# SCDNR GoToMeeting Technology Guide

## Introduction and Tips

- *GoToMeeting* is a web conferencing platform. A visual quick reference guide is included at the end of this document.

- To ensure a successful meeting experience, please use the *GoToMeeting System Check* well before the meeting: https://support.goto.com/meeting/system-check

- Prior to a meeting, it is a good idea to reboot your computer or at least close all additional software that is running on your computer.

- If available, use a wired (Ethernet) network connection instead of WiFi.

- The GoToMeeting invitation contains all of the meeting information you will need to join and participate in the meeting. Clicking the meeting link provided will open your web browser and prompt you to either join the meeting via "Download the app", or "Join on the Web" (if using the latest version Google Chrome)

- A GoToMeeting app is also available for iOS or Android smartphones and tablets and is one of the most reliable ways to attend a meeting.

- When joining the web conference using any method, enter your first and last name when prompted, mute your microphone, and disable your camera. If prompted when joining, click "Allow" to permit GoToMeeting to use your microphone and camera (only necessary if you will be actively participating such as making a public comment).

- For the best audio experience please use a headset, or earbuds with a microphone.

- If using a webcam, please consider your camera positioning, background, and lighting.

- When joining a web conference, mute your microphone, disable your camera, and make sure that your name is displayed correctly in the attendees list

- Keep your microphone muted throughout the meeting unless you are currently speaking

- If you are attending the meeting using a phone only (no computer), please press *6 to mute yourself and then press *6 to unmute yourself if necessary. We may ask you to identify yourself verbally. Please state you name before you make any comments.

- Please listen to the meeting facilitator carefully for instructions about how the meeting will be conducted. Such instructions will include details on when and how to be recognized during the meeting and how public comments will be handled.

- When using the chat feature please state your question clearly and keep comments to a minimum. All attendees will see your chat posts. Meeting hosts and facilitators will be monitoring chat throughout the meeting and questions and comments will be addressed during the appropriate part of the meeting agenda.

- We recommend setting your view to "Hide Everyone" for the best presentation viewing

# GoToMeeting Visual Quick Reference Guide