

GoToMeeting Instructions

Pitkin County offers **GoToMeeting** for web-conferencing. GoToMeeting is easy to use and is available to all Pitkin County employees. GoToMeeting should be used with large groups (over 10 individuals) and/or when needing to share your screen or record a meeting. Google Meet is best for quick and easy face-to-face web meetings.

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Scheduling a GoToMeeting (You MUST book the GoToMeeting you plan to use)

First, you MUST check the **GoToMeeting 1, 2 or HSPH Google Resource Calendar** to ensure that GoToMeeting is available.

Once confirmed, you may create a new event, invite attendees and schedule your **GoToMeeting 1, 2 or HSPH** depending on availability. Under **Rooms** you will be able to see which "GoToMeeting Lines" are available. **Note: GoToMeeting HSPH is for the Human Services Building employees, only.**

Guests

Rooms

Available rooms only

150

Admin & SO Building

GoToMeeting HR ADMIN & SO BUILDIN...

150

Other

GoToMeeting 1

GoToMeeting 2

GoToMeeting 3

GoToMeeting HSPH

****SUPER IMPORTANT STEP!****

Sign in to **GoToMeeting 1, 2 or HSPH** using the following credentials, depending on the **GoToMeeting** you have booked:

1. Navigate to: www.gotomeeting.com
2. Login using one of the following:

GoToMeeting 1:

gotomeeting@pitkincounty.com

Pitkin530

*100 participants

GoToMeeting 2:

gotomeetingtwo@pitkincounty.com

Pitkin530

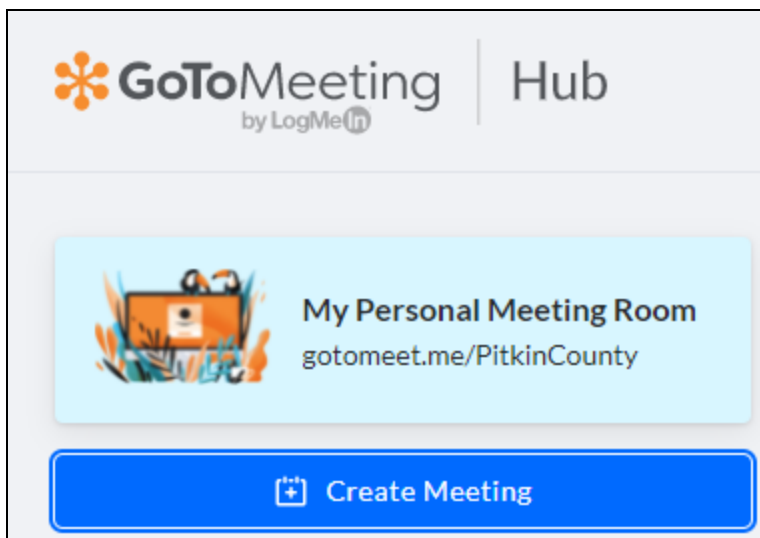
*100 participants

GoToMeeting HSPH:

gotomeetinghsph@pitkincounty.com

Pitkin530

3. Once you have signed in, click on **Create Meeting**.



- Once you have created the meeting, you'll click **Copy Invitation** and **PASTE** the invitation details into your event that you scheduled through Google Calendar. This will allow your participants to see the meeting details.

7:00 PM Test

30 min ID: 227-482-061

Start

 Copy Invitation

 Edit

Default Invitation 

 Delete

Test

Tue, May 11, 2021 7:00 PM - 7:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/227482061>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 227-482-061

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 227 482 061

Or dial directly: 227482061@67.217.95.2 or 67.217.95.2##227482061

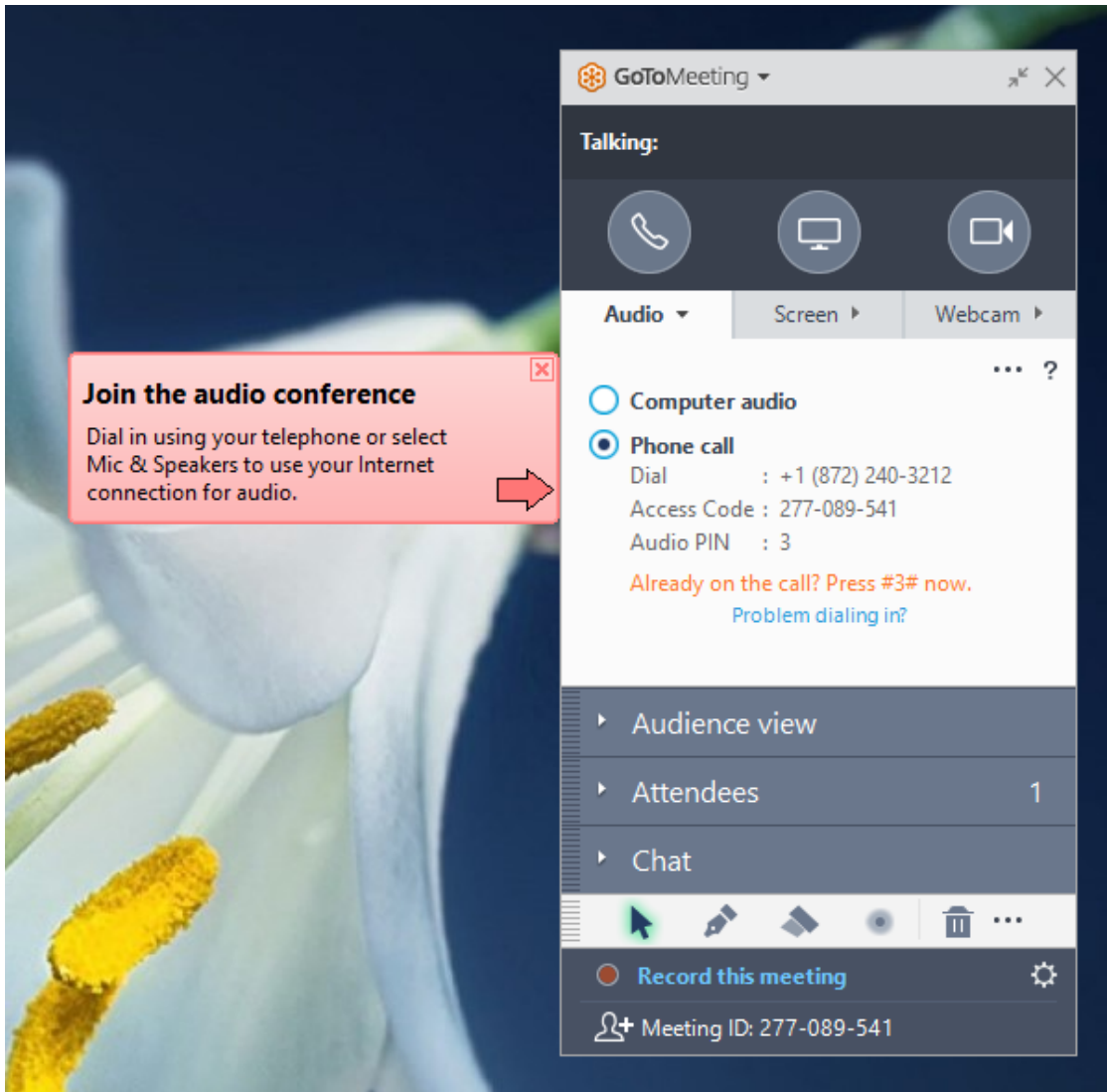
New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/227482061>

Hosting a GoToMeeting

To begin hosting, simply navigate back to your calendar event and click on the link that you had copied previously. You may either run GoToMeeting in your browser or download the desktop app. If downloading, once it has finished loading, open it and click **Run**.

Once **GoToMeeting** loads, you can either use your computer audio (must have microphone and speakers) or call in through **any** phone (desk phone, cell phone, etc.). Make sure you choose the applicable radio button.



Screen Sharing

When **GoToMeeting** starts, it will **not** automatically share your screen.

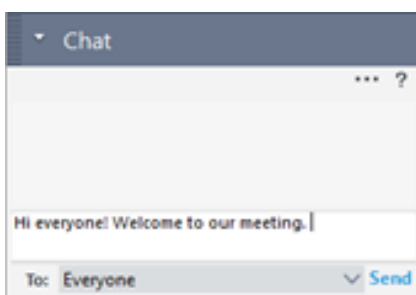
The screenshot shows the GoToMeeting interface with several callouts explaining screen sharing options:

- Click here to share your screen!** (points to the Screen icon in the top bar)
- Stopped** No one sees your screen (points to the status indicator)
- Start sharing my:** Screen (points to the dropdown menu)
- Change presenter to:** Pitkin County (points to the dropdown menu)
- Share keyboard & mouse with:** No one (points to the dropdown menu)
- Audience view** (points to the view selector)
- Pitkin County | GoToMeeting** (points to the meeting title)
- Grandbar: Pitkin County | Presenter: Pitkin County** (points to the grandbar)
- Audio: Click here to join phone call (pusher: STOP) for softphone (pusher: STOP)** (points to the audio controls)
- Chat** (points to the chat window)

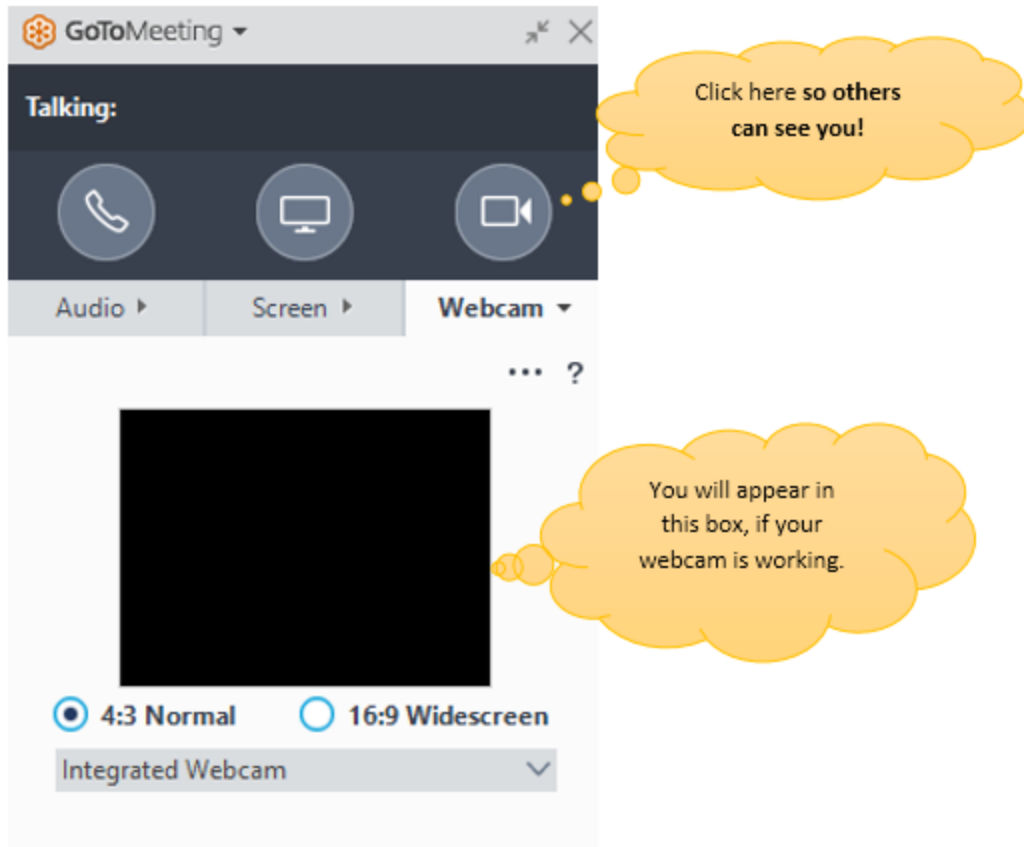
Additional callouts provide further instructions:

- You can share your entire screen or any other window you have open.
- You can also change the **presenter** to any of the other attendees. Make sure you give them **keyboard and mouse** control too!
- This will show you what others see.

In addition, you have the ability to **Chat** with everyone, or specific attendees using the Chat feature.



Webcam ("FaceTime")



Joining a GoToMeeting

Joining a **GoToMeeting** is as simple as navigating back to your calendar event and either clicking on the link to join via your computer, or dialing in via your desk phone, cell phone, etc.

Please join my meeting from your computer, tablet or smartphone.
<https://www.gotomeeting.com/join/192767725>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 192-767-725

If you do not have a calendar invite, please request that the host (presenter) send you the link to the meeting or provide you with the dial in number.

Should you have any questions, please contact Carrie Fleischman (carrie.fleischman@pitkincounty.com)