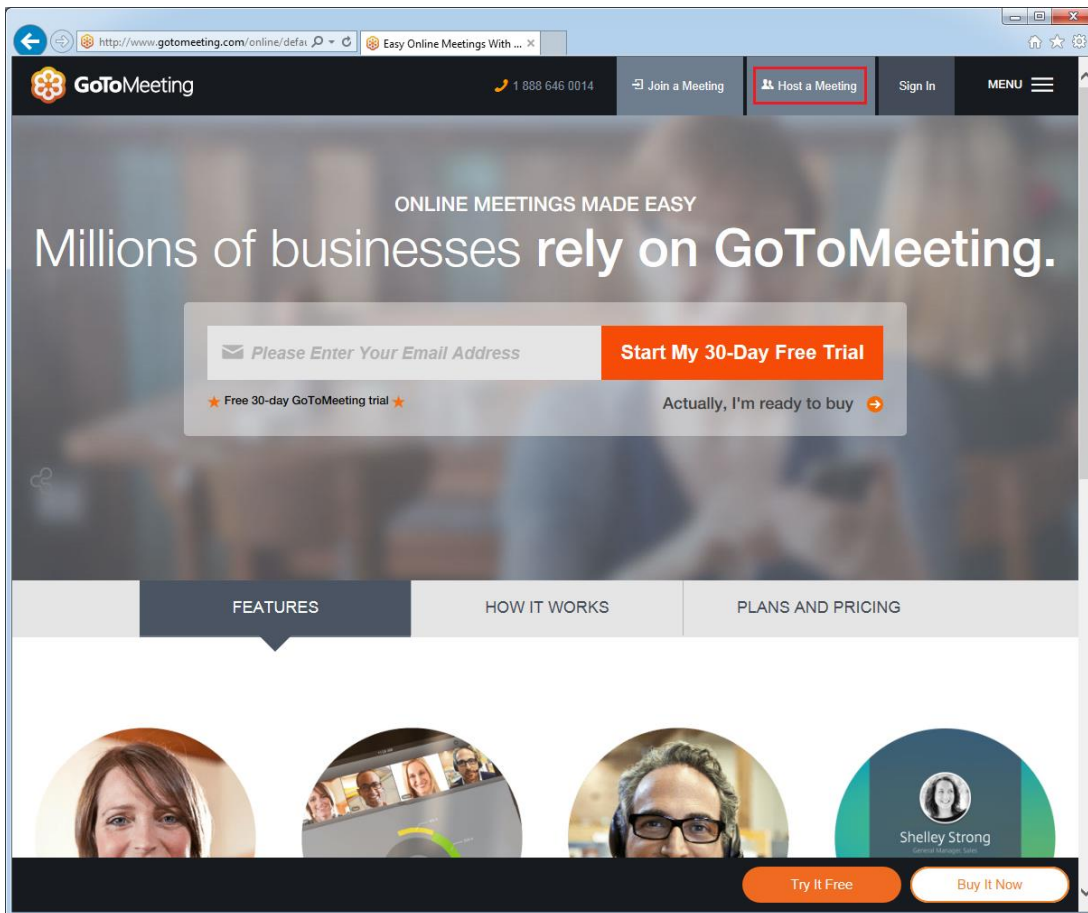
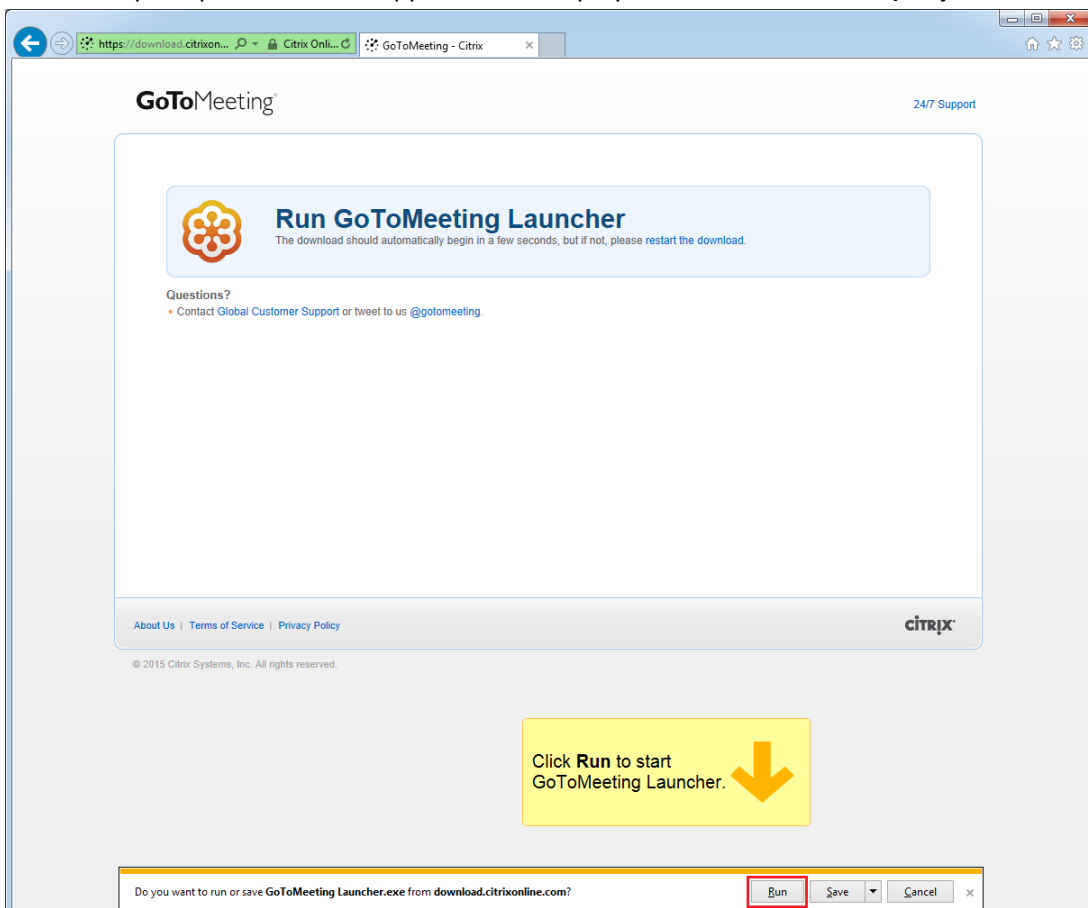


## Steps for Meeting Organizer

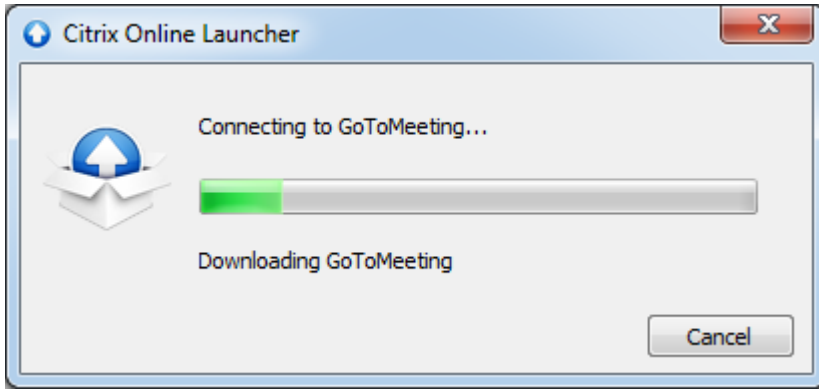
1. Open <http://www.gotomeeting.com> URL in browser and click on “Host a Meeting” button in the top upper side:



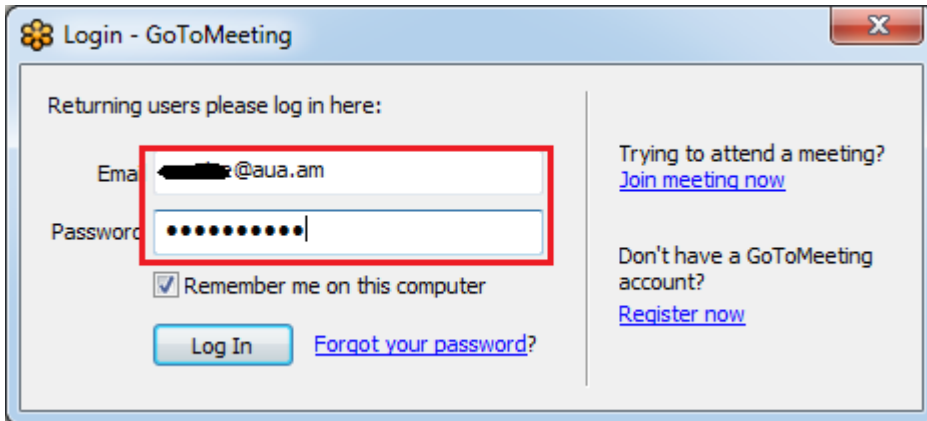
2. Wait till prompt to run small application is displayed and click on “Run” (only when use first time)



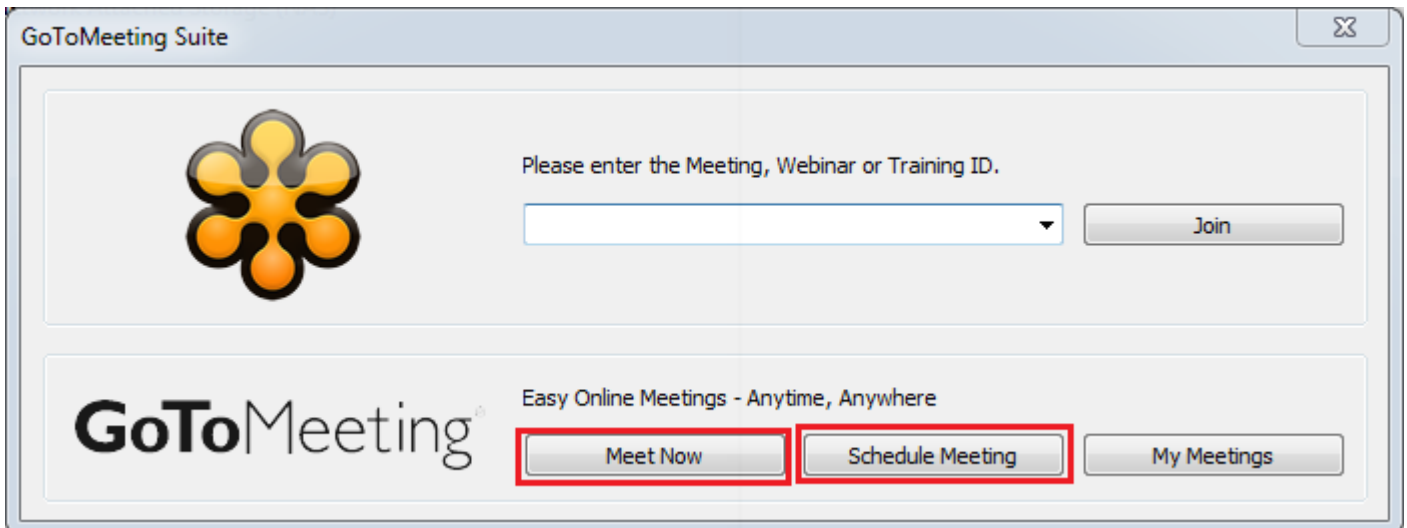
3. Wait till application is downloaded and installed (**only when use first time**)



4. Once installed you will see login window. Enter email and password to log in



5. If login details are correct you will see below screen. For immediate meeting invitation click "Meet Now", for upcoming meeting click "Schedule Meeting"



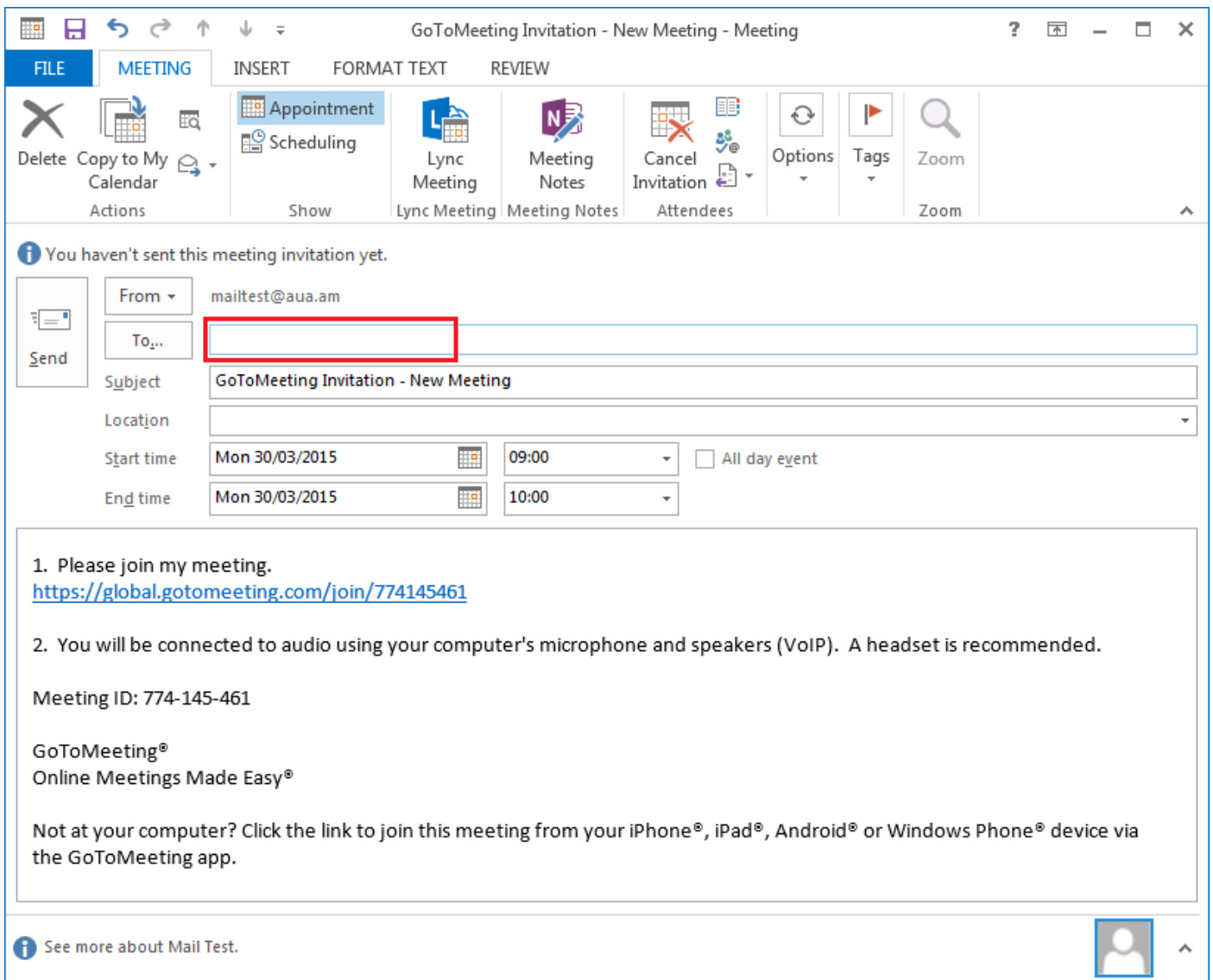
6. If “Schedule Meeting” is selected you will have to complete details of scheduled meeting. Ensure to select “Use built-in audio conferencing” and “Provide VoIP only (requires microphone and speakers)” radio buttons.

Screenshot of the "Schedule a Meeting - GoToMeeting" dialog box. The "Subject" field is "New Meeting". The "When will this meeting take place?" section shows "Date" as "Mon 30/03/2015", "Start" as "09:00", and "End" as "10:00". The "Audio" section has "Use built-in audio conferencing" selected, and "Provide VoIP only (requires microphone and speakers)" is also selected. There is a "Schedule" button at the bottom right.

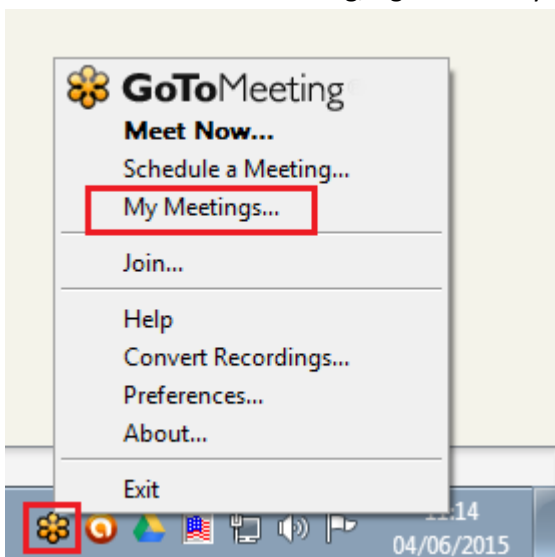
7. Once all details are properly filled click on Schedule button. In case of using Microsoft Outlook you will see following notification...

Screenshot of the "Meeting Scheduled - GoToMeeting" notification dialog box. The text reads: "A meeting has been scheduled in your Outlook Calendar. Enter the email addresses of those you want to attend and click Send." There is an "OK" button at the bottom.

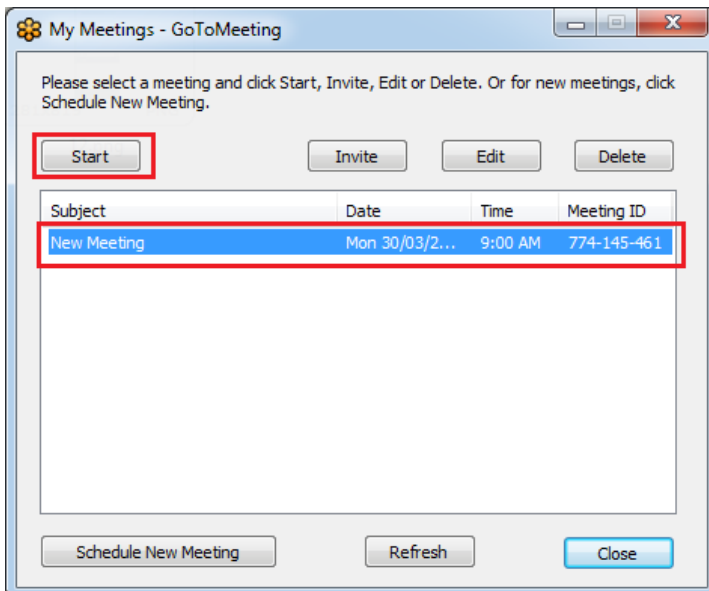
...after which MS Outlook will be automatically launched with pre-composed meeting invitation message, similar to below one. Fill in recipients email addresses and send invitation.



8. To start scheduled meeting, right click on yellow GoToMeeting tray icon and select “My Meetings..”



9. Then select meeting from the list and click Start button



10. After few seconds following window will appear. You can share your webcam, screen (full or single application screen) mute and unmute audio

