

# Attending Meetings

## Attendee Role Overview

- A meeting attendee can be any person with an Internet connection. All that is needed to join a meeting is the meeting ID and, if required, the meeting password. Attendees do not need to subscribe to GoToMeeting; they meet at no cost to them as guests of the organizer.
- Attendees may be given the role of organizer and/or presenter from the original meeting organizer at any time once a meeting has started.

## 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 or configuration.

**Note:** When joining a meeting, remember to also conference into the meeting using the conference call information provided by your meeting organizer.

### ▶ To join a meeting from an email invitation, Outlook or Lotus Notes meeting appointment or instant message

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**, **Grant** or **Trust** to accept the download.
4. If requested, enter the meeting password provided by your meeting organizer.
5. When prompted, type in your name and optionally, your email address.

Upon clicking **OK** in the Name and Email dialog, you will be entered into the meeting. 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).

**Note:** Attendees can also join meetings from [www.joingotomeeting.com](http://www.joingotomeeting.com).

2. In the left-navigation bar click the **Join Meeting** button.
3. If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
4. On the *Join a Meeting* window, enter the meeting ID you received from your meeting organizer.
5. If requested, enter the meeting password provided by your meeting organizer.
6. When prompted, type in your name and optionally, your email address.

Upon clicking **OK** in the Name and Email dialog, you will be entered into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window will appear.

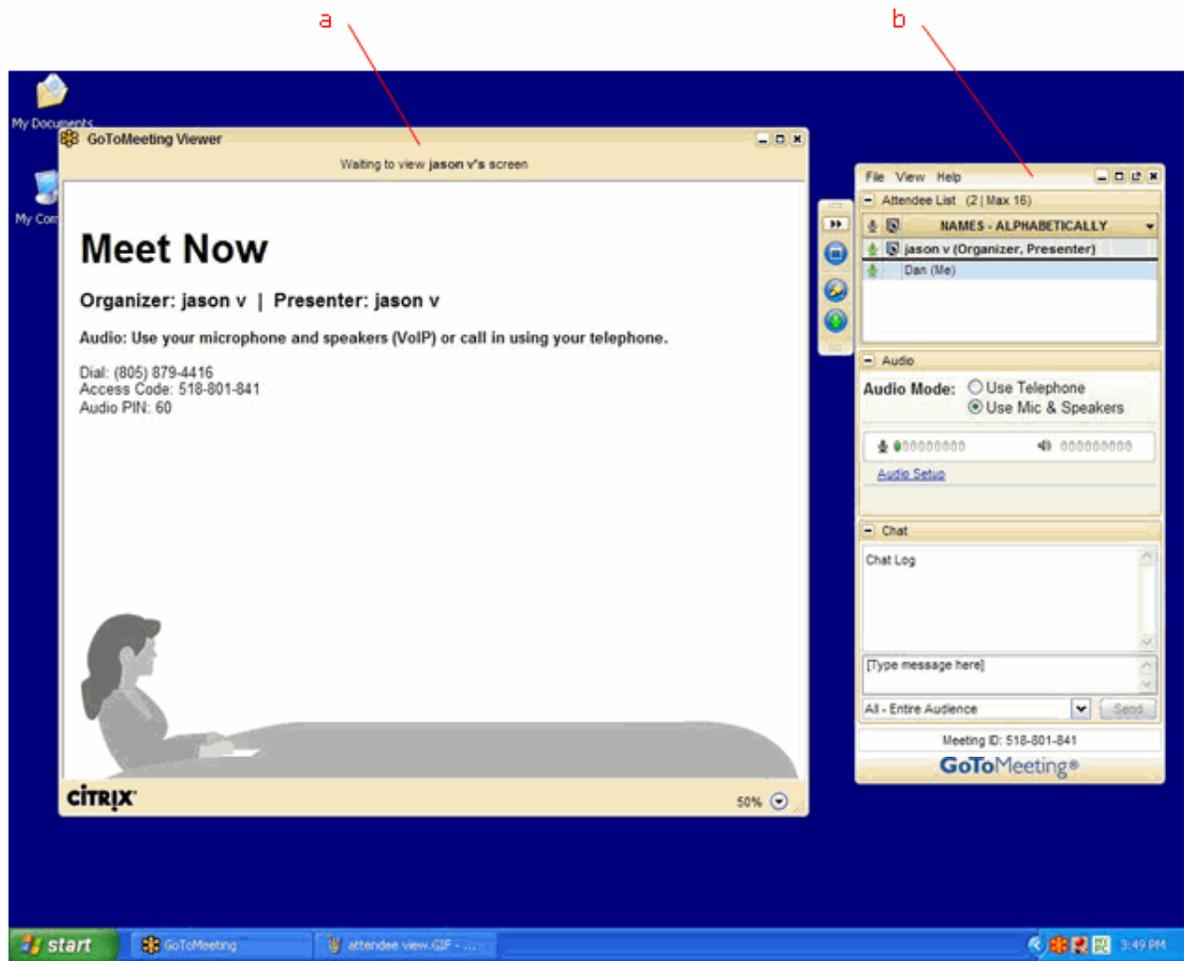
▶ **To join a meeting from your desktop**

1. If you are an organizer and GoToMeeting is already installed on your computer, you can right-click the  icon in the PC system tray or double-click the GoToMeeting icon on a Mac and select **Join a Meeting**.
2. On the *Join a meeting* window, enter the meeting ID you received from your meeting organizer.
3. If requested, enter the meeting password provided by your meeting organizer.
4. When prompted, type in your name and optionally, your email address.

Upon clicking **OK** in the *Name and Email* window, you enter into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window appear.

## Attendee Viewer and Control Panel

Once attendees join a meeting they see two GoToMeeting attendee components, the GoToMeeting Viewer window (a) and the GoToMeeting Attendee Control Panel (b).



## Attendee Control Panel

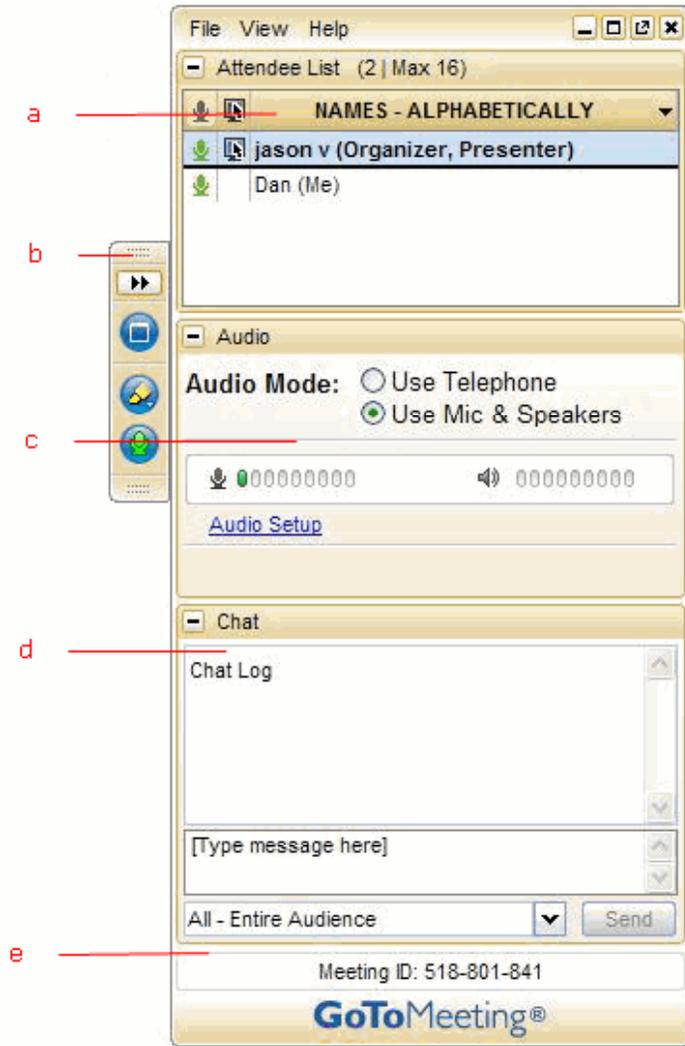
When attendees first join a meeting, the Attendee Control Panel appears on the right side of their desktops. The Attendee Control Panel gives attendees access to various meeting functions and is comprised of four panes: the Attendee List Pane, the Audio Pane, the Chat Pane, and Grab Tab.

After approximately 10 seconds the Attendee Control Panel automatically collapses to the right side of the screen with only the Grab Tab displayed. The auto-collapse feature can be disabled from the View drop-down menu.



The option to disable the auto-hide feature on the Control Panel is only available to attendees using PCs.

- *Attendee List Pane* - If enabled by the organizer, provides a list of all meeting attendees. (a)
- *Grab Tab* - Enables attendees to minimize the Control Panel to the side of their desktops and still access Viewer tools. (b)
- *Audio Pane* - If the organizer has given attendees a choice in how to join the audio portion of the meeting, you can switch between using Mic & Speakers (VoIP) or Telephone. (c)
- *Chat Pane* - If enabled by the organizer, allows attendees to chat with other attendees, either individually or all at once, or with just the organizer or presenter (d)
- *Meeting Information* - Provided for quick reference. (e)



## Attendee Control Panel Menu Bar - PC Users

The Attendee Control Panel menu bar provides access to various application tools not specifically related to attending a meeting. Menu options include File, View, Tools and Help.

### File Menu

The *File* menu allows PC-based attendees to edit how their names and email addresses are displayed to other attendees, save the meeting chat logs as .rtf files, manage their preferences and exit meetings.

From the *Preferences* menu, attendees can allow or forbid bubble messages to appear when another attendee chats or when GoToMeeting notifies them of system-related actions such as attendees joining or leaving a meeting.



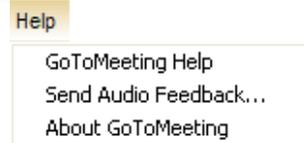
### View Menu

The *View* menu enables attendees to select how to display the Viewer window on their desktops and how the Control Panel behaves when not in use. Attendees can also save a customized layout or return to the Control Panel to the default layout.



### Help Menu

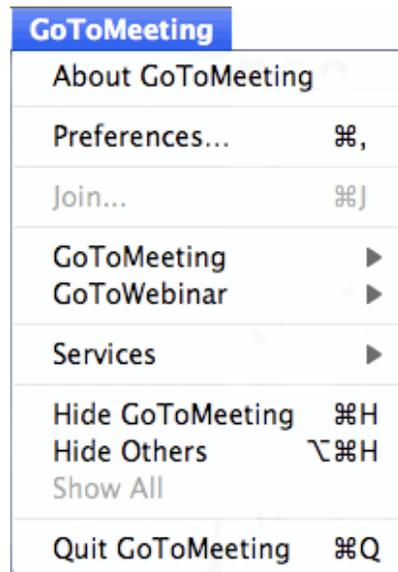
The *Help* menu provides access to the online GoToMeeting Help file and to GoToMeeting software version information. There is also an option to leave feedback on the audio quality.



## The Attendee Toolbar - Mac Users

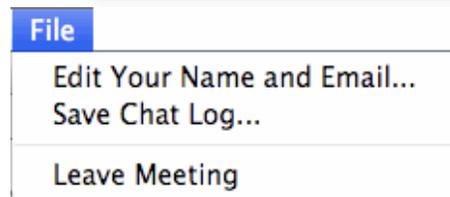
### GoToMeeting Menu

The *GoToMeeting* menu allows attendees to manage their Preferences and exit GoToMeeting.



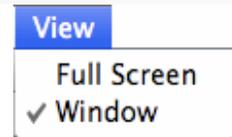
### File Menu

The *File* menu allows attendees to edit how their names and email addresses are displayed to other attendees, save the meeting chat logs as .html files and leave meetings.



### View Menu

The *View* menu enables attendees to select how to display the Viewer window on their desktops.



### Audio Menu

The *Audio* menu provides attendees another option for managing their audio settings. They can mute themselves, switch between telephone and VoIP (if enabled) and select their audio input and output.



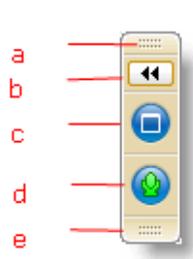
### Help Menu

The *Help* menu provides access to the online GoToMeeting Help file and to GoToMeeting software version information. There is also an option to leave feedback on the audio quality.

## Attendee Control Panel Grab Tab

The Attendee Control Panel Grab Tab enables attendees to minimize the Control Panel to the side of their desktops and change the way the presenter's desktop is displayed in the Viewer window. The Grab Tab changes depending on the status of the Viewer window.

### Attendee Grab Tab with Viewer in Window Mode



Click and drag to move Grab Tab up or down (a)

Click to hide or display Control Panel (b)

Click the View button to change display modes (c)

Click to mute or unmute yourself (d)

Click and drag to move Grab Tab up or down (e)

### Attendee Grab Tab with Viewer in Full-Screen Mode



### Attendee Grab Tab with Drawing Tools Enabled by Presenter



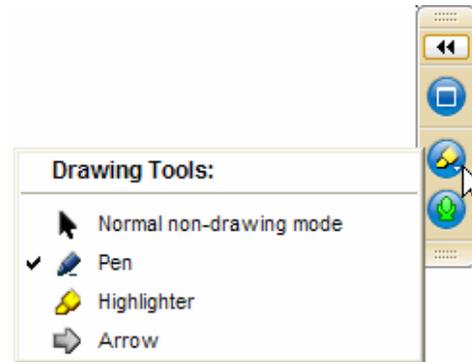
## Attendee Drawing Tools

Drawing Tools must be enabled by the presenter before they appear to attendees. The presenter is the only one who can erase drawings. Drawing will pause when the presenter pauses the presentation.

### ▶ To use a Drawing Tool

1. Click the **Select Drawing Tool** button on the Attendee Grab Tab.
2. Select the desired tool from the Drawing Tools drop-down menu.

**Note:** Once the drawing feature is selected, you can right-click anywhere on the Viewer window to change the drawing tool or return to non-drawing mode.



### ▶ To disable a drawing tool

1. Click the **Select Drawing Tool** button on the Attendee Grab Tab.
2. Select *Normal non-drawing mode*.

Or

1. Right-click/Control-click anywhere on the Viewer window.
2. Select *Normal non-drawing mode* from the *Drawing Tools* drop-down menu.

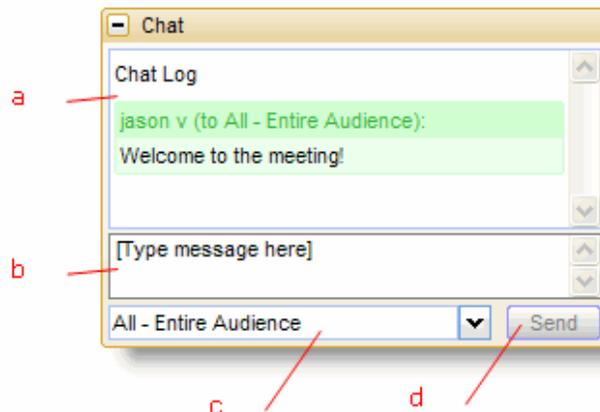
Or

Press the **Esc** key to disable a drawing tool without going to the Grab Tab or Control Panel.

## Chat with Other Attendees

If enabled by the organizer, attendees can chat with other attendees by using the built-in Chat feature in the Chat Pane. Or, attendees can just chat with the organizer or presenter.

- The chat log displays the text of all public chat and chat between two attendees. (a)
- The *Message Entry* field enables input of chat text. (b)
- The *Send Chat to:* field enables selection of chat recipients. (c)
- The **Send** button transmits chat to selected recipient(s). (d)



### ► To chat with attendees

1. Select the desired recipient(s) from the *Send Chat to:* drop-down selection field.
2. Enter desired chat message in the *Message Entry* field.
3. Click the **Send** button.

### ► To reply to a chat message

1. Select the desired recipient(s) from the *Send Chat To:* drop-down selection field.  
- Or -
1. Click the attendee's name within the *Message Entry* field.
2. Enter desired chat message in the Message Entry field.
3. Click the **Send** button.

### ► To save a chat log

1. Under the *File* menu, select *Save Chat Log*.
2. This opens the *Save Chat Log to a File* window that allows you to store the file locally. Then browse to the location where you would like to save it.

### ► To auto-save chat logs

1. Click the **General** category on the GoToMeeting *Preferences* window and select *Chat Logs*.
2. In the *Save in:* box, click **Browse** and select the desired directory.
3. Click **OK**.

## Attendee Viewer Window

The Viewer window is where the image of the presenter's desktop is displayed to attendees. The Viewer window can be displayed in either a Window Mode or a Full-Screen Mode.

In Window Mode, the presenter's desktop is contained within a scaleable window.

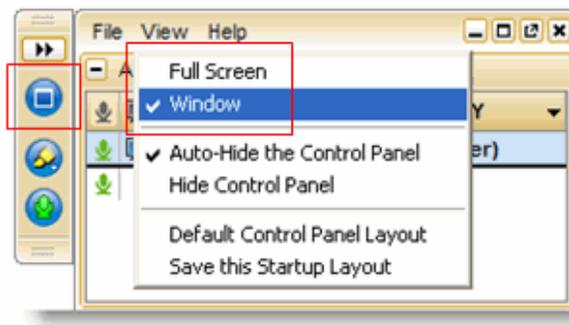


Full Screen Mode expands the presenter's desktop completely over your own. The Attendee Control Panel/Grab Tab remains accessible.



### ▶ To change the Viewer window mode

- Click the **Window Mode** button from the Grab Tab.
- Or
- Select *Window* or *Full Screen* from the View menu on the Control Panel.



## *Share Presenter Mouse and Keyboard*

At any time during a meeting, presenters may [share control of their keyboard and mouse](#) with any other attendee. This enables the designated attendee to share control of applications on the desktop being displayed.

When an attendee is given shared control, the GoToMeeting application notifies all attendees of the change in control by providing a System Bubble Message.



**Note:** Even though an attendee may gain shared keyboard and mouse control of the presenter's desktop, the presenter always retains overriding control by simply moving his or her mouse.

## Become a Presenter

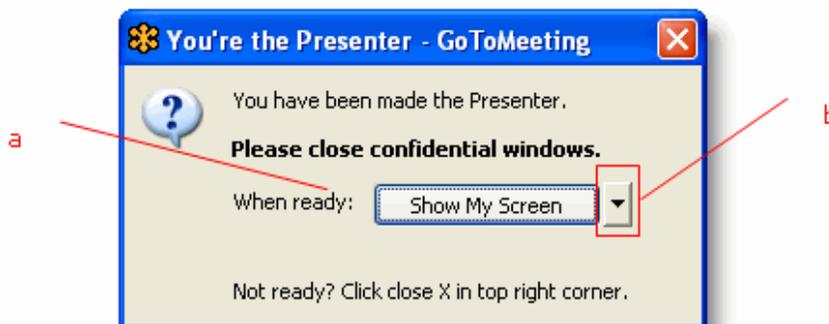
At any time during a meeting the presenter may pass the presenter role to any other attendee allowing the designated attendee to share the presenter's desktop screen.

When an attendee is made a presenter the GoToMeeting application shows a dialog box notifying the attendee that he or she has been made presenter and updates his or her Control Panel and Grab Tab with Presenter Tools.



The new PC-based presenter can click **Show My Screen** to present his or her entire desktop (a) or click the down arrow to select a specific application window (b). For more information about being a presenter, please see the [Organizer/Presenter Control Panel](#) section.

Mac attendees can share their entire desktop but not a specific application.



## Become an Organizer

At any time during a meeting, the organizer may promote any attendee to the role of co-organizer to enable that attendee to share meeting management functions.

When an attendee is promoted to the role of co-organizer, the GoToMeeting application notifies the attendee of the change by providing a System Bubble Message and updates his or her Control Panel and Grab Tab with Organizer Tools.

For more information about being an organizer, please see the [Organizer/Presenter Control Panel](#) section.

Brian is now an Organizer.

## *Leave a Meeting*

An attendee may leave a meeting at any time.

### ▶ **To leave a meeting**

1. From the *File* menu on the Attendee Control Panel, select *Exit – Leave Meeting*.
2. Click **Yes** on the *Leave Meeting?* window.



On the GoToMeeting menu bar, select *GoToMeeting* and then *Quit GoToMeeting*; or, select *File* and then *Leave Meeting*. You may also click the red X in the top-left corner of the Control Panel and Viewer window.