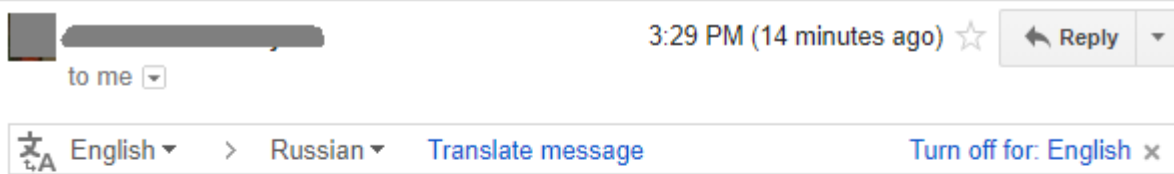


## Steps for Meeting Participant

1. Click on the link received in meeting invitation email (e.g. <https://global.gotomeeting.com/join/225942797>)



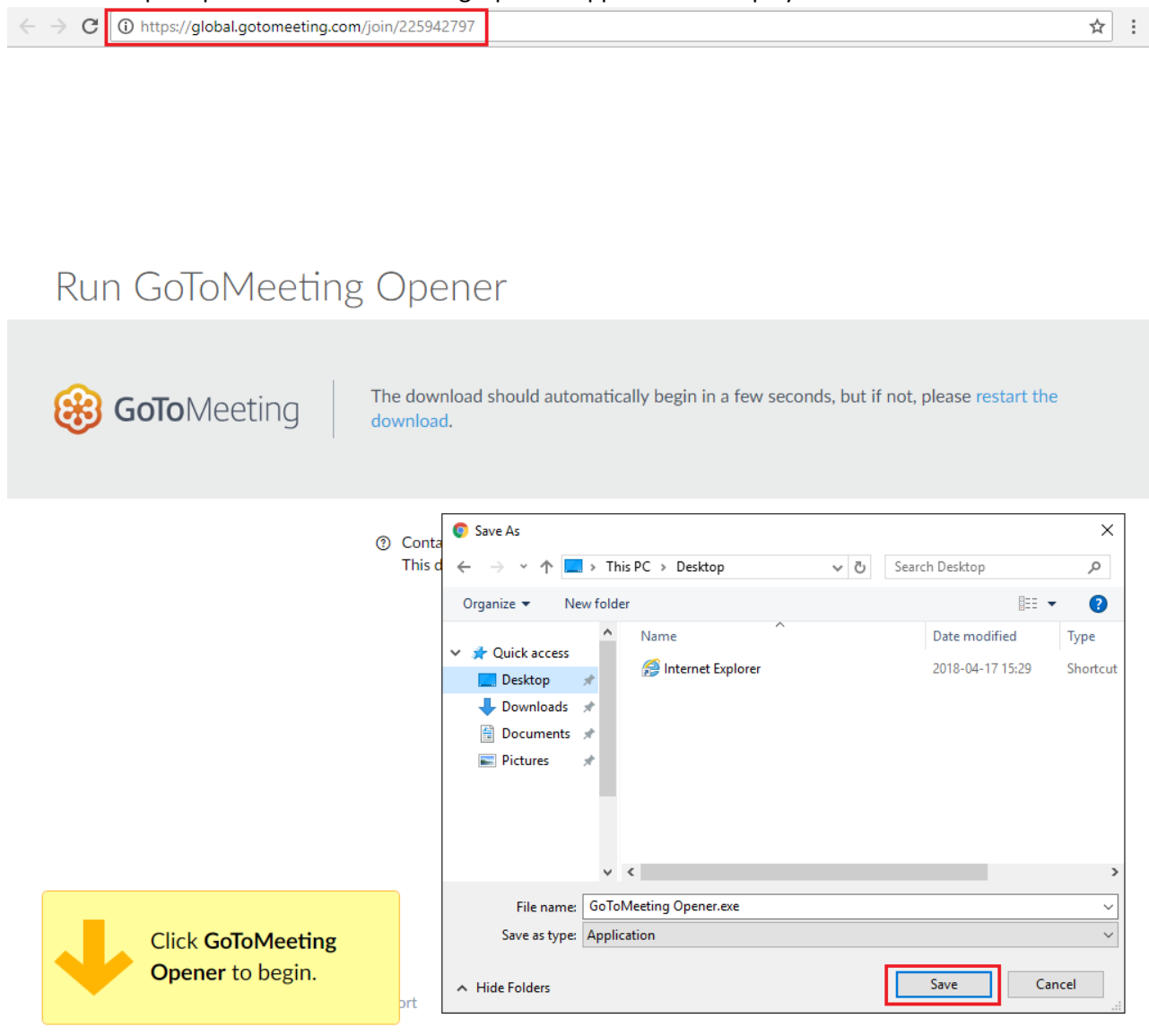
**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/225942797>


First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

2. Wait until prompt to save "GoToMeeting Opener" application is displayed.

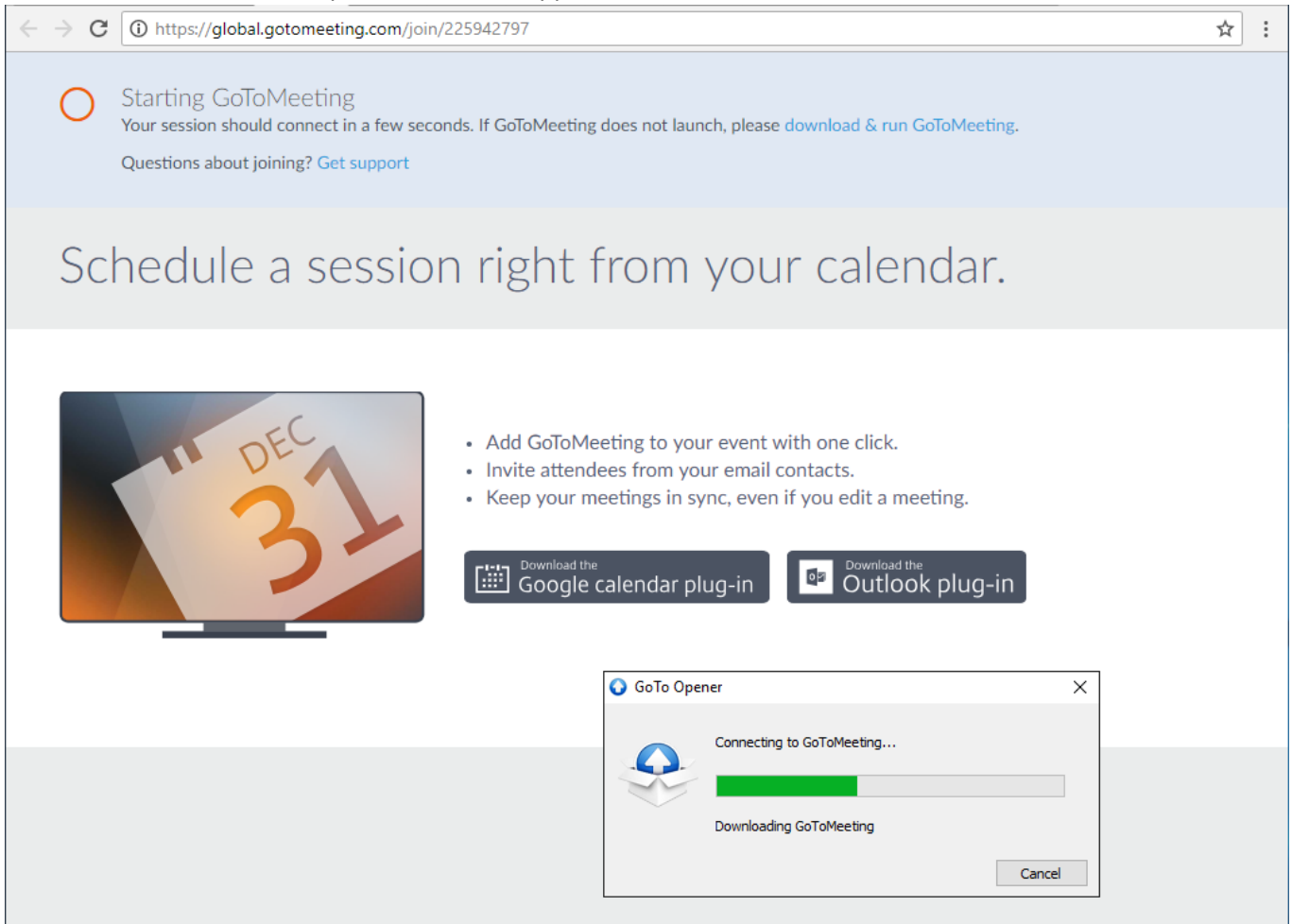


Run GoToMeeting Opener

 The download should automatically begin in a few seconds, but if not, please [restart the download](#).

Click **GoToMeeting Opener** to begin.

3. Click on "Save" and then open downloaded application to install it.

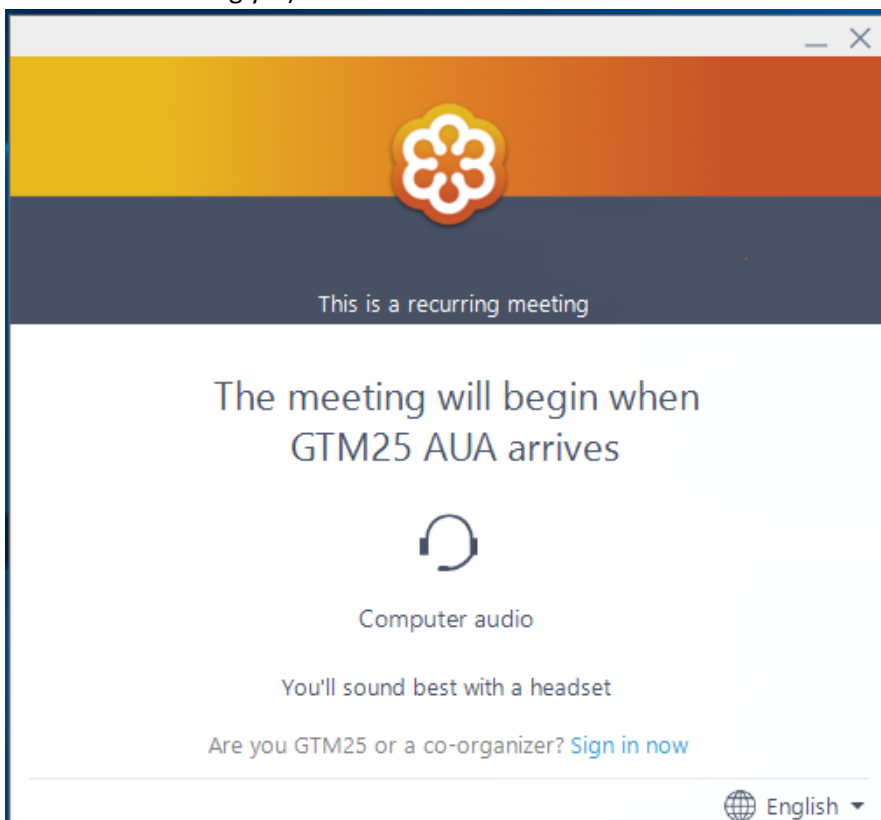


The screenshot shows a web browser window at the URL <https://global.gotomeeting.com/join/225942797>. The page content includes:

- A status indicator: **Starting GoToMeeting**. Below it, text reads: "Your session should connect in a few seconds. If GoToMeeting does not launch, please [download & run GoToMeeting](#)." A link for "Questions about joining? [Get support](#)" is also present.
- A large heading: "Schedule a session right from your calendar."
- An image of a calendar page showing "DEC 31".
- A list of features:
  - Add GoToMeeting to your event with one click.
  - Invite attendees from your email contacts.
  - Keep your meetings in sync, even if you edit a meeting.
- Two buttons: "Download the Google calendar plug-in" and "Download the Outlook plug-in".

Overlaid on the bottom right is a "GoTo Opener" dialog box. It contains a progress bar and the text: "Connecting to GoToMeeting..." and "Downloading GoToMeeting". A "Cancel" button is at the bottom right of the dialog.

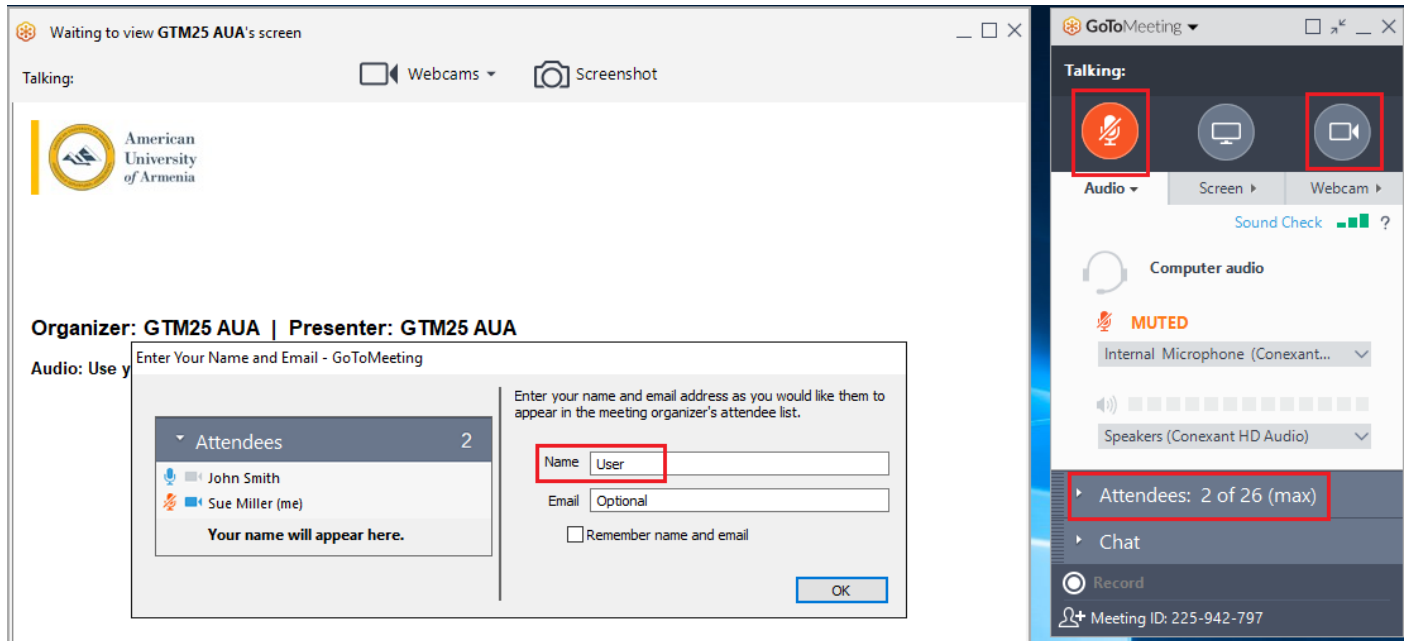
4. Once installation is completed and application is launched you will see either following window (if organizer have not started meeting yet)...



The screenshot shows the GoToMeeting application window. The interface features a blue header with the GoTo logo. Below the header, a dark blue banner displays the text: "This is a recurring meeting". The main content area is white and contains the following text and elements:

- Text: "The meeting will begin when GTM25 AUA arrives"
- An icon of a headset.
- Text: "Computer audio"
- Text: "You'll sound best with a headset"
- Text: "Are you GTM25 or a co-organizer? [Sign in now](#)"
- A language selector at the bottom right showing "English" with a dropdown arrow.

... or the below join meeting window (if organizer already started meeting).  
Enter name that you wish to appear in attendees list. Email input is **optional**.



5. Once successfully joined participant will see following screen.  
Click on Microphone and Webcam icons to activate your audio and video inputs.

