

## JOIN A MEETING

There are several ways to join a meeting depending on how you receive the meeting invitation. Joining a meeting requires no pre-registration, software installation or configuration.

**Note:** When joining a meeting, remember to also conference in using the information provided by your meeting Organizer.

### ► To join a meeting from an email, Outlook meeting appointment or instant message invitation

1. Open the email, appointment or instant message that contains the meeting invitation.
2. Click the link provided in the email to join the meeting.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. If requested, enter the *meeting password* provided by your meeting Organizer.  
You will be entered into the meeting and the Attendee Control Panel and the GoToMeeting Viewer Window will appear.

### ► To join a meeting from the GoToMeeting Web site

1. Open an Internet browser and go to [www.gotomeeting.com](http://www.gotomeeting.com).
2. In the left navigation bar click the **Join a Meeting** button.
3. If prompted, click **Yes** or **Grant** to accept the download.
4. On the *Join a Meeting – GoToMeeting* dialog box, enter the **Meeting ID** you received from your meeting Organizer.
5. If requested, enter the *meeting password* provided by your meeting Organizer.  
You will be entered into the meeting and the Attendee Control Panel and the GoToMeeting Viewer Window will appear.

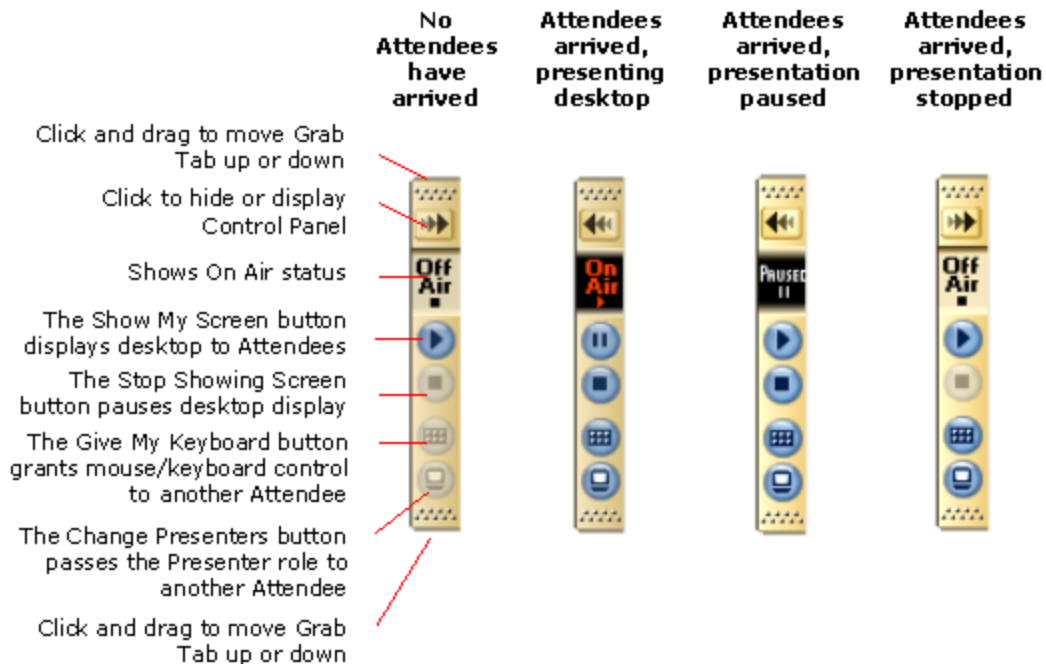
## USE INTEGRATED CONFERENCING SERVICE

GoToMeeting includes a conference call service that the Organizer may elect to use. If they do, at the specified meeting time, dial the conference call number and when prompted, enter the access code followed by the # key. Once in a conference call, participants you can enter commands using your phone keypad.

Command	Feature	Details
3	Exit	Exits the conference call.
4	Help	Provides a menu of available conference commands.
6	Mute/ Un-mute	Mutes the participant's line. Pressing 6 again will un-mute the line.

## USE PRESENTER CONTROLS

When granted the Presenter role the Presenter Controls will appear on your Grab Tab.



## LEAVE A MEETING

An Attendee may leave a meeting at any time.

### ► To leave a meeting

- From the Attendee Control Panel File Menu, select **Exit – Leave Meeting**.
- On the *Leave Meeting?* confirmation dialog box, click **Yes**.