S^D Associates LLC

Behavioral Services Assessment, Consultation, Training and Direct Service

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How to HOST a GoToMeeting

Important: Remember to tell your participants that the Google Chrome web browser must be used to access a GoToMeeting seamlessly. You, however, will be hosting GoToMeetings from the GoToMeeting program/app that you install on your computer (for the most reliable meetings, and so we're all working from the same application, we're avoiding the web-based hosting platform).

You will need to create an account from the invite email that was sent to you on 3/18/20 (or later if you were not one of the first 30 to receive this). Contact IT via the Computer Support Tickets on the Help Desk (or use Live Chat) if you need help.

ONE-TIME GOTOMEETING APP INSTALL:
(You must have already created your account via the emailed invite link.)
(This install must only be done once per computer.)
(If already installed, skip to the STARTING A MEETING section below.)

*   Visit http://global.gotomeeting.com/install
*   Download and Install GoToMeeting
*   Once finished, you'll see the GoToMeeting icon on your desktop

STARTING A MEETING:
1. Open GoToMeeting from your desktop
2. Login with your full email address and password
    (This was created after you opened the invite email link sent around 3/18/20)
3. Click 'Meet Now' (left of the 3 bottom buttons)
4. Enable your Mic and Camera by clicking those icons to ensure the slash through them is removed. Edit your name if so desired.
5. Click 'Ok, I'm Ready' to begin the meeting
6. You can now share your screen, microphone and camera from the bottom 4 buttons
7. Click the people icon from the top-right
8. Click 'Invite' to locate your share link that can be emailed to others to join.

That's it – you've successfully started a GoToMeeting!

Please submit a Computer Support Ticket at SdEmployees.com Help Desk or use Live Chat if you run into any issues.