



## GoToMeeting Instructions

### Scheduling the meeting:

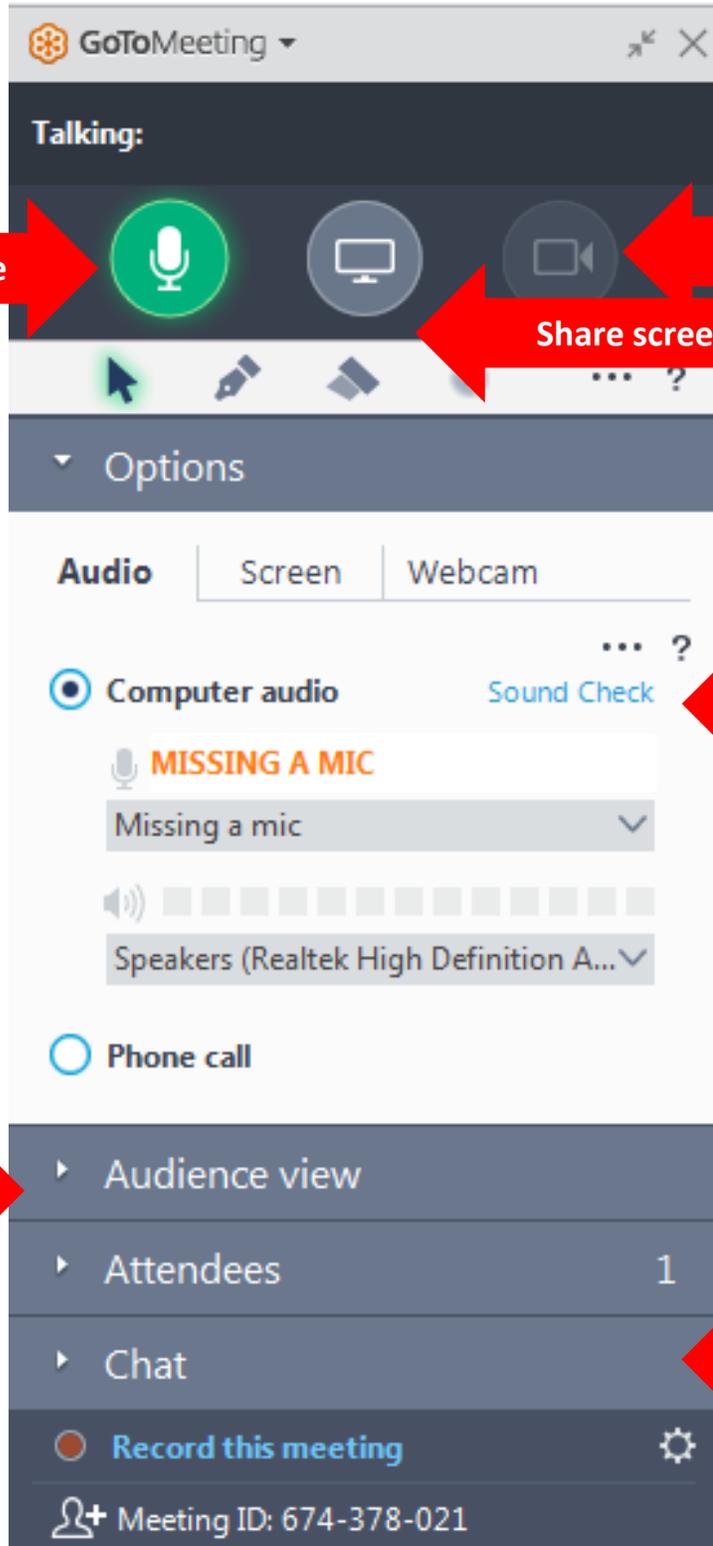
1. [Login to GoToMeeting](#)
  - Username: [trainer@iorworld.com](mailto:trainer@iorworld.com)
  - PW: \#:XEm&J2/pyq=J
2. Click "Schedule a Meeting"
  - Enter meeting title, date, time
  - Select "use built-in audio"
  - Click "Save"
  - Copy and paste the meeting information into an email and send out to attendees

### Starting the meeting:

1. [Login to GoToMeeting](#)
  - Username: [trainer@iorworld.com](mailto:trainer@iorworld.com)
  - PW: \#:XEm&J2/pyq=J
  - All scheduled meetings will be on the home screen. Click "start" next to the meeting you will be hosting.
2. GoToMeeting will launch and your meeting will begin
3. Now you have the option to share your screen, record the session, adjust the audio, mute/unmute, utilize the chat box etc.n (see screenshot on next page)
4. If recording the meeting:
  - a. When you click record, you will be given the option to choose where to save the recording. I find it easiest to just save it to my desktop and then move it later.

### Ending the meeting:

1. If you are recording the meeting, stop the recording.
2. To end the meeting, simply click the "x" in the top right corner, this will end the meeting for all attendees.
3. If you recorded the session, you will be prompted to convert the recording to an MP4. Be sure to do this!
4. Once the file is done converting, it will be stored wherever you selected to save it at the beginning of the meeting.



Mute/unmute

Web Cam

Share screen

Audio Settings

What audience sees!

Chat box

Record Session