

What you need to have & do for joining a teleconference/video conference

What equipment will you be using?

1. Laptop, tablet, or computer with a strong Wi-Fi /internet connection
 - ◇ For video you will need a webcam connected
 - ◇ For audio you will need a speaker and a microphone connected
2. To connect with a Cell Phone
 - ◇ Video Connection- have the “Go To Meeting” App downloaded onto the smart phone (if Android 2.2 smart phone with wifi connection)
 - ◇ Audio Only– you just need a phone

Join A Meeting

- Click the *Join link* in the email or calendar event notice
- Click on “*GoToMeeting* download” (you will see the screen change)
 - You will next see a rectangular box with icons and a face
 - You have joined the meeting if it’s started

Video box - If you have a camera, GoToMeeting will ask for permission to access your device.

This sets up your video

**Audio box - click - Mic & speakers button if you use a electronic devices
click - Telephone if using a smart phone .**

This sets up your sound

The host can mute your voice temporarily to prevent interruptions during a presentation.

You have the option of turning off your video and muting your audio at any time during the meeting.

Please Note– If a meeting ID is requested, that will be included in the email or calendar event notice that you used to connect to the meeting.

Leave the Meeting

(Leaving a meeting can be done at anytime during the meeting)

**Click on the GoToMeeting viewer or the Control Panel menu - click on Leave
A box will show and ask “ Do you want to leave meeting? Click YES**