

## Online Meetings Made Easy®

We're excited about the transition to Citrix GoToMeeting. This new service allows you to host an online meeting with up to 25 people – so you can do more and travel less. Using our web conferencing tool, you can share any application on your computer in real time while sharing your webcam feed through an integrated feature called HDFaces. Here are a few hints to help you join meetings in seconds.



### Activate

- An activation email was sent.
- Select the link provided in the email, choose a password and download the software at your workstation
- The instructions to download are provided immediately after you choose a password



### Download & Access

- Once the service is downloaded an orange GoToMeeting flower icon  will be located in the system tray of your PC or on the desktop of your Mac
- You may also log-in at [www.gotomeeting.com](http://www.gotomeeting.com) using your email address and private password to access your account



### Schedule

- Right-click the icon on a PC or double-click on a Mac and select **Schedule a Meeting**
- You may also log-in at [www.gotomeeting.com](http://www.gotomeeting.com) using your email address and private password to access your account
- Enter meeting details (date, time, audio) into the scheduler prompt presented on the screen
- Your meeting information will be presenter after selecting the **Schedule** button
- Send attendees the session information in the preferred manner (email, Outlook appointment, etc.)



### Start Session

- Right-click the icon on a PC or double-click on a Mac and select **My Meetings**
- You may also log-in at [www.gotomeeting.com](http://www.gotomeeting.com) using your email address and private password to access your account
- Highlight a specific meeting
- Select **Start**



### Optimize

- Training and Resources: <http://support.citrixonline.com/gotomeeting>
- 24/7 Support: 888-259-8414 or <http://support.citrixonline.com/GoToMeeting/contact>