



RCSLT 'Techipe' for GoToMeeting

What is GoToMeeting?

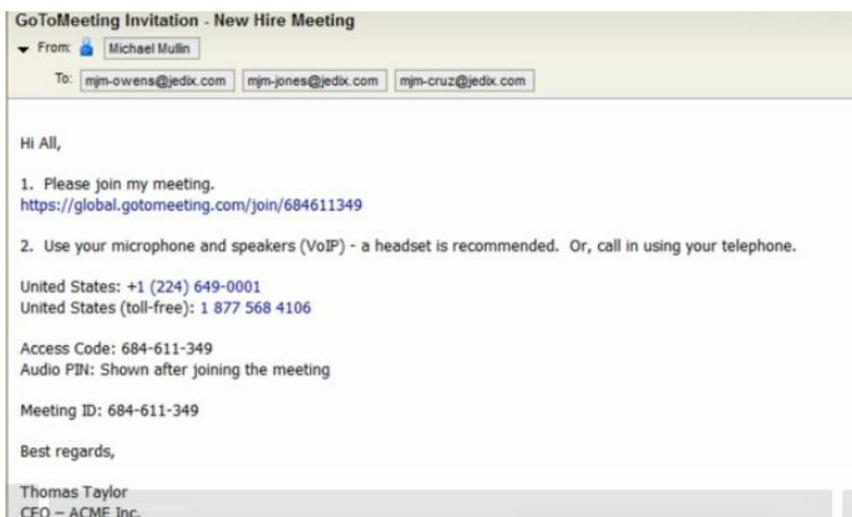
GoToMeeting is a web-hosted service created and marketed by Citrix Systems. It is an online meeting, desktop sharing and video conferencing software that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.

Ingredients:

1. Computer/laptop/tablet/Mac/smartphone
2. Webcam (optional) and/or headset/telephone
3. Internet connection (preferably broadband/3G or Wi-Fi)
4. Invitation to attend a scheduled GoToMeeting via email with link to meeting

Method:

1. When you are invited to a GoToMeeting, you will receive a link via email (see example below)



2. The first time you participate in a GoToMeeting, it will download a small applet (piece of software) on your PC to make sure you are able to see the presenter's screen. This software is safe and small.

3. If you are "calling" in with your headset and microphone that is attached to your computer, no need to dial, after you have logged onto the meeting, simply click the radio button "Use Mic & Speakers", in the Audio portion of the GTM control panel that pops up on your screen.
4. If you are dialing in with a standard telephone, use the numbers from the invitation to call (it will generally be a far-off area code), enter the access code (also from your invitation), and then enter the audio pin that shows on the GTM control panel.
5. As a courtesy to other participants, please make sure that your phone or computer mic is mutable. If you are not speaking, please keep your phone muted in order to reduce background noise. Also know that logging on to see the shared screens and calling in on your telephone (that offers muting) will improve the overall performance of GoToMeeting!
6. If you are using a Webcam then click on Share My Webcam



7. If you are unable to dial in or use mic/speakers then you can converse by typing through the 'chat' function



8. You can hide the Control Panel by choosing View\Hide Control Panel



9. You can leave the meeting via the File option or end your session at the end of the meeting.

NOTE: if you are invited to a GoToMeeting meeting this is free. However, if you want to start running your own GoToMeetings there is a free 30-day trial but then you will have to pay. The charging is either monthly or annually.

What's so tasty about GoToMeeting?

You can work collaboratively with colleagues based in different locations.

For information please visit:

http://support.citrixonline.com/en_US/meeting/video/G2MV00036

Feedback and suggestions:

Please tell your Team Scotland colleagues if you have used GoToMeeting and what you thought of it here and / or via Basecamp.

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