

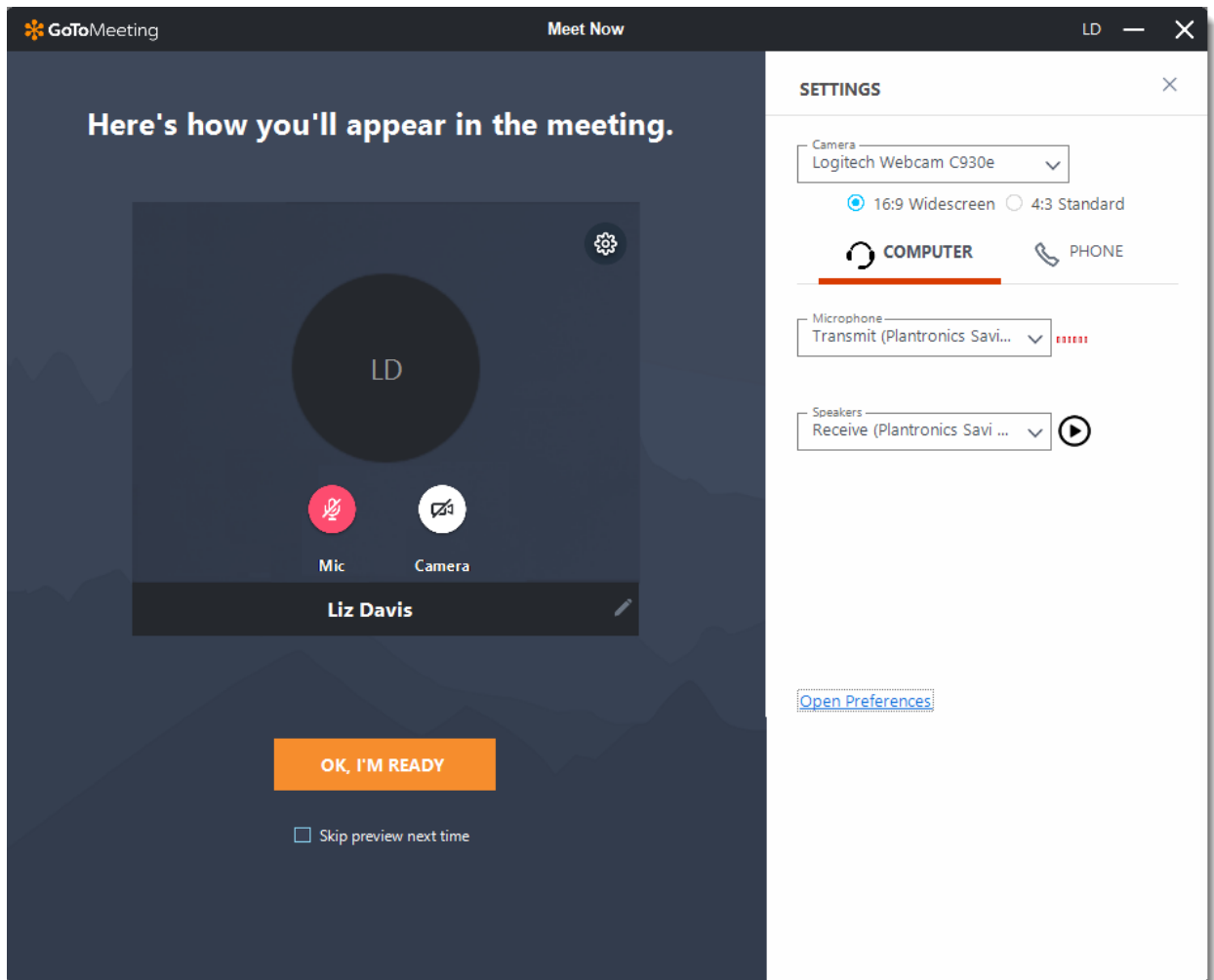
GoToMeeting Attendee Guide

Get started with the Control Panel & Grab Tab

1 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.

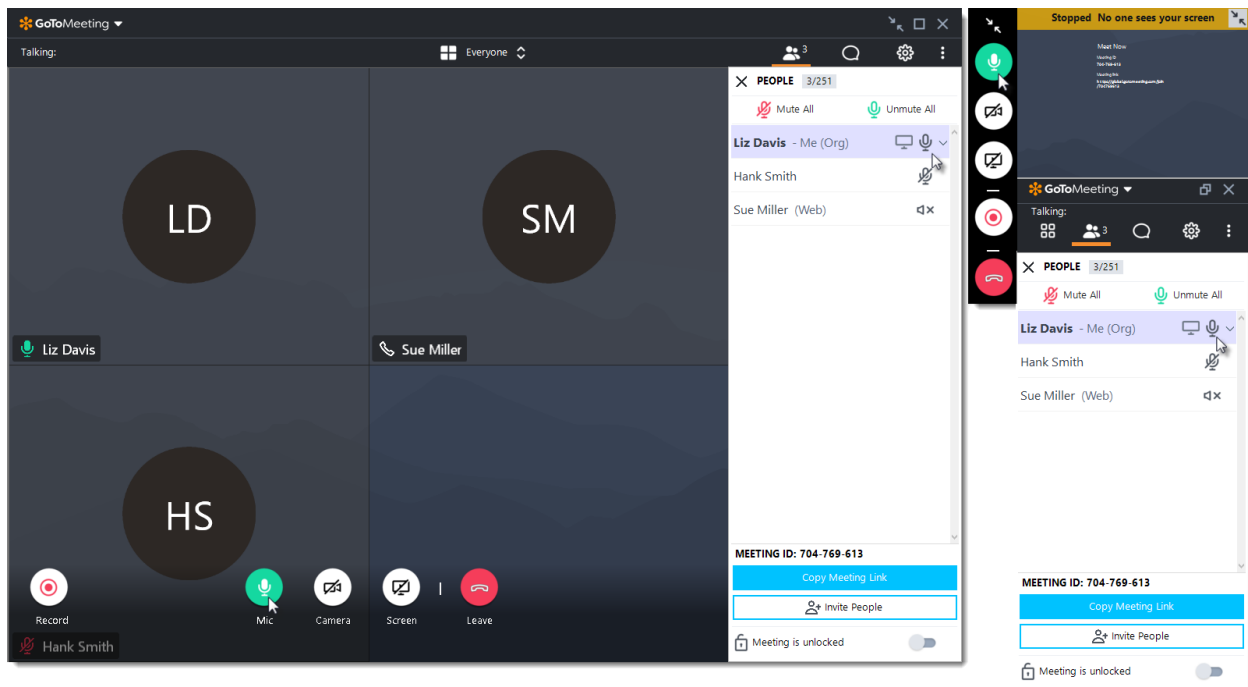
- Select **Computer** to [use your computer's mic and speakers](#).
- Select **Phone** to use your telephone to [dial in to the audio conference](#) or to [have GoToMeeting call you](#).



2 Mute & unmute

Control your audio feed using the **Audio icon** at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio or a Phone icon for phone call audio. You can also switch between Computer and Phone audio if needed by opening the Settings pane in the Control Panel.

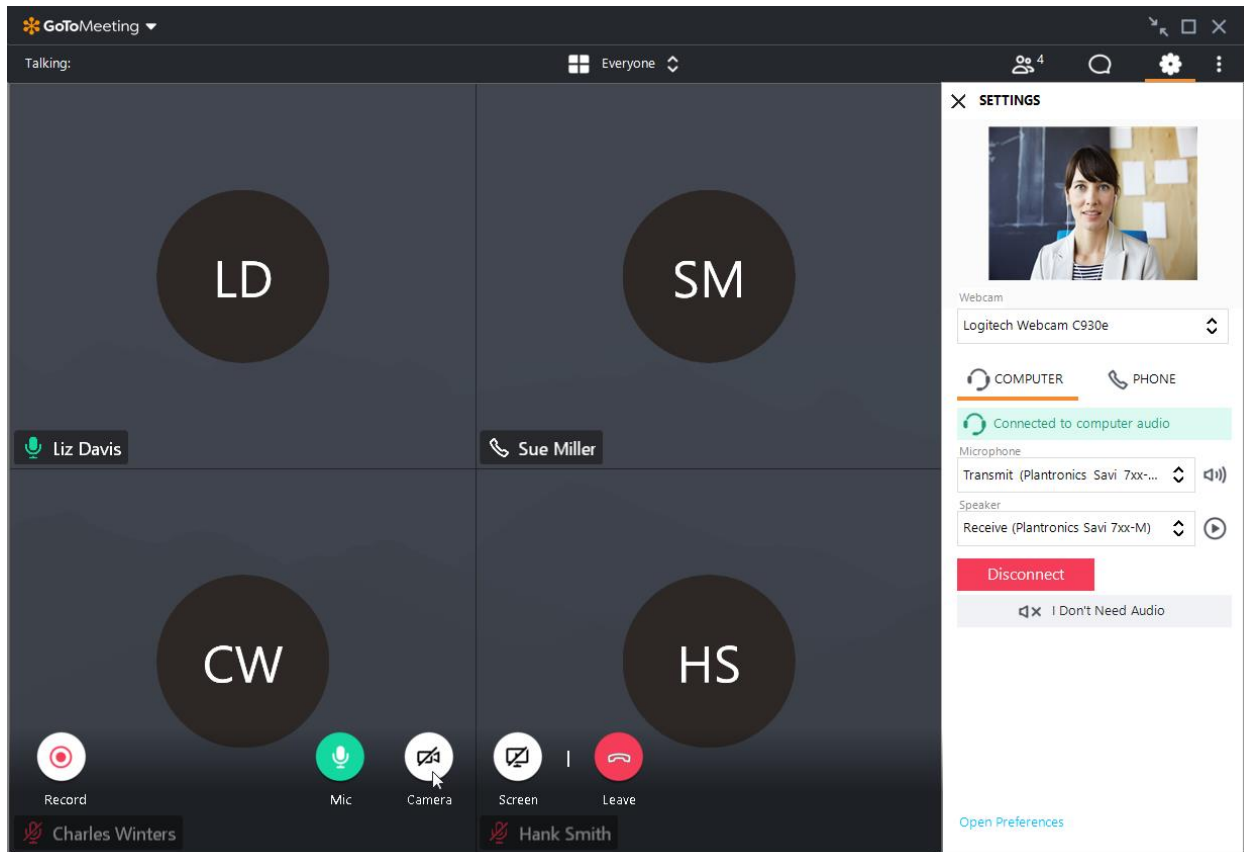
Note: Most Computer audio users are muted by default when they first join. If you are muted, click the red **Audio icon** so that it glows green.



3 Share your camera

Smile! You can start and stop sharing your camera using the Camera icon in the Viewer or Control Panel. [Learn more.](#)

Do you want to preview your camera first? Click the Settings icon. You will instantly see a preview of your camera feed.



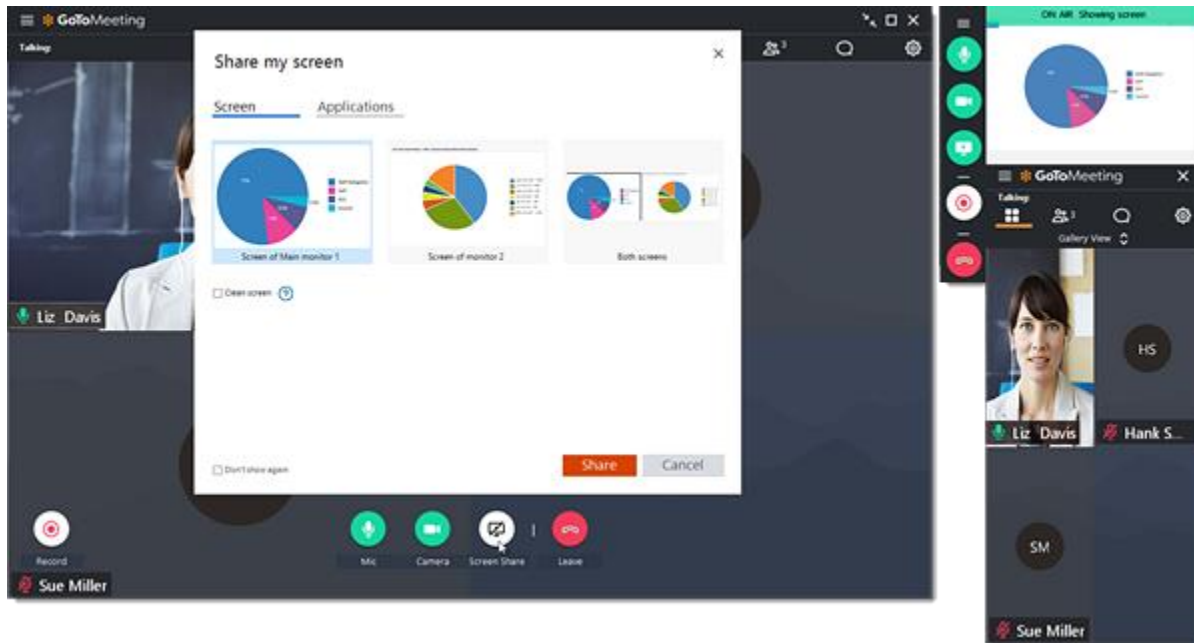
4 Share your screen

If the meeting organizer grants you presenter permissions, then you can share your screen or even a specific application with the other attendees in the meeting. Use the **Screen** icon in your Control Panel or Grab Tab to quickly start and stop sharing the screen of your main monitor once you have presenter controls.

Open the **Screen tab** to see additional options:

- Use the **Share something else** drop-down menu to share a different monitor or even a specific application (such as PowerPoint).
- Use the **Drawing Tools** drop-down menu to illustrate your point or to allow other attendees to draw in real time.
- Use the **Pause sharing** button to pause screen sharing.

Note: You will not see the presenter controls in your Screen pane unless you are made the presenter by an organizer or the current presenter. Once you are made presenter, the additional presenter controls will appear in your Control Panel.

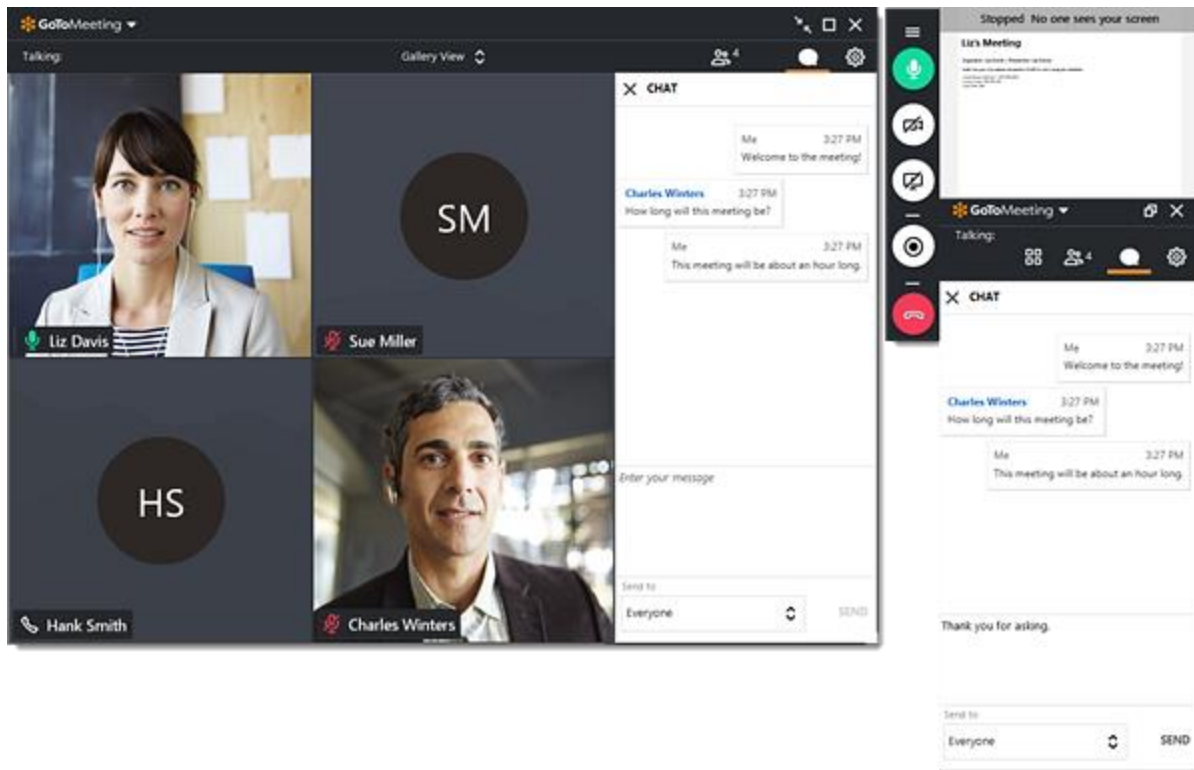


5 Chat with others

The Viewer and Control Panel includes a Chat pane where you can exchange messages with other participants. You'll be notified if you receive a chat and your Chat pane is minimized. Use the **Send To** drop-down menu to select your recipients:

- **Everyone** - Send a message to all meeting attendees
- **Organizer(s) only** - Send a message only to organizers and co-organizers.
- **Specific attendee** - Send a private message to just that person.

You can save a .RTF file of the chat log by clicking **GoToMeeting** in the top menu and **Save Chat Log**. When prompted, select a place on your computer to save the file and click **Save**.



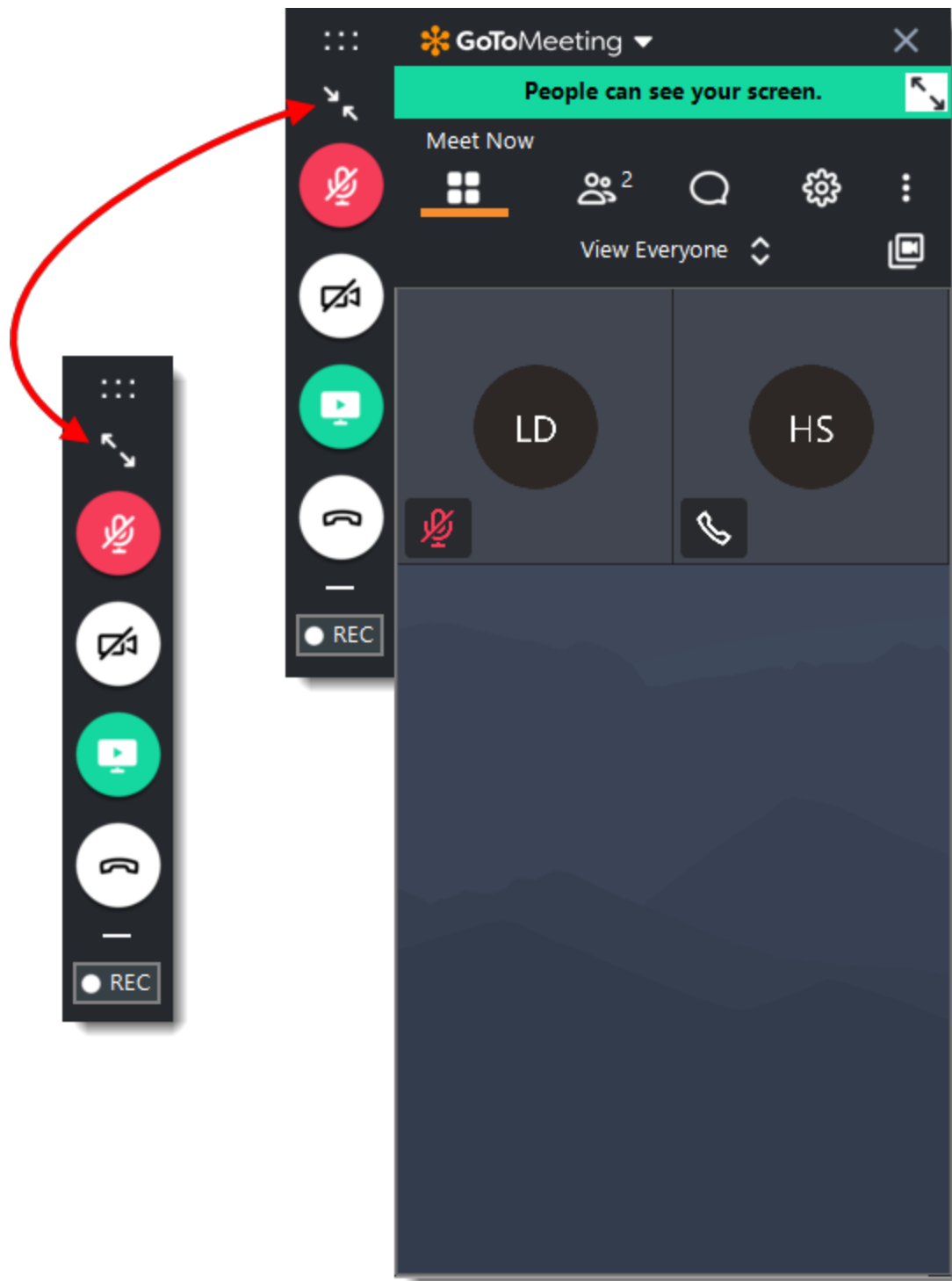
6 Minimize to Grab Tab

To save valuable space on your computer screen when you're screen sharing, you can collapse the full Control Panel into a small Grab Tab that will automatically "cling" to the sides of your screen. Use the Arrow icons to collapse and expand the Control Panel.

- Retain easy access to the **Audio**, **Screen**, and **Camera** icons.
- Get chat notifications when messages come in.
- Move the Grab Tab around your screen using the Slider icon.

Explore the Viewer window

Detach cameras from the Viewer or Control Panel

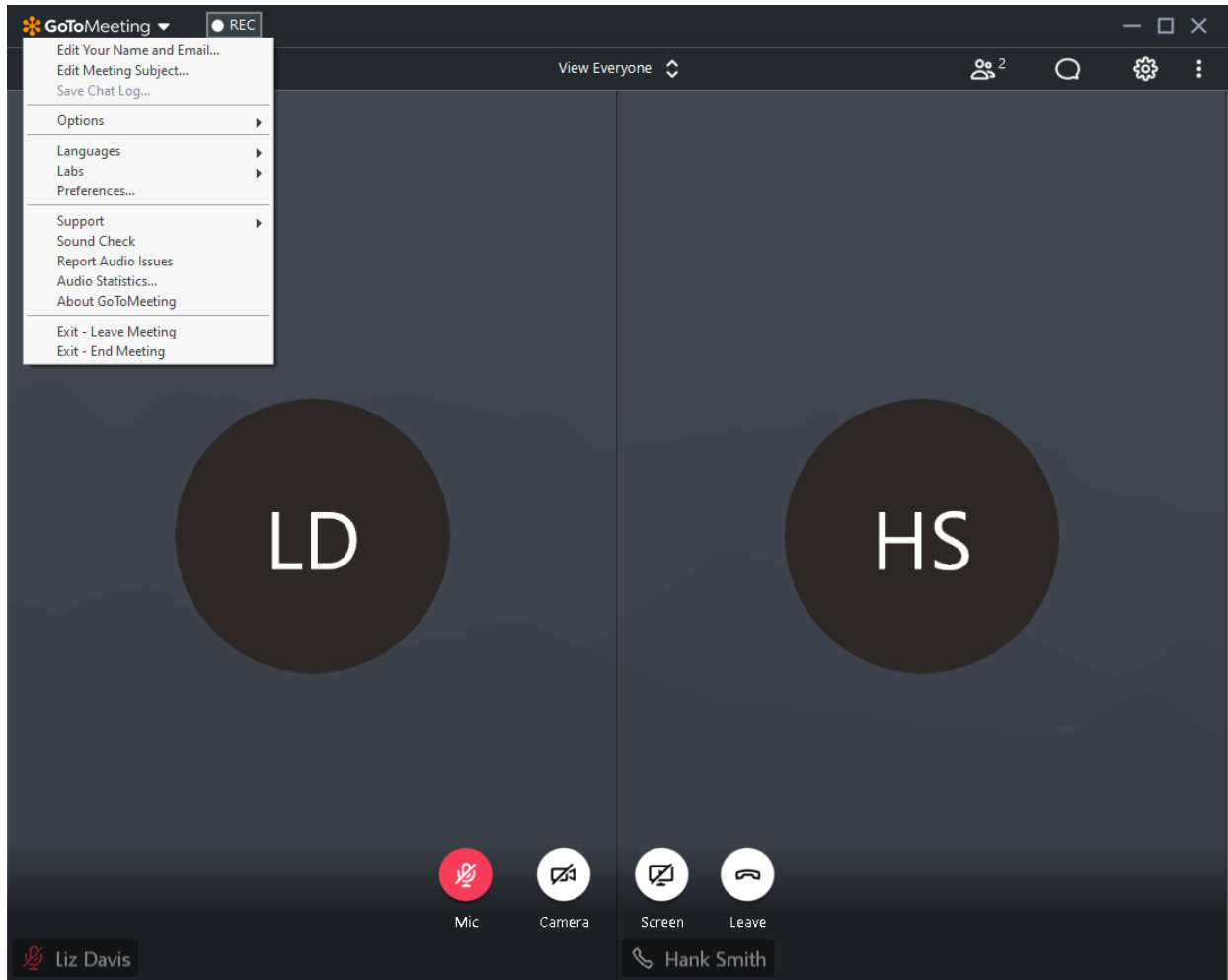


7 Explore other tools

The GoToMeeting menu offers additional features and tools for you to use during your session, including checking your sound, saving your chat log and configuring your application preferences.

To access the drop-down menu, click **GoToMeeting** at the top of your Control Panel.

Edit your name and email, Change the display language, Configure preferences



8 Need more help?

Need some more help getting the most out of GoToMeeting? See these additional resources to learn more.

- [Join FAQs](#)
- [Audio FAQs](#)
- [In-Session Features](#)