

Effective Operation of GoToMeeting

GoToMeeting is an online meeting and video conferencing tool for which our district has purchased a license. Online meetings can eliminate many of the costs associated with face-to-face meetings (travel, travel time, room rentals, etc.). To use GoToMeeting most effectively please follow these general guidelines.

- Take a few moments to familiarize yourself with the layout and controls within GoToMeeting (see below).
- Ensure that all background noise is eliminated (radio, television, pets, other people, printers, etc.).
- When not speaking, mute yourself.
- Only use your webcam when it is necessary to do so (e.g., having something to show for all to see).
- With large groups (8 or more) it is important for the organizer to establish a process for attendees to speak (e.g., they indicate they wish to speak by saying their name and are then recognised by the organizer, or they send a chat message.)
- Contact the District Secretary, Tom Mennill, to have a meeting scheduled.

The GoToMeeting Control Panel

This is the GoToMeeting control panel that will appear in the top right of your screen after logging in.

The current speaker is indicated here.

You click on this icon to Mute or Unmute yourself.

If you are the presenter you click on this icon to show your screen to others or to change the presenter. If you are not the presenter you can click here to request to be so if needed.

You click on this icon to turn your webcam on or off and to share it or not. When you are sharing your webcam additional options are available (see below)¹.

If you are the presenter, opening this view shows what the audience is currently seeing.

Opening this view provides a list of those currently attending the meeting. The icons at the left indicate if the person is muted or not or if they are attending by phone only.

You can right click on your name to change it plus other options (see below)².

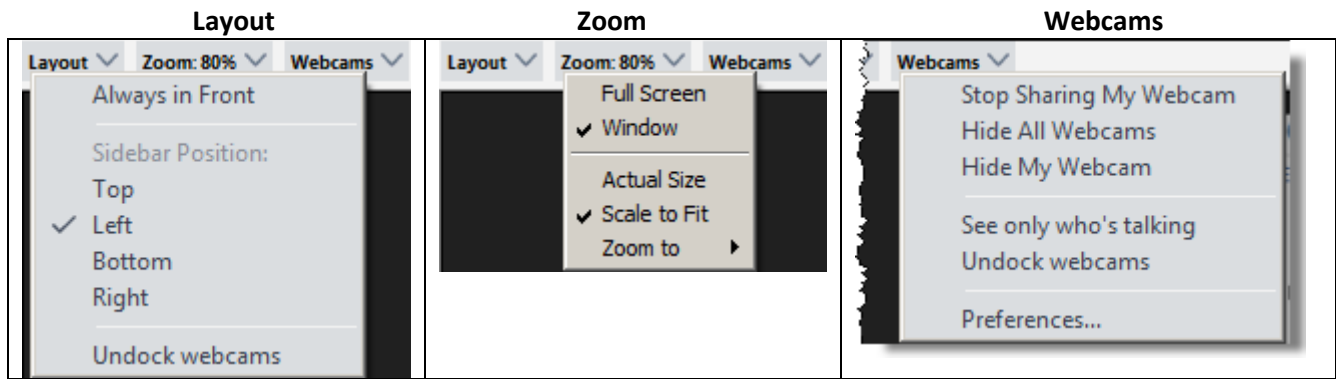
The presenter has the ability to Mute or Unmute other attendees.

In this section you can send text messages to one or more of the other attendees (see below)³.

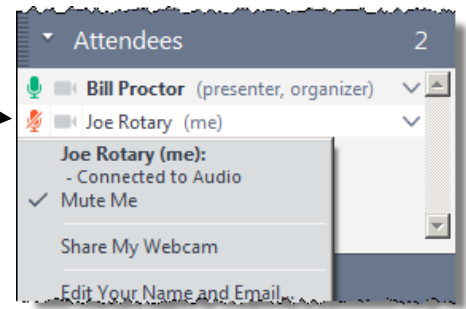
The presenter has use of these drawing tools (in order): Pointer, Pen, Highlighter, Spotlight, Trash (remove all drawings).

The presenter can click here to have the entire session recorded for those that may be absent from the meeting.

¹When you have your webcam operating you have the following options (shown initially in the top left of the screen).



²When you right click on your name in the list of attendees you can edit your name and/or email address and also mute/unmute yourself or share/un-share your webcam.



³The chat feature can be used to send a private message to one or more of the other attendees. This can be used to let the presenter know you wish to be unmuted, or that you have something to show everyone. It can also be used to cast votes on a motion.

Messages from others or responses to your messages appear here.

You type your messages here.

You select the recipients here.

