A HOW TO GUIDE: GOTOMEETING

The link in your meeting invite or https://www.gotomeeting.com/en-za can be used to access the GoToMeeting website.

If you are a first-time user, click on the "Start for Free" tab on the upper right side of the screen. If you already have an account, you can just click on the "Sign In" tab.

If you are signing up, you will be required to fill out the following information:

When you are done, click on "Sign up" and agree to the terms and services in the next pop-up.
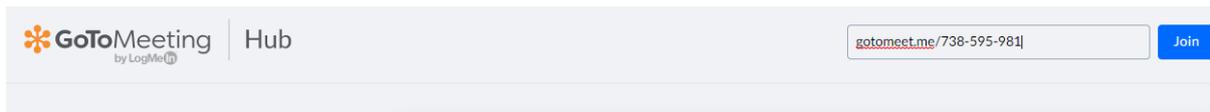
Terms of Service

By continuing, you agree to the Terms of Service and Privacy Policy.

[Agree & Continue]

Joining a meeting. Located on the upper right corner of the screen after signing in. Type the meeting ID (you got it in the invite emailed or messaged to you) and click on join.


If you have not downloaded the GoToMeeting app to your computer yet, you will be asked to do so. Click on the "Download the app" tab to start the download. This may take a couple of minutes, depending on your internet connection.

After the file has finished downloading, click on the .exe file located at the lower left corner of the screen (see image). After clicking on the file, it will install and start automatically after completion.
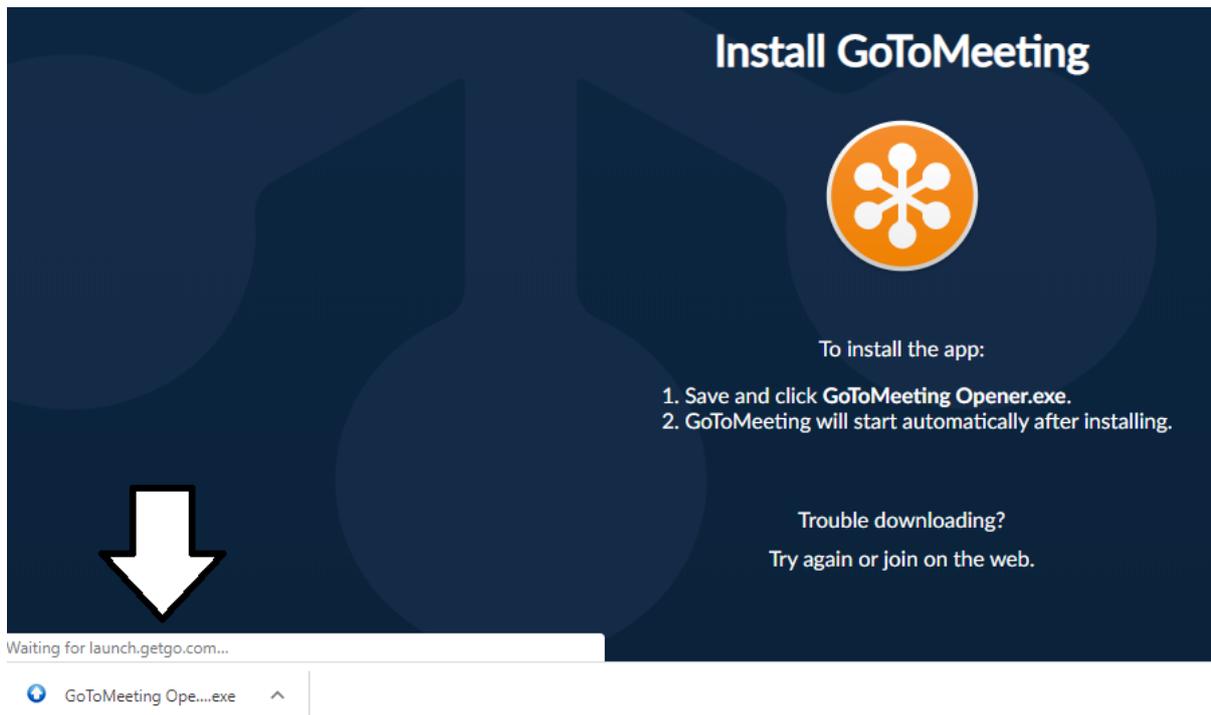

If you have already installed the app on your computer/phone, the following pop-up will appear (see image). DO NOT CLICK ON CANCEL. Click on "Open Goto Opener" to join the meeting.
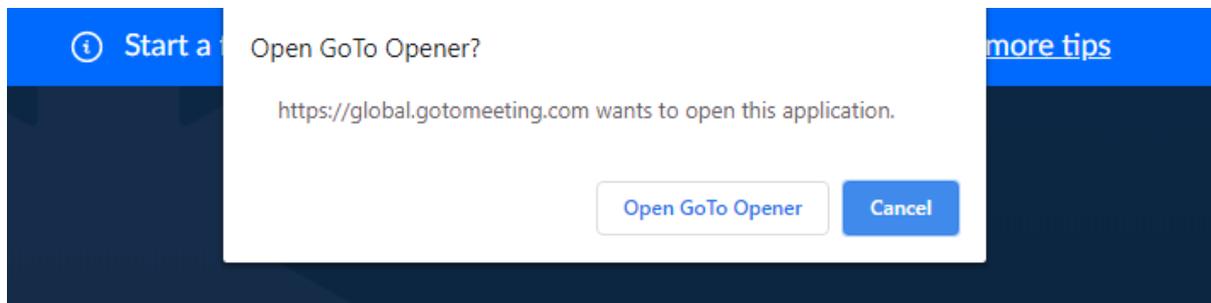
After this step, you may be asked to enter a password (if the host requested a password for increased privacy/security). The password is displayed in the invite sent to you.
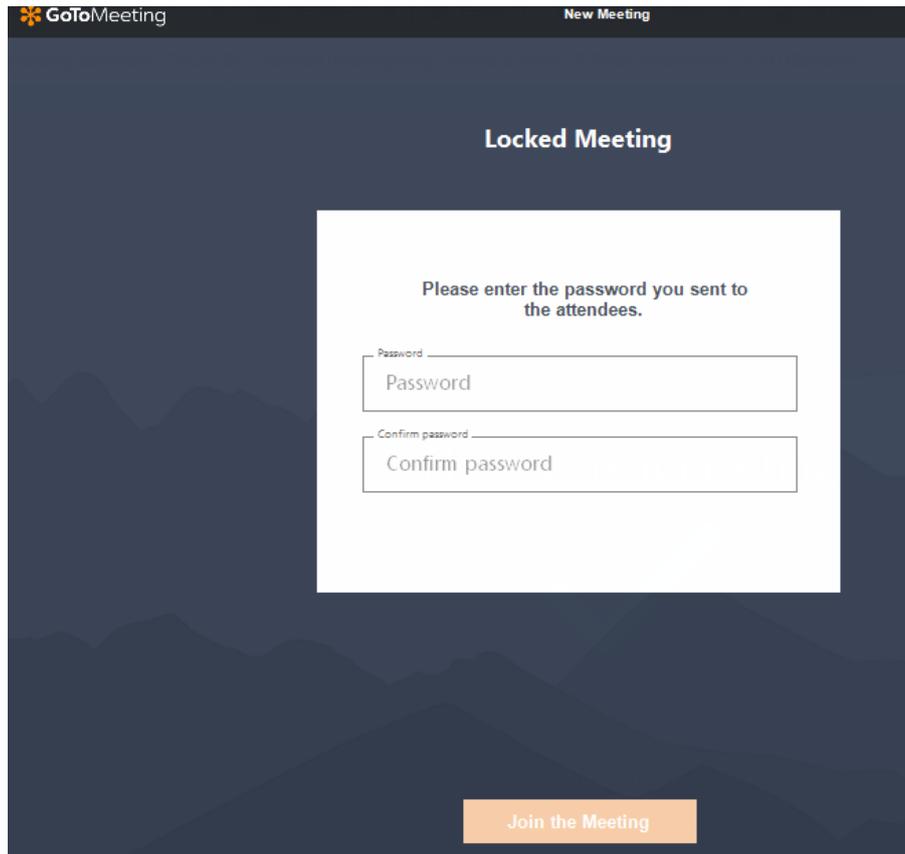

Before gaining access to the meeting, you will be asked if you are joining by computer of phone. Select the option you will be using and click "SAVE AND CONTINUE."
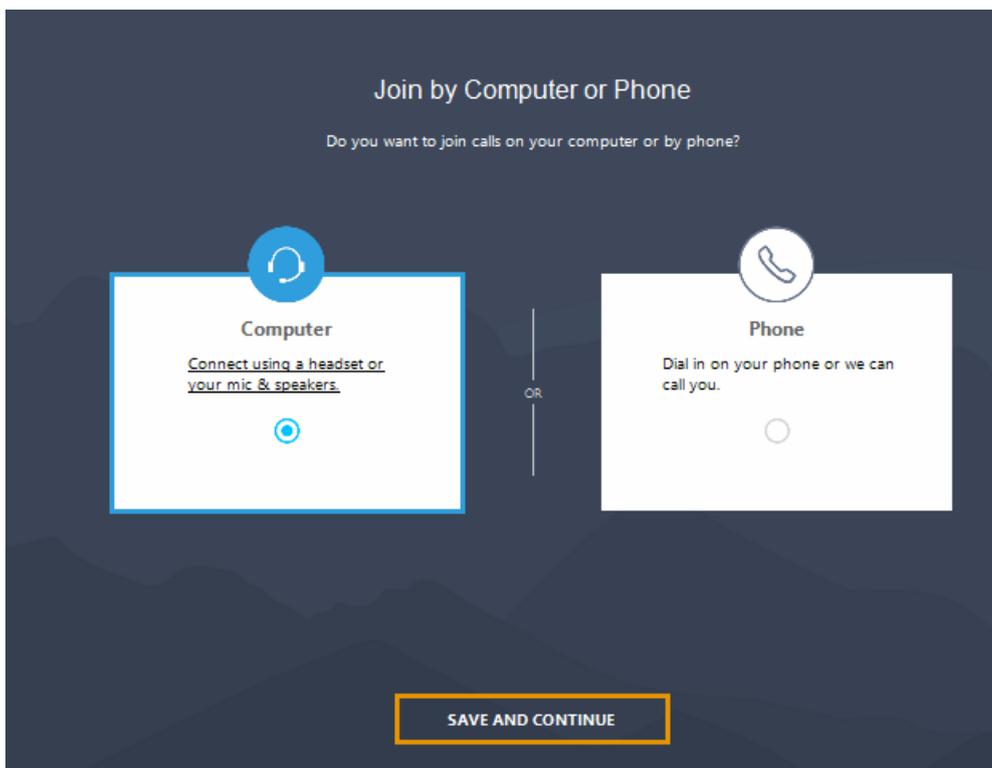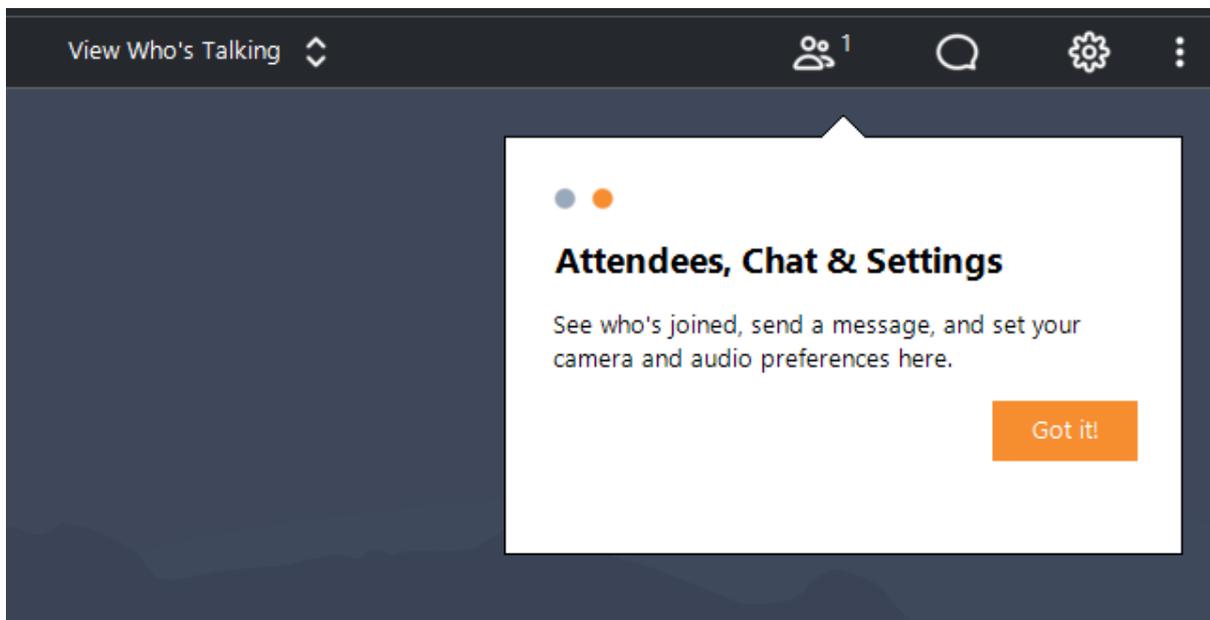
Before joining the meeting, the following screen will appear (see image). Here you can activate or deactivate your mic and camera according to your specific preferences. It is advised to keep your mic and camera off unless otherwise stated by the host/presenter. Click "OK, I'M READY" when done.
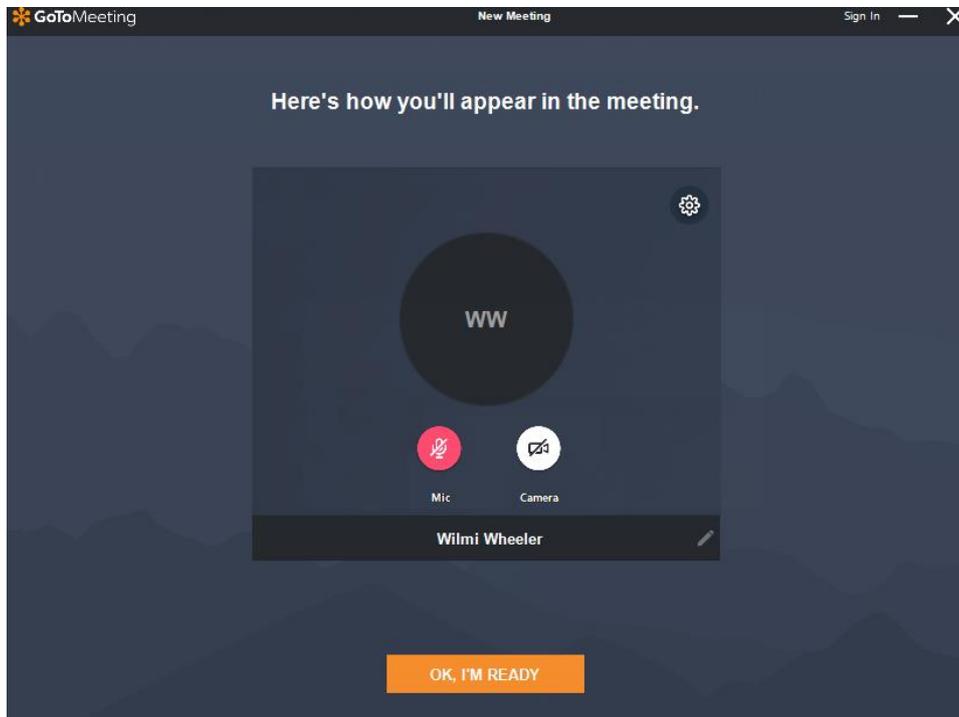
Congratulations you have joined the meeting. Please take note of the following features (see image) located on the bottom of your screen. You can turn your mic and camera on or off by clicking on the relevant icons. If asked to share your screen, click on the "screen" icon. Leave the meeting by clicking on the "leave" icon.
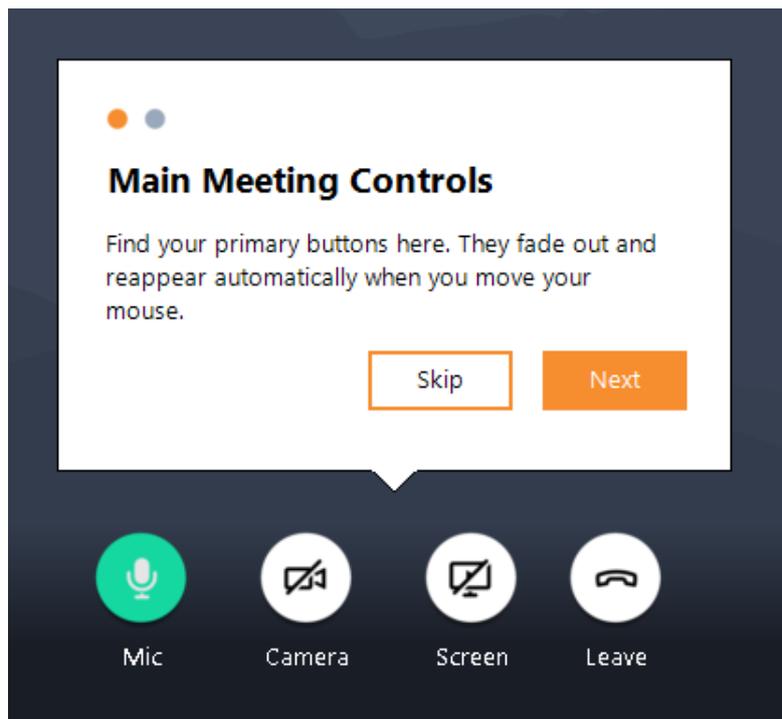
You have additional features located on the top right side of your screen (see image). You can view the meeting's attendees by clicking on the icon on the far left. You can also use send messages (text-based – similar to Whatsapp) to the attendees by clicking on the speech bubble icon on the middle.

FOR HOSTS:

After signing in click on the "Create Meeting" tab.

The following will appear on your screen (see image). Here you can create an **online meeting room** (the link to the meeting never expires) or a **one-time meeting** (after one meeting, the link won't be valid anymore).

You can give the meeting a title and set the date, time and duration of the meeting. Remember to ensure that the time-zone selected is correct (the default time is usually set to America).

Don't forget to save.

If you want to invite attendees from other countries, you can enable "Long-distance numbers" under the "AUDIO" tab. Select the applicable countries.

If you want to assign a co-organizer or create a password for the meeting, click on the "MORE" tab.

Congratulations, your meeting has been scheduled. All relevant information will be listed in the meeting details.

If you want to change something, click on the "Edit" icon, or "Delete" if you want to erase the meeting. Click on the "Copy Invitation" icon, open your email, Whatsapp or other messenger, and click paste. The invite will be displayed as in the image below, with the meeting ID and password (if applicable) necessary for participants to join.