

LOOK AT THE FOLLOWING MOVIE (first thing, must see):

[http://support.citrixonline.com/en\\_US/GoToMeeting/video/GTMV00012](http://support.citrixonline.com/en_US/GoToMeeting/video/GTMV00012)

For more tutorials: <http://support.citrixonline.com/GoToMeeting/videos>

## System Requirements: For PC-Based Attendees

- Required: Windows® 7, Vista, XP, 2003 Server or 2000 (Linux is not supported)
- Required: Internet Explorer® 6.0 or newer, or Mozilla® Firefox® 3.0 or newer (JavaScript™ and Java™ enabled). If needed, download Java [http://www.java.com/en/download/inc/windows\\_upgrade\\_ie.jsp](http://www.java.com/en/download/inc/windows_upgrade_ie.jsp)
- Internet Connection Required: Cable modem, DSL or better recommended

## To Use VoIP

- Required: Fast Internet connection (**0.7 MBps** or more recommended)
- Required: Microphone and speakers (USB headset recommended)

## Attending Meetings


### To join a meeting from an email invitation

1. Open the email that contains the meeting invitation.
2. Click the link provided in the email to join the meeting.
3. If prompted, click Yes, Grant or Trust to accept the download and installation.
4. If requested, enter the meeting password provided by your meeting organizer.
5. When prompted, type in your name and your email address.

### To join a meeting from the GoToMeeting Web site

1. Open an Internet browser and go to [www.gotomeeting.com](http://www.gotomeeting.com)
2. Look for **Join Meeting** button and click it.
3. Enter the meeting ID you received from your meeting organizer.
4. If prompted, click Yes, Grant or Trust to accept the download and installation.
5. If requested, enter the meeting password provided by your meeting organizer.
6. When prompted, type in your name and your email address.

### To join a meeting from your desktop (only if GoToMeeting is already installed)

- You can right-click the  icon in the PC system tray and select Join a Meeting.
- On the *Join a meeting* window, enter the meeting ID you received from your meeting organizer.
- If requested, enter the meeting password provided by your meeting organizer.
- When prompted, type in your name and your email address.
- Upon clicking OK in the *Name and Email* window, you enter into the meeting.
- The Attendee Control Panel and the GoToMeeting Viewer window appear.

Please see the movie above and go through the set up once we invite you for the meeting through an email that would be send few days before the course. Once the email is send to you try to attend the meeting to check that everything is working well.

