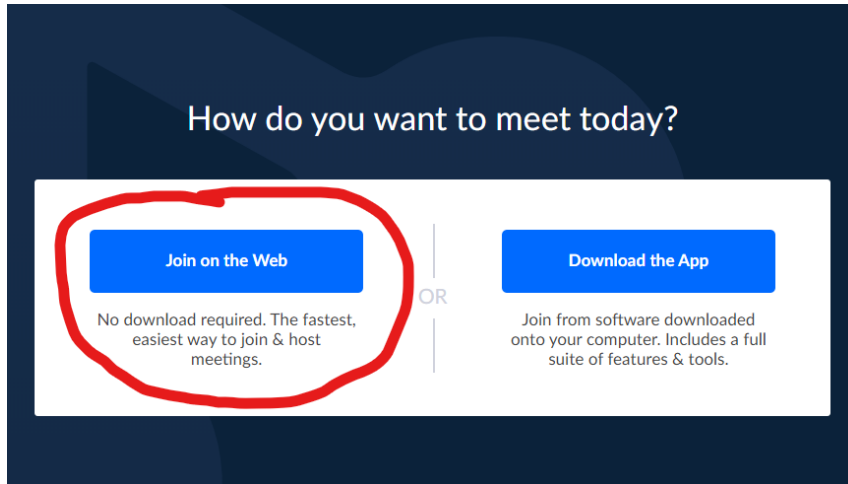
Step 5

Join using your computers audio. It will automatically select this option unless you want to connect using your phone. Click save and continue. You will continue to set up your audio after this.
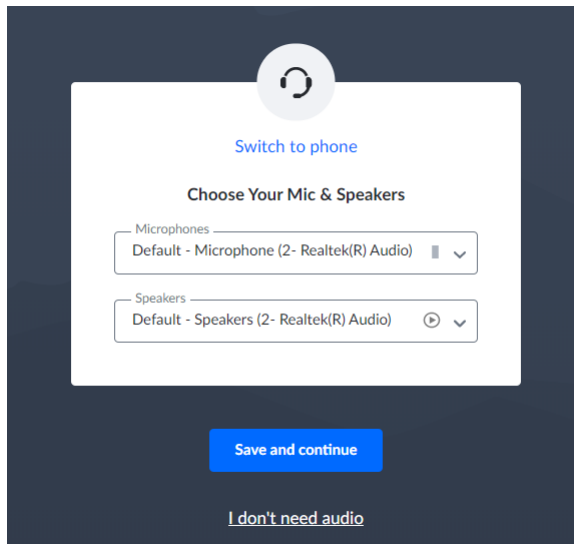
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Step 6

Some web browsers will ask for permission to let GoToMeeting use your microphone. Click "Allow".

Step 7

It will automatically find your computers speakers and mic. Click "Save and Continue"

Step 8

You are now ready to start the meeting.

If you don't see other people right away, just wait. The host needs to log into GoToMeeting before the video conference will connect you to other people.

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If you need to use your phone for audio during the meeting.

Step 1
Dial the phone number given in the email with your registration.

Step 2
When asked, enter the access code then press #.
Example **615-920-869#**

Step 3

If the meeting has already begun look under settings at the top right corner (looks like a gear) to find your individual pin number. dial that on your phone then the # sign.

To Get the Application for your Computer

Step 1.

You will receive an email with information that looks like this after you register on Eventbrite.

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Step 2- FOR A PC

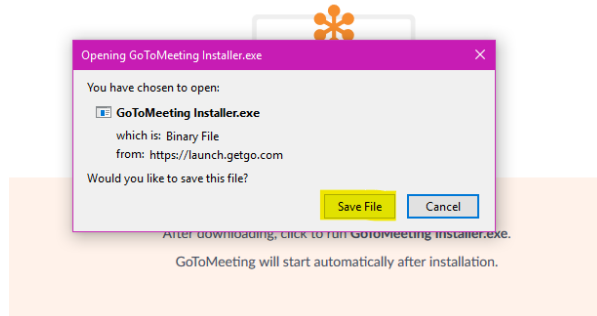Go to https://global.gotomeeting.com/install/615920869 to download the application. A pop up will appear to download the application. Click "Save File". Then Save the download file to your computer. It will then begin downloading.

**Downloading GoToMeeting...**

Problem downloading? Try again

Opening GoToMeeting Installer.exe   ✕

You have chosen to open:

📧 **GoToMeeting Installer.exe**

which is: Binary File
from: https://launch.getgo.com

Would you like to save this file?

[Save File]   [Cancel]

After downloading, click to run **GoToMeeting Installer.exe**.

GoToMeeting will start automatically after installation.

Step 2- FOR A MAC

Go to https://global.gotomeeting.com/install/615920869 to download the application. To complete the GoTo Opener.dmg file download, double-click the GoTo Opener app in the window and then **Open**.

🔴 🟡 🟢   💻 GoTo Opener

GoTo Opener

"GoTo Opener" is an application downloaded from the Internet. Are you sure you want to open it?

"GoTo Opener" is on the disk image "GoTo Opener.dmg". Google Chrome downloaded this disk image today at 3:14 PM from **global.gotomeeting.com**.

☐ Don't warn me when opening applications on this disk image

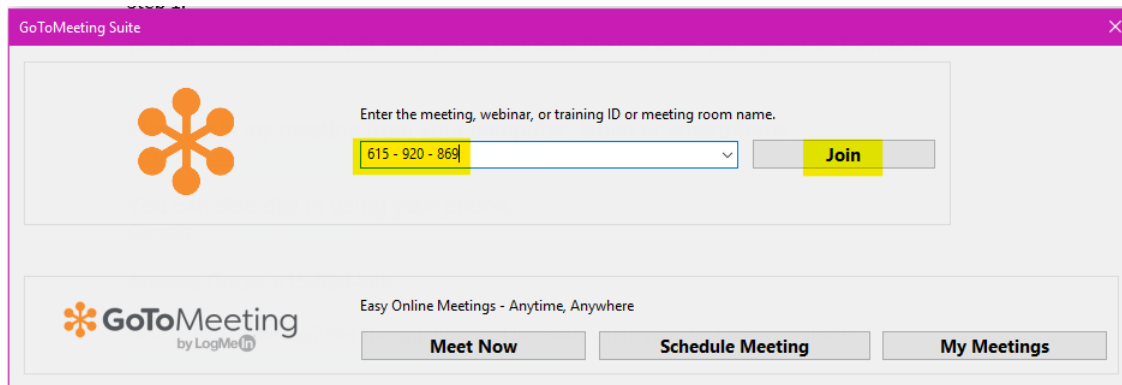[?]   [Cancel]   [Show Web Page]   [Open]

Step 3

The GoTo Opener app will automatically launch. Or go to your applications and open the GoToMeeting application.
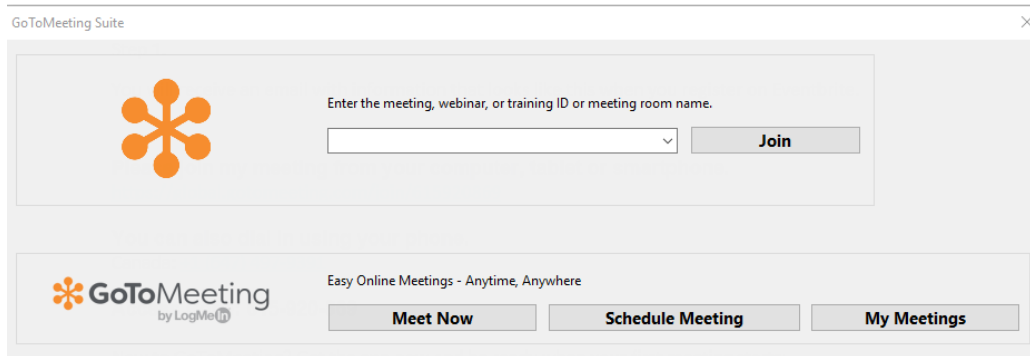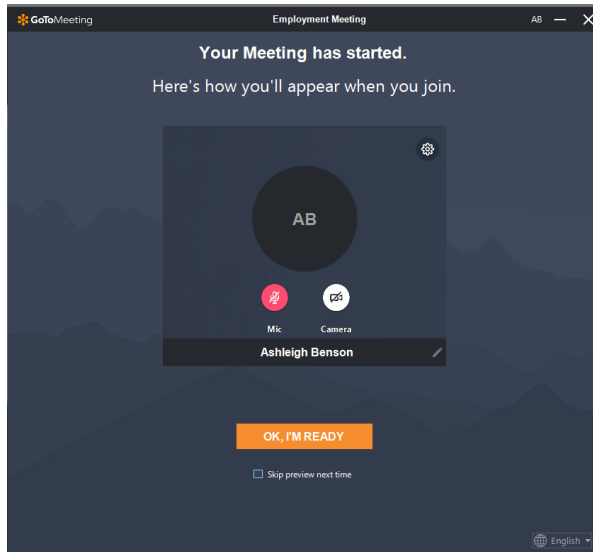

Step 4

Enter the access code to join the meeting, then click "Join" meeting.

Step 5

A window will pop up. You can turn on the camera and microphone when you're comfortable. Click "OK, I'm Ready" to start the meeting.

If you don't see other people right away, <u>just wait</u>. The host needs to log into GoToMeeting before the video conference will connect you to other people.

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Example **615-920-869#**

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to find your individual pin number. dial that on your phone then the # sign.

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How to Join by Phone

Step 1

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https://global.gotomeeting.com/install/615920869

Step 2
Dial the phone number given in the email with your registration.

Step 3
When asked, enter the access code then press #.
Example 615-920-869#

Step 4

Press # to access the conversation.