



Getting Ready for Your GoToMeeting Webinar

GoToMeeting Control Panel Checklist

Navigating the Control Panel

AUDIO

Computer audio
Phone call

SCREEN

Share screen or select program

WEBCAM

Optional

ATTENDEES

Monitor who is present. Use to note head counts as needed. GoToMeeting offers the ability to verbally interact: Use microphone icon to Mute All or Individual attendees. If you Mute All, remember to **UnMute** yourself, the presenter!

AUDIENCE VIEW

Helpful to watch this screen to determine lag time between clicking arrow to advance slide what appears on screen.

To advance the screen, click on the actual PowerPoint slide.

CHAT

Type a welcome message to include the name of the presentation, website and any reminders such as download a worksheet.

Pose questions to your audience and have them type answers into Chat. Tool for audience to network.

RECORD THIS MEETING

***Start recording**
***Stop recording**
Stop recording will not end the session. Use "X" in upper right hand of box to end the session. A new window will pop up to convert the recording to save.

TOOLS

Highlight, point, focus or write on screen.

Note: GoToMeeting does not offer a section to upload materials for downloading.

To save CHAT LOG:

Before the recording stops, use GoToMeeting dropdown upper left hand corner of control panel.

NOTES



- ⇒ Open the appropriate program that contains your webinar presentation and open the file.
- ⇒ Shut down all other programs running in the background on your computer.
- ⇒ If using your smartphone for audio, shut down text, email and social media notifications as your voice may be interrupted for a split second during notification.
- ⇒ Have a no-spill water bottle handy for sips if your mouth gets dry.
- ⇒ After the conclusion, turn text, email and social media notifications back on your smartphone.