Attending a GoToMeeting:

1. Select the link for the meeting.
2. Once the link opens, the window for the GoToMeeting will automatically open.
3. On this screen you can opt to either turn on your camera and Micorphone, or keep them off. If you are presenting, you will need to have both on.
4. Select the orange "Ok, I''m Ready" button.
5. To use the chat feature, you may select the message icon at the top right of the page.
6. If you would like to speak in the conference, you may unmute your microphone by selecting the microphone icon at the bottom of the page.

For Presenters:

1. If you are presenting, the organizer of the GoToMeeting will need to make you the presenter. This is done by selecting the person icon at the top right of the screen.
2. Hover over the name of the person you want to make the presenter and select the down arrow to the right of their name.
3. Select Make Presenter.

To Share your screen to show a PowerPoint:

1. As the presenter you have the option to share your screen to show a PowerPoint. You will first need to open you PowerPoint on your desktop.
2. Once the PowerPoint is open, you have the option to share your screen with GoToMeeting by selecting the Screen icon at the bottom of the page. To exit screen sharing, you will select the screen icon again.

To end a GoToMeeting, select the phone icon labeled "Leave."