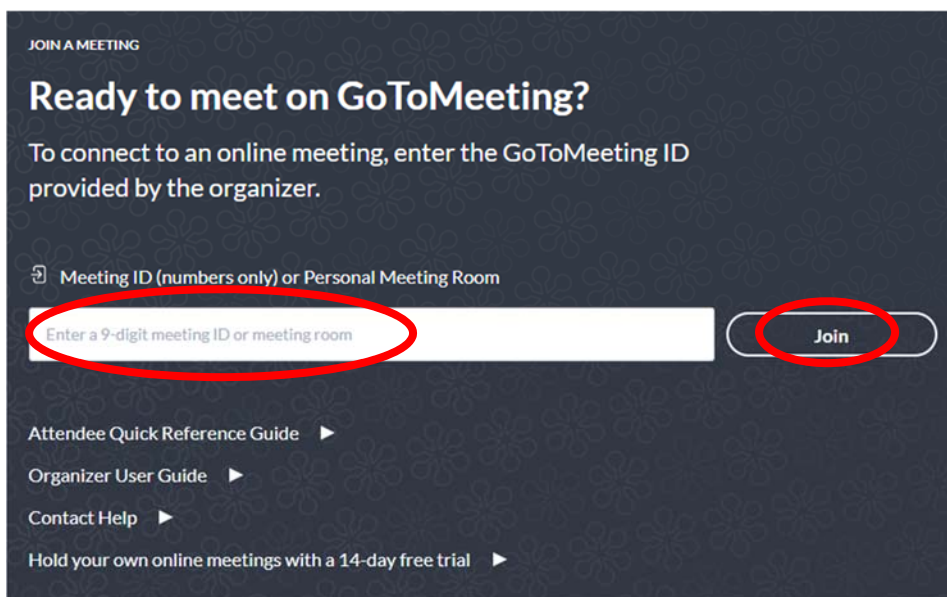## TO JOIN VIA COMPUTER

1. **Head to Gotomeeting.com** ***Alternately, you may click the meeting link which should take you to step 3.*

   Click "Join"

2. **Insert meeting ID provided in the invitation email and click "Join"**


3. **Set up your audio and camera**

   When you first join, you'll be prompted to choose which audio method and camera you'd like to use and how you'll appear in the meeting upon launch. Click the Settings icon to switch audio modes or devices.

   Select "Computer" to use your computer's mic and speakers.

   Select "Phone" to use your telephone to dial in to the audio conference.

4. Once you have set up the audio and video, select "Okay, I'm ready" to join the meeting.


5. To control settings in the meeting

a. Camera Views – to change who you see on your screen and where the icons appear, select "Everyone" and select the options you prefer.
b. Audio – to mute and unmute, select the microphone at the bottom of the screen. (green=unmuted, red with a slash=muted)
c. Camera – to change the camera preference (onscreen or offscreen), select the video camera at the bottom of the screen. (green=camera on, white with a slash=camera not on).
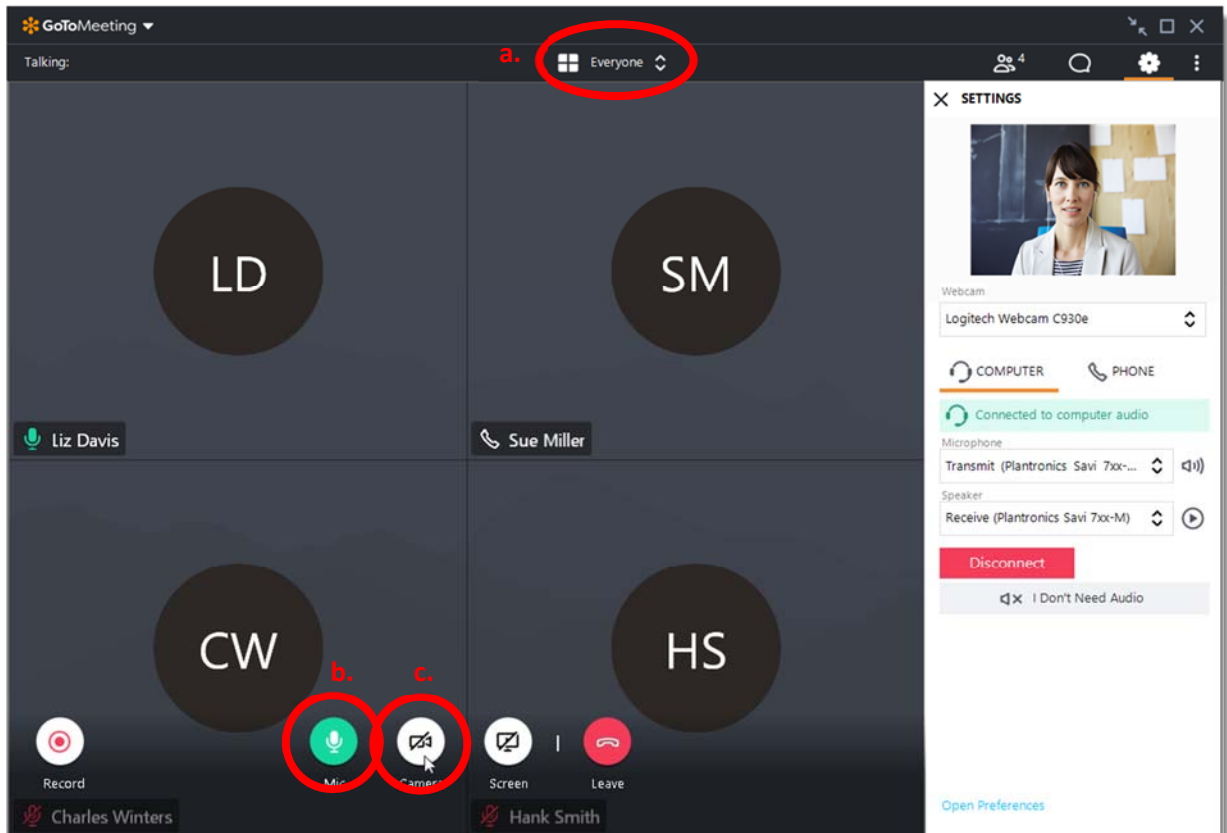
TO JOIN VIA PHONE CALL

1. **Dial the meeting phone number.**
2. **You will hear a beep and the instructions "Please enter your access code followed by the pound or hash sign" - enter the nine digit access code provided with the meeting notice.**
3. **Then you will hear "To enable audio controls, enter your audio pin followed by the pound or hash sign. If you do not have an audio pin, please press the pound or hash sign". You do not have an audio pin so you should hit the pound key.**
4. **You are in the meeting.**
   **Alternately, if you are dialing on your cell phone and the meeting is in your calendar, you may hit the phone icon and it will dial and enter the access code for you.
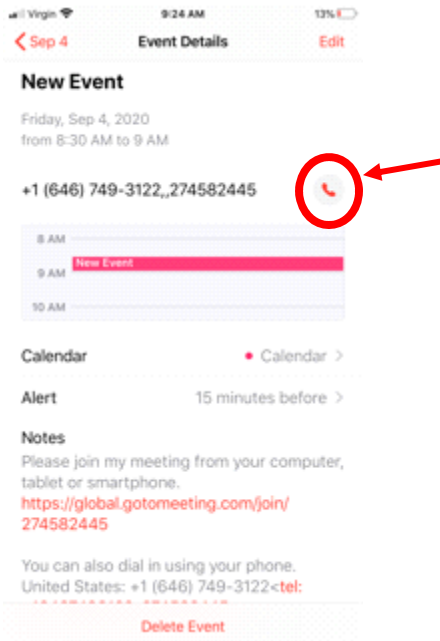
*(Instructions written from an iPhone but will be similar on Android)*

1. **Click the meeting link in your calendar (or head to gotomeeting.com and select "join" and enter the meeting access code)**
2. **GoToMeeting will attempt to launch the meeting. In order to join the video conference, download the app.**
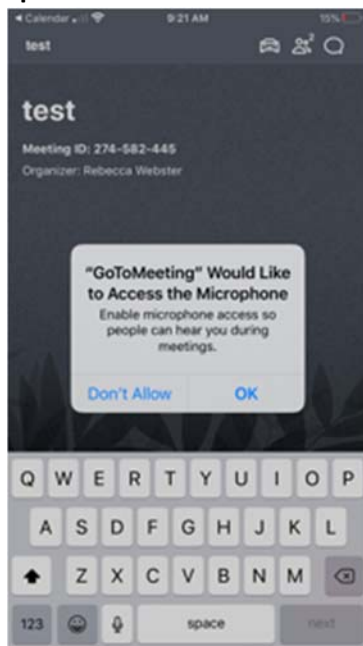
3. **Once you have downloaded the app, return to your calendar and click the meeting link OR open the app and enter the meeting ID.**
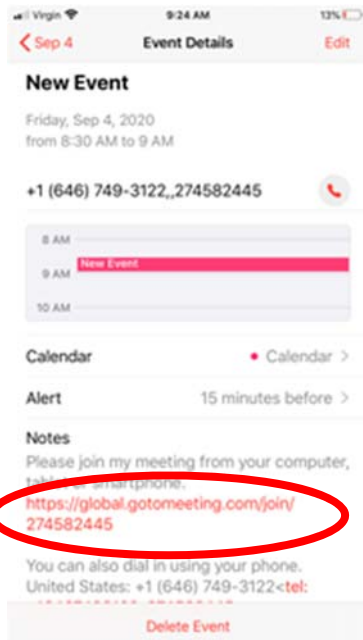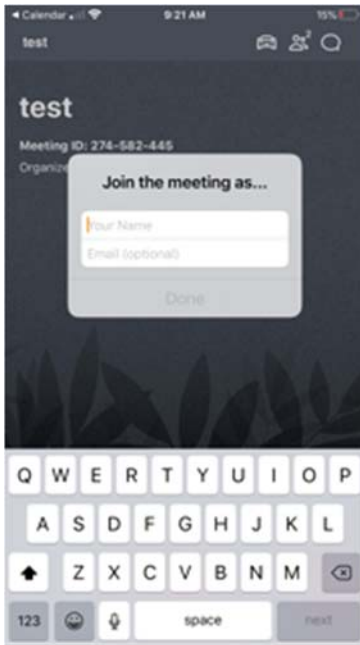

OR
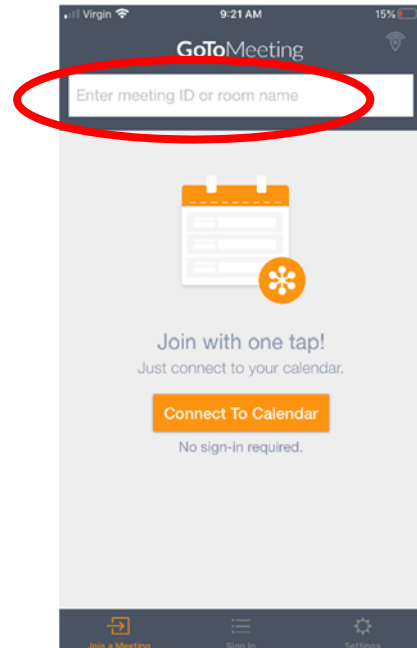
4. **The app will ask for permission to use the microphone. Select "OK" in order to be able to speak on the call.**

5. **To enter the meeting type in your name. Email is not necessary.**

6. **Once you click "Done" you are in the meeting. To control setting in the meeting**

   a. <u>Audio</u> – to mute and unmute, select the microphone at the bottom of the screen. (green=unmuted, red with a slash=muted)
   b. <u>Camera</u> – to change the camera preference (onscreen or offscreen), select the video camera at the bottom of the screen. (green=camera on, white with a slash=camera not on).