GoToMeeting Instructions

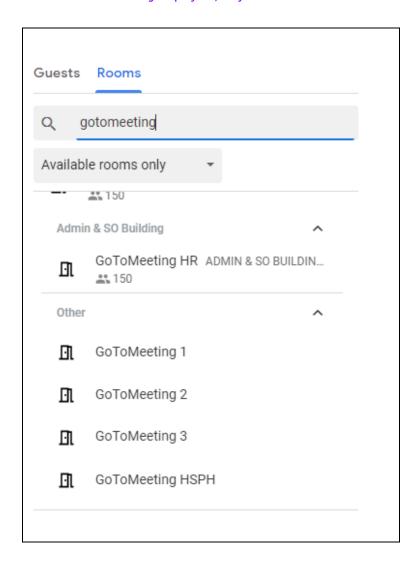
Pitkin County offers **GoToMeeting** for web-conferencing. GoToMeeting is easy to use and is available to all Pitkin County employees. GoToMeeting should be used with large groups (over 10 individuals) and/or when needing to share your screen or record a meeting. Google Meet is best for quick and easy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

Scheduling a GoToMeeting
Hosting a GoToMeeting
Joining a GoToMeeting

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.



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

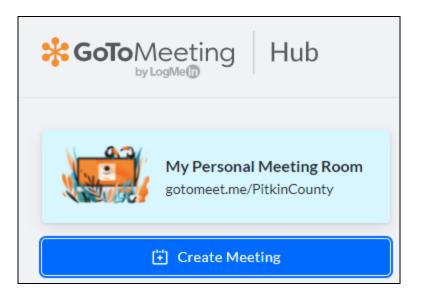
GoToMeeting 2:

gotomeetingtwo@pitkincounty.com
Pitkin530
*100 participants

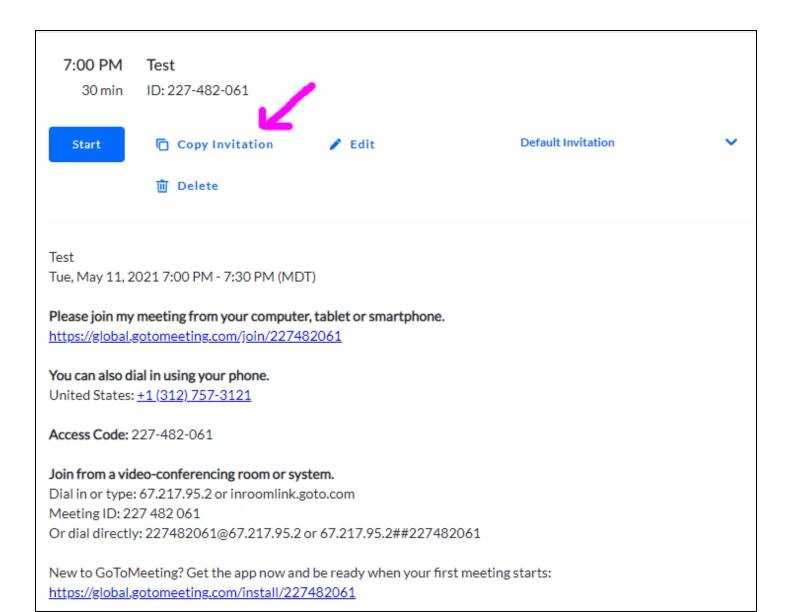
GoToMeeting HSPH:

gotomeetinghsph@pitkincounty.com
Pitkin530

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



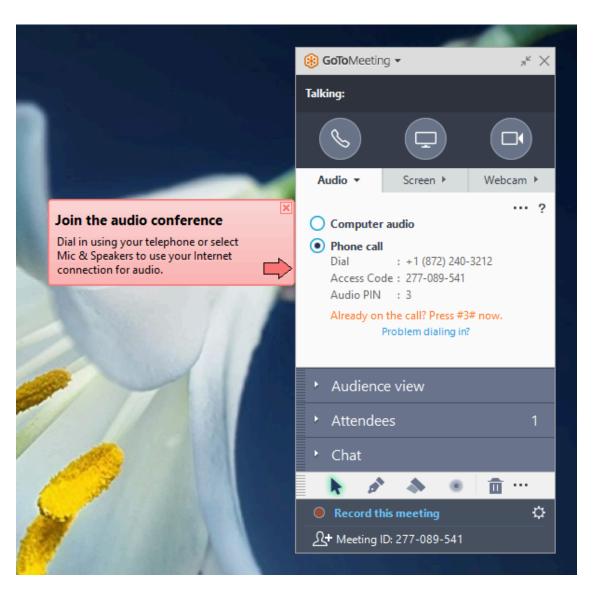
4. Once you have created the meeting, you'll click **Copy Invitation** and **PASTE** the invitation details into your event that you scheduled through Google Calendar. This will allow your participants to see the meeting details.



Hosting a GoToMeeting

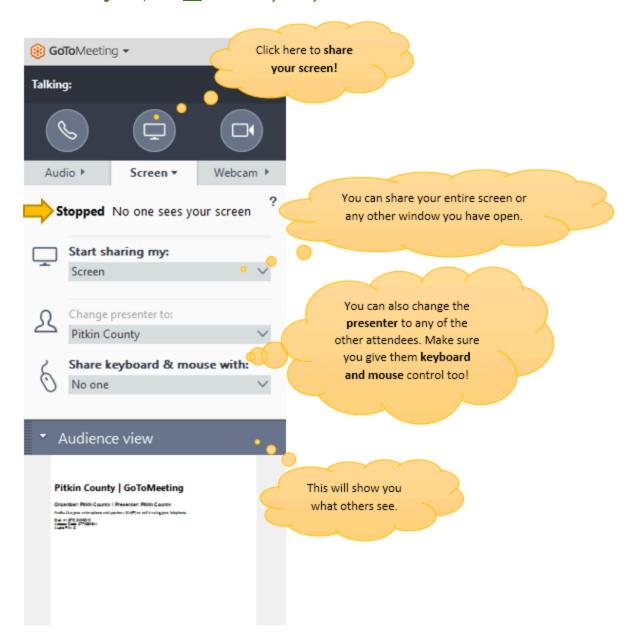
To begin hosting, simply navigate back to your calendar event and click on the link that you had copied previously. You may either run GoToMeeting in your browser or download the desktop app. If downloading, once it has finished loading, open it and click **Run**.

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.

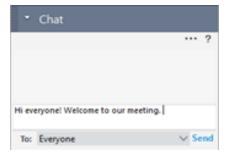


Screen Sharing

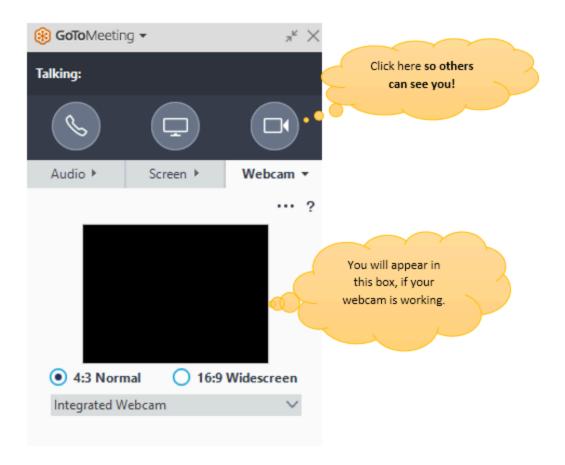
When **GoToMeeting** starts, it will <u>not</u> automatically share your screen.



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 a 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.