

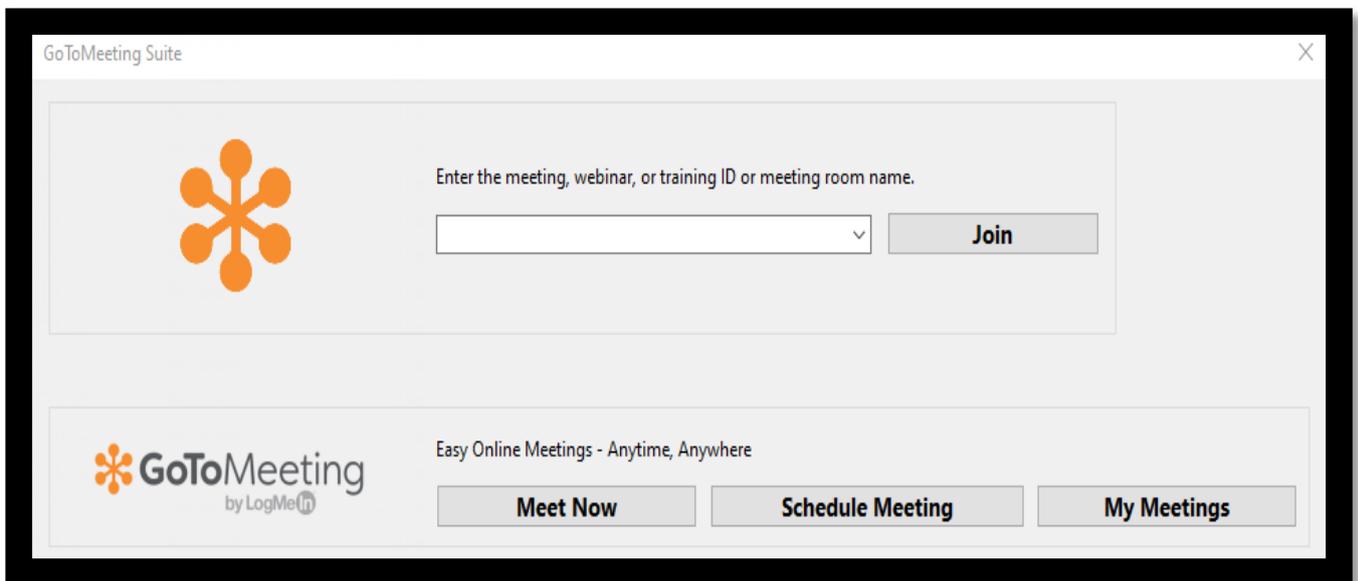
# GoToMeeting User Guide

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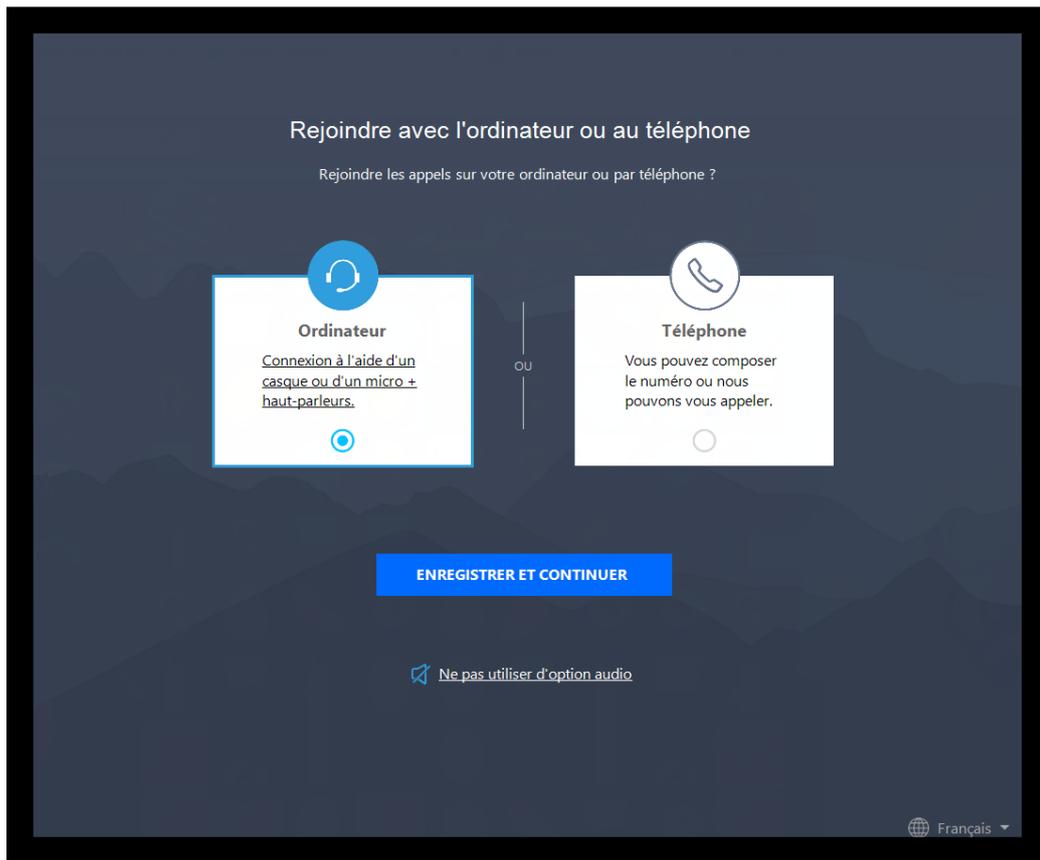
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## I. Installation

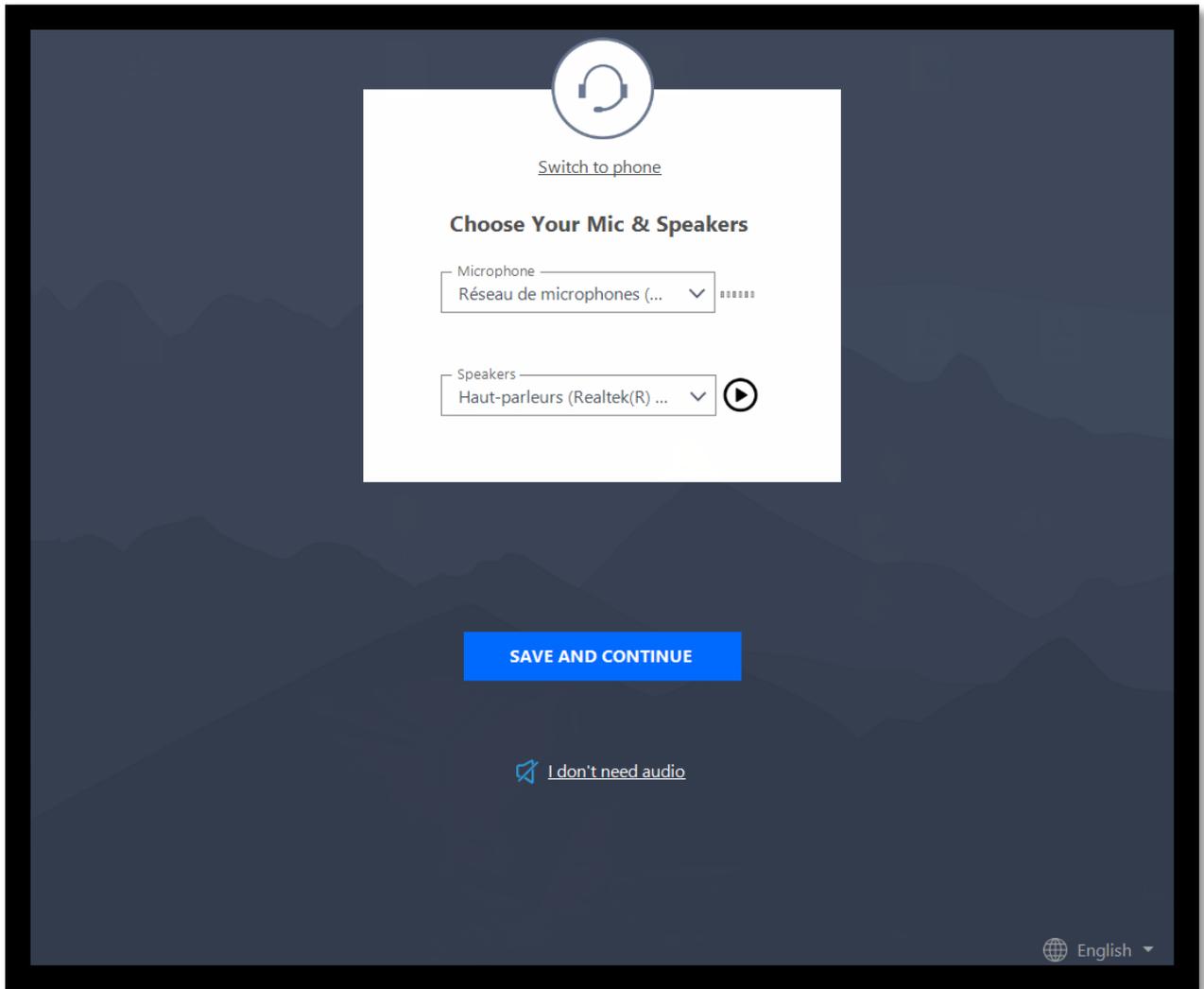
- You do not need to create an account to join a meeting. You simply have to download the application on this link: <https://support.logmeininc.com/fr/gotomeeting/help/download-now-g2m010002>
- To download it, simply click on the blue button that says « **Download** ».
- Launch the application on your computer.



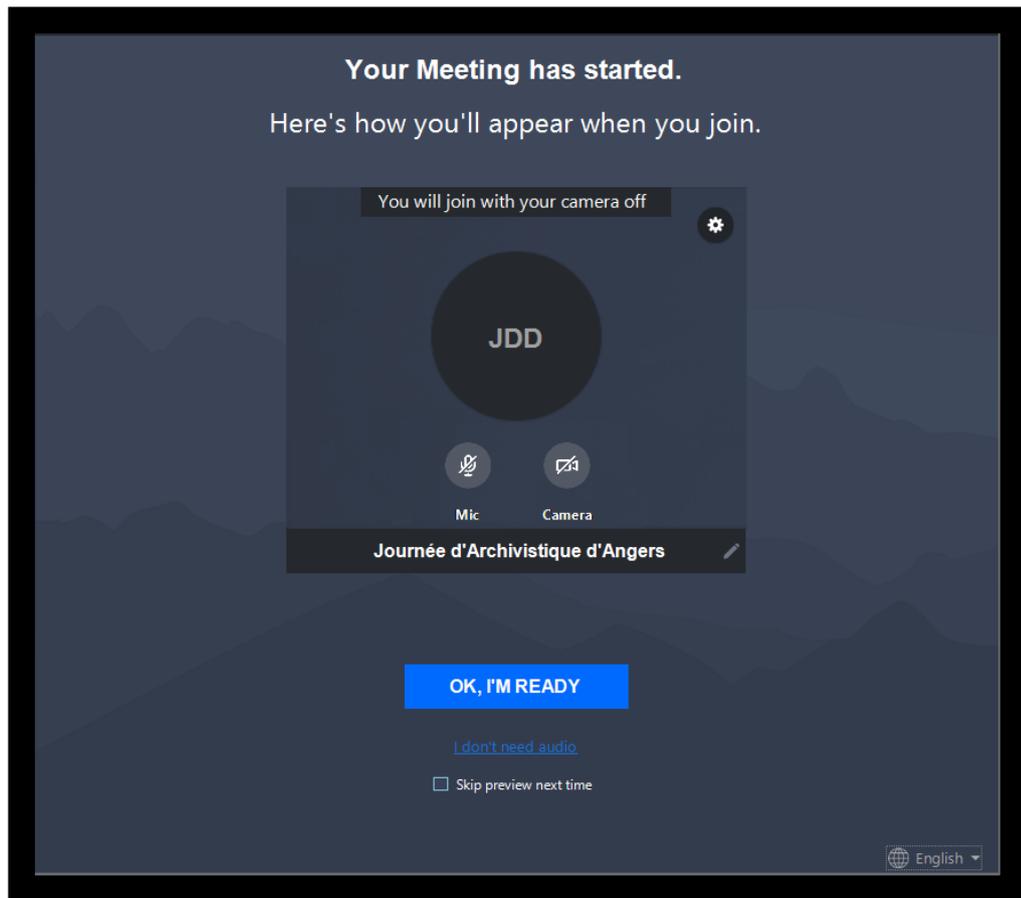
- Enter the meeting's ID in the displayed window.
- Click on "**Join**".



- This window appears. Make sure that the “**Computer**” option is selected then click on “**Save and continue**”.



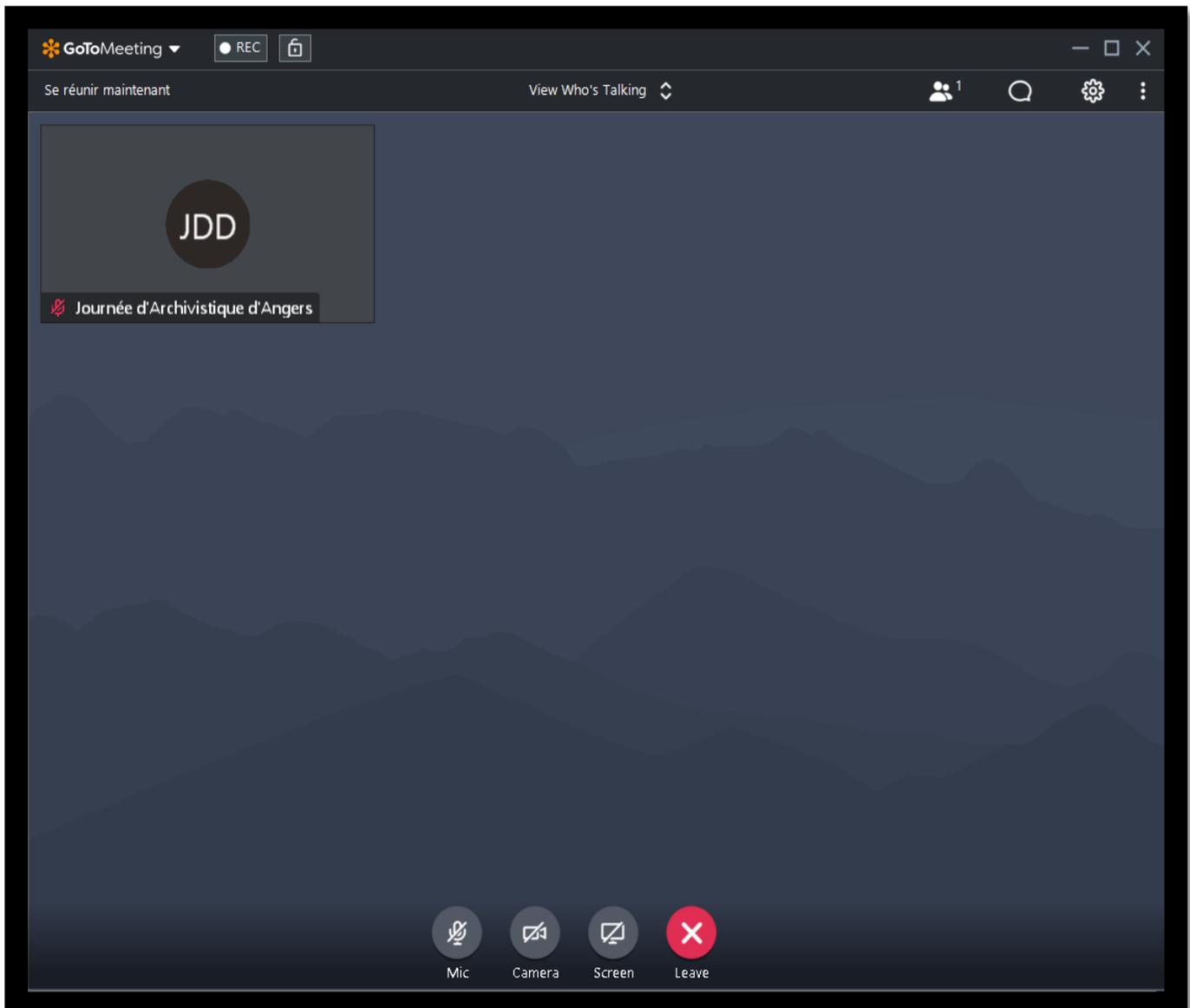
- This window appears. Simply click on **“Save and continue”**.



- Finally, this window will provide you with a preview of what your webcam will show if you click on the webcam button.
- By doing so and by clicking on the microphone button you can turn them on before you join the meeting. **We advise to make sure to turn them off before joining so as not to disturb the ongoing meeting.**
- You then only have to click “Ok, I’m ready” to join the meeting.

## II. During meetings

GoToMeeting shares many similarities with most of the video conferencing softwares we use on a regular basis (Teams, Skype, Messenger...). Once you have entered a meeting, this window opens:

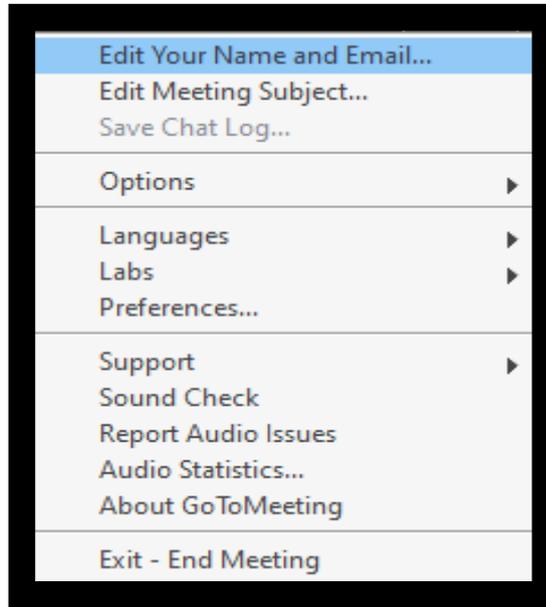


## 1. Spectators

- As a simple spectator, your rights are limited. You can actively take part in the meeting by activating your microphone and webcam if you are invited to do so. You can do so by clicking on the microphone and webcam icons at the bottom of your screen.
- You can also use the **chat** by clicking on the **text bubble icon** in the top right-hand corner.
- **The chat** allows you to comment the **reunion** and also to **send private messages** to one or several attendants. You can do so by clicking on the button that says "Everyone" by default and choosing the recipient.

**Be careful: The chat of our symposium will be exported for preservation purposes. Every message, whether they were private or written for everyone to see will be part of this export. Therefore, be careful of what you write.**

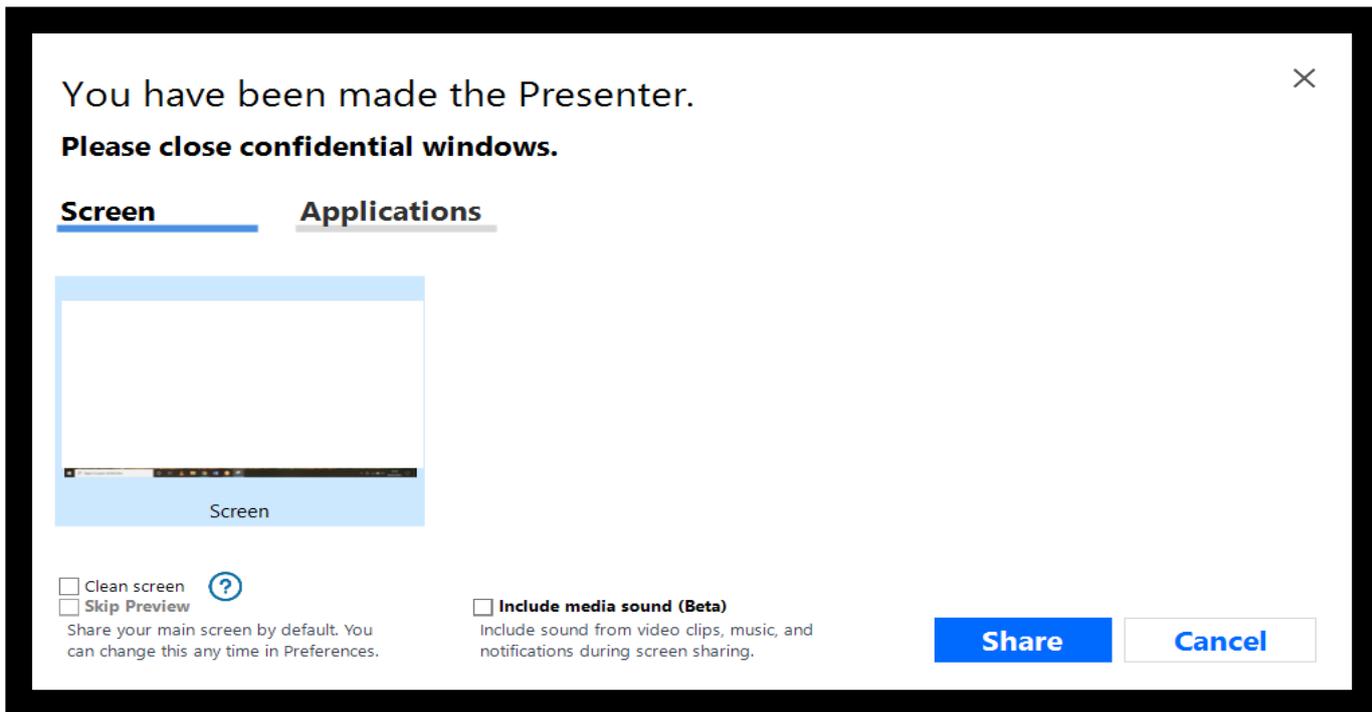
- You also have the possibility to **change your name** by opening the top left-hand corner menu and clicking on the option that says “**Edit your Name and Email...**”:



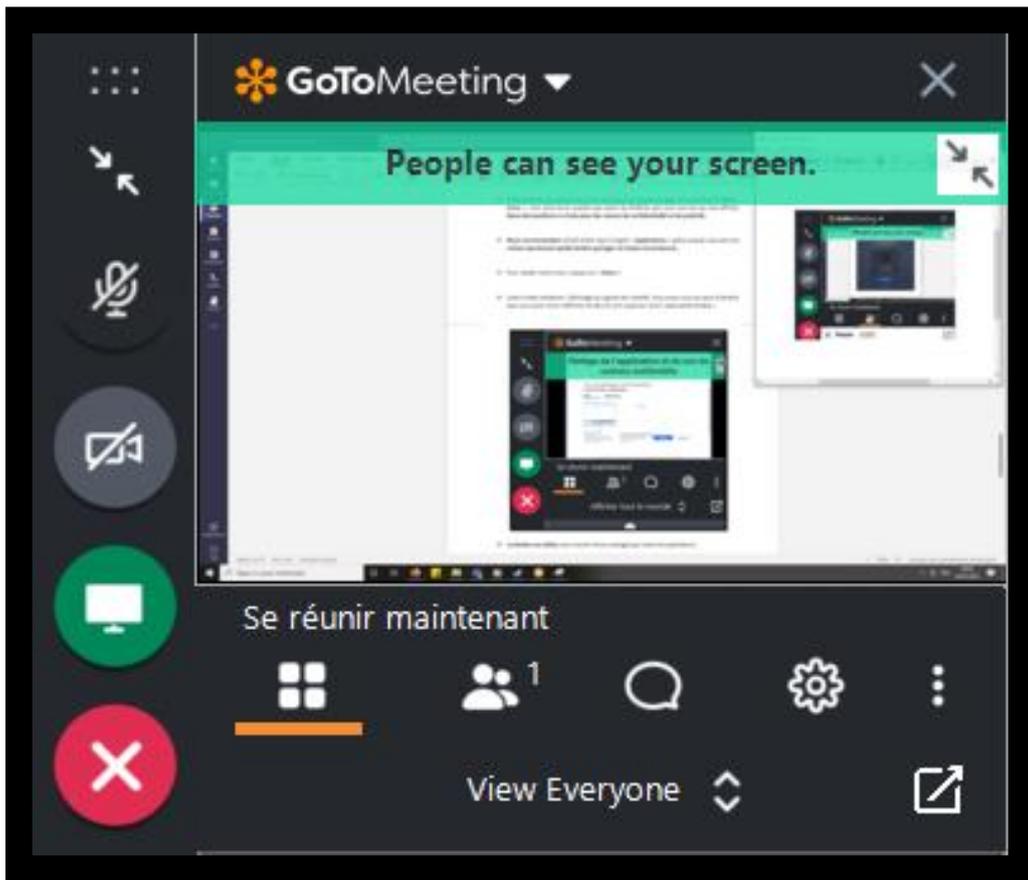
- You can also check the attendants list by clicking on the icon .

## 2. Presenters

- When you enter a meeting, you need to be appointed as a presenter to have the right to share your screen. For a better presentation, we recommend **turning on your webcam so that the attendants can see you.**
- When you are appointed, the following window is displayed:



- This window allows you to choose the one you wish to share. By selecting the “Screen” tab, you will share every window you open. **We do not recommend this option for practical and confidential reasons.**
- **Instead, we recommend you select the “Applications” tab.** With this option, you can share the precise screen you wish to share and this screen only.
- To confirm your choice, click on « **Share** ».
- After you have confirmed, the way GoToMeeting is displayed will change. You will mainly see the window you are sharing and the **software options will be shown in a small menu located in the top right-hand corner:**

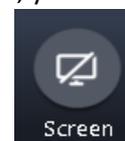


- **The screen in the middle** shows you what the spectators see.
- **Underneath this screen**, you have access to the list of attendants, the chat and the settings.
- **On the left**, you have access to basic options: turn on/turn off your microphone/webcam.

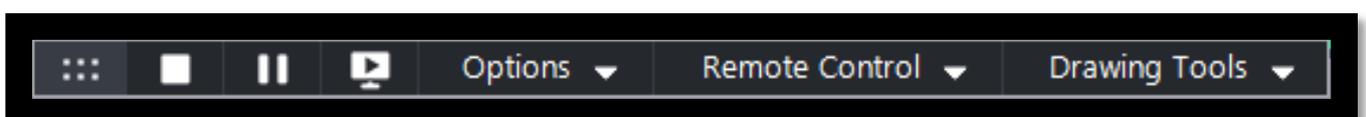
- The icon that shows a **white screen on a green background** allows you to **stop sharing your screen**. If you make a mistake and stop sharing your screen, you can

start it back by clicking on the screen icon at the bottom of your screen.

- **The white cross on a red background** allows you to **leave the meeting**.

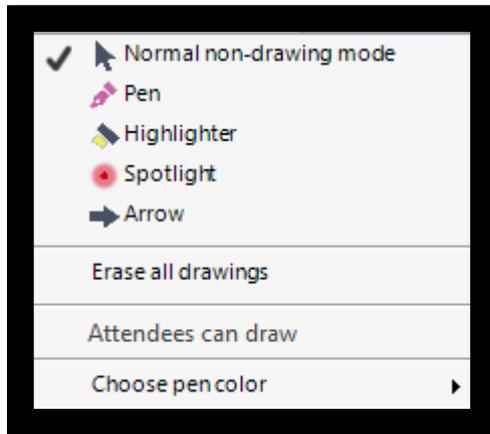


- A toolbar will appear at the top of the window you will have chosen to display:



- **The square icon stops sharing your screen.**

- The **“Pause”** icon pauses your sharing: attendants will not see your screen change until you click this icon again.
- The icon that shows a screen with a **“Play”** symbol allows you to choose a new window to share.
- Please do not use the **“Options”** and **“Remote Control”** buttons as you will not need them.
- **Drawing Tools** allow several things:



- You can **draw on your screen** by choosing the **“Pen”** tool and you can choose its colour with the option at the bottom of this little menu.
- You can also highlight specific areas of your screen with the other tools available: **highlighter, spotlight** and **arrow**.

**Be careful: Don't forget to click on “Normal non-drawing mode” to stop using drawing tools.**

- **Don't forget to stop sharing your screen and to turn off your microphone and webcam after your presentation.**
- **The session host will take care of inviting attendants to ask you questions after a few more presentations, so there are more questions.**