

GoToMeeting Virtual Meeting- Guide

The host usually the section/unit within the RO schedules the meeting by generating the Link and sending out the invitation. A guide to join the GoToMeeting virtual meeting or webinar is usually attached for the participants/attendees.

Once the attendee receives the Link, they will have the following options of joining the meeting:

- Using the Web Version: this option is used in instances where attendee is not sure to install an application on their computer or in case are experiencing problems installing. Google Chrome is recommended as the web browser to use for this option.
- Using the GoToMeeting Desktop App; this involves downloading and installing the desktop/MAC OS App. Thereafter the meeting attendee will enter username and meeting password to join.
- Joining via Smart Phone (Android or IOS): using Google Chrome to access the GoToMeeting Web App, the attendee enters the Meeting credentials (ID and Password) thereafter proceed to the settings and select phone call option. Once in this section the attendee can use the provided phone number to call, an access code and Audio pin to join the meeting.
- As GoToMeeting has many features (Share Screen, Audio and Video Capabilities, recording to Cloud), it does not allow for interpretation capabilities, Raising Hand features and the Business Meeting Plan subscription which the Regional uses has a limit of 250 participants who can join in a given session.