
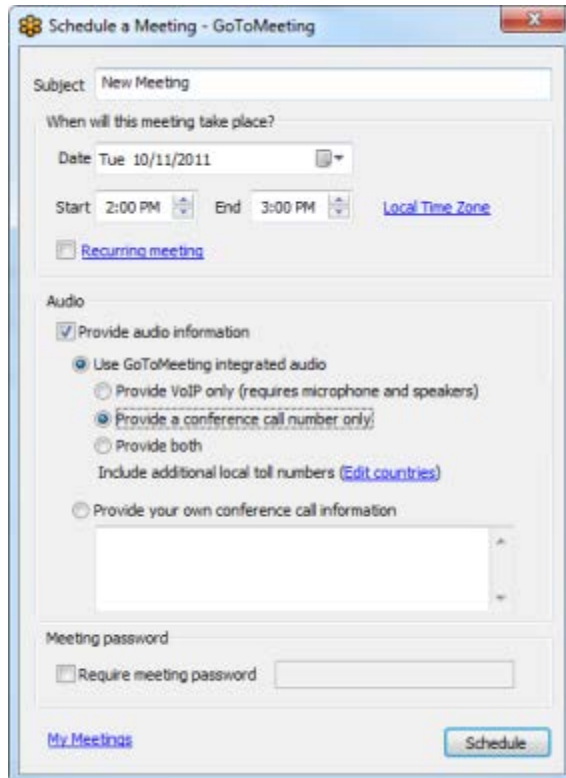


## Schedule a Meeting from Your Desktop

### ► To schedule a meeting from your desktop

1. Right-click the daisy icon  in the system tray on a Windows or double-click the GoToMeeting Suite icon on a Mac and select **Schedule a Meeting**.
2. If prompted, enter your email and password and click **Log In**.
3. On the Schedule a Meeting window, enter:



- **Subject** - Enter the title of your meeting.
- **When will this meeting take place?** - Select the date and start time.
- **Recurring meeting** - Check this box to [reuse the same meeting information](#) for future meetings.
- **Audio** - Select the [GoToMeeting integrated audio](#) or use your own.
- **Provide VoIP only (requires microphone and speakers)** - All attendees join the audio portion via the Internet with [built-in VoIP](#) (Voice over Internet Protocol).
- **Provide a conference call number only** - All attendees join the audio portion through the [telephone](#).
- **Provide both** - Allows all attendees to join the audio portion through the telephone or VoIP. Attendees joining through VoIP must have speakers to hear the meeting and a microphone if you would like them to speak. Attendees can switch between these audio options during a meeting.

**Note:** If you are using the GoToMeeting Integrated Audio, you can provide toll numbers for multiple countries. Please see [Schedule an International Meeting](#) for more information.




- **Provide your own conference call information** - Select this option if you wish to use [your company's existing conference phone number](#).
- **Meeting password** - If you wish to protect your meeting with a password, you will be prompted for it when you start your meeting and/or invite additional attendees. Your attendees will also need to know this password to join.

4. Click the **Schedule** button when complete.

## View Scheduled Meetings

### ▶ To view your scheduled meeting

- Right-click the daisy icon  in the system tray on a Windows or double-click the GoToMeeting Suite icon on a Mac and select **My Meetings**.

-or-

- You can view meeting history data to see information on your past meetings (date, time, title, duration and attendees). Meeting history data is stored for 90 days after a meeting's scheduled end date. If you're on a GoToMeeting corporate plan (multi-user account), meeting history is stored for up to 12 months.



## The Organizer/Presenter Control Panel

When the organizer first joins the meeting the Presenter Control Panel appears on the right side of the desktop. The Presenter Control Panel gives organizers and presenters access to various organizer and presenter functions. The Presenter Control Panel is comprised of four panes: Screen Sharing, Attendee List, Audio, Chat and the Grab Tab. The Organizer Control Panel has a sixth pane, the Recording pane, which can be displayed by selecting **View** and then **Recording** from the Organizer Control Panel Menu Bar.

**Note:** When the Organizer passes the Presenter role to another attendee, the Control Panel changes and the Screen Tools section is removed and given to the new presenter.



- The [Screen Sharing pane](#) provides organizers/presenters with a visual reminder of On Air status, as well as the ability to show their screens, pause showing their screens, pass keyboard control and change presenters.
- The [Grab Tab](#) enables organizers/presenters to minimize the Control Panel to the side of their desktops to display their full desktops to attendees and still access Presenter Screen Tools.
- The [Recording pane](#) gives Windows-based organizers/presenters the ability to record meetings.
- The [Attendee List pane](#) provides organizers/presenters with a list of all meeting attendees and enables them to make other attendees organizers or presenters, grant or revoke attendee privileges and dismiss attendees. This pane also provides a handy way to [invite more attendees](#).
- The [Audio pane](#) provides access to the audio settings for organizers/presenters and attendees.
- The [Webcam pane](#) provides organizers and attendees ability to broadcasting up to 6 high-resolution video conferencing streams while sharing your screen.
- The [Chat pane](#) allows organizers and attendees to communicate privately or publicly and share websites.



File Options View Help

- Screen Sharing




**Stopped** No one sees your screen






   

Show My **Screen** Stop Showing Screen Give Keyboard & Mouse Change Presenter

[Start Recording](#) 11.4 GB remaining [Settings](#)

- Attendee List (3 | Max 26)

   NAMES - ALPHABETICALLY



		Maddie May (Organizer, Present...
		Benny Bee
		Jackson John

[Invite Others](#)


- Audio

Telephone [Edit](#)

Mic & Speakers [Settings](#)

 000000000  0000000000

- Webcam

 Share My Webcam [Webcams](#)

- Chat

[Type message here]

All - Entire Audience [Send](#)

**New Meeting**  
Meeting ID: 600-982-733

**GoToMeeting**

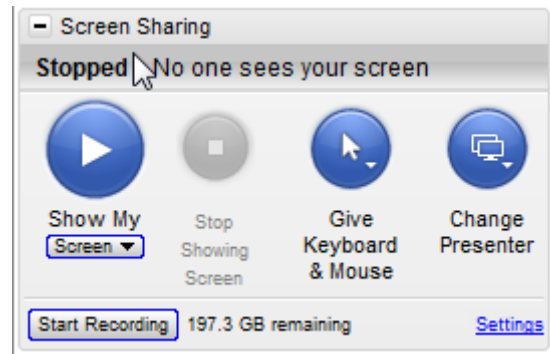


## Screen Sharing Pane

When an attendee becomes a presenter, the Control Panel adjusts to incorporate the Presenter Screen Sharing pane at the top. The Screen Sharing pane provides the presenter with access to the various presentation controls.

[▶ Watch Video](#)

- The Broadcasting Status field notifies presenters of the status of Screen Sharing.
- The **Show My Screen** button starts or pauses a presenter's ability to show the entire desktop to attendees.
- The **Screen** drop-down button allows the presenter to share specific application windows, or a clean screen with meeting attendees.
- The **Give Keyboard & Mouse** button grants shared mouse and keyboard control to another attendee.
- The **Change Presenter** button passes the presenter role to another attendee.



[Share Your Desktop](#)

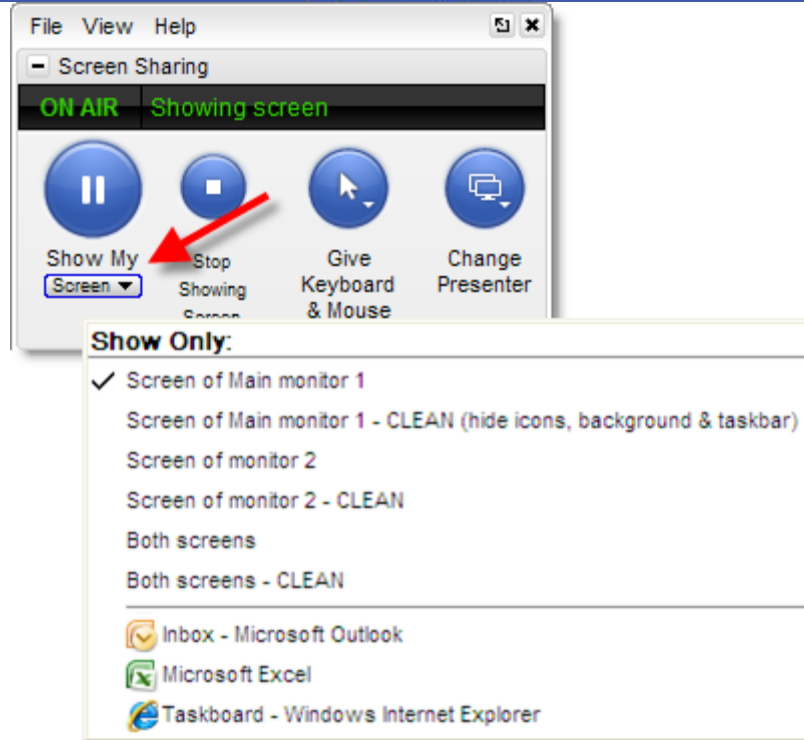
[Pass Roles to Attendees](#)

[Request Keyboard and Mouse](#)

### Share Your Desktop

#### ▶ To share your entire desktop

1. Click the **Screen** button on the GoToMeeting Control Panel.
2. Select the preferred screen setting or a specific application.



**Note:** Hovering over your Show Only menu selection will display an animated gray frame which indicates what attendees will see if selected. If you select an application window that is minimized, the selected window will automatically maximize and be presented to attendees. If the presenter opens a window on top of the window being shared, screen sharing will pause until the intruding window is either moved or closed.

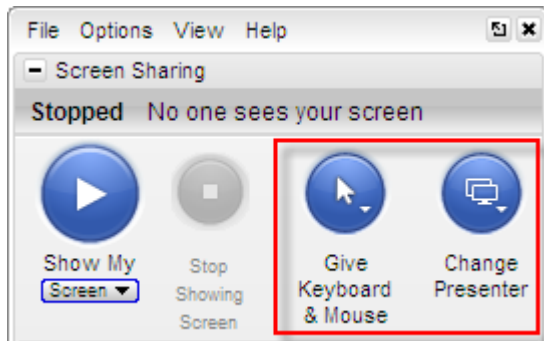
**Note:** The specific application sharing feature will also allow you to share one or all of your multiple monitors if you have the hardware already set up.

**Note:** To change the background color of a CLEAN screen presentation, simply right-click on your desktop while you're in that mode and pick from the available colors.

**Note:** If you are attempting to show a PowerPoint presentation and your screen will not advance to the next slide, click the PowerPoint presentation displaying on-screen to bring it back into focus, then try again.



## Pass Roles to Attendees



Your keyboard and mouse controls can be temporarily shared with one of your attendees or the entire group. Simply click the **Give Keyboard & Mouse** button on the Screen Sharing pane or the Grab Tab and then select the attendee. As the presenter you will always have priority control of your keyboard and mouse, and can regain control simply by hitting a key or moving your mouse.

If you would like to pass the presenter role to one of your attendees, simply click the **Change Presenter** button on the Screen Sharing pane or the Grab Tab and select the new presenter.

To return the presenter role to yourself, click the **Change Presenter** button again and select your own name.

## Request Keyboard and Mouse

Organizers and panelists can request keyboard and mouse control from the presenter. Right-click or Control-click your name in the Attendee List pane and select **Make Presenter**.

