

INFORMATION BROCHURE AND GUIDELINES HANDBOOK FOR ATTENDEES **(CADETS)**

1. **The GoToMeeting Application.** Windows users can access GoToMeeting Preferences by right-clicking the daisy icon in the system tray, or if in a meeting, from the File menu.

(a) **Meet Now:** Enables you to immediately start impromptu meetings without needing to enter meeting information.

(b) **Schedule a Meeting:** Enables you to schedule meetings.

(c) **My Meetings:** Provides access to your scheduled meetings and lets you add, edit or delete scheduled meetings.

(d) **Join:** Enables you to join meetings already in progress.

(e) **Help:** Launches online help.

(f) **Preferences:** Provides access to user preferences.

(g) **About:** Provides GoToMeeting software version information.

(h) **Exit:** Closes the GoToMeeting application. Note

2. **At a Glance.** Here are a few things you need to know before joining your first GoToMeeting online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate from any device.

3. **Mobile.** To get started with GoToMeeting on your mobile device :-

(a) Download the GoToMeeting app from the App Store, Google Play or Windows Phone Store.

(b) Join the meeting by opening the app and entering the meeting ID you received in an email / whatsapp from the meeting organizer.

4. **Invite.** The invitation email or message will include a link to the meeting. The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio.

5. **Be prepared.** Join the meeting a few minutes early to make sure you have everything you need. If you don't already have the software, it will download automatically and you'll be placed into the meeting.

6. **Join the meeting.** Click your meeting link, or go to gotomeeting.com and enter the meeting ID by entering the meeting password handy.

7. **Talk and listen.** Check the meeting invitation or your Control Panel to see the audio options available. You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option.

8. **Know who's speaking.** The bottom of your meeting window and the Control Panel both indicate who's speaking. When you are speaking, class attendees will see your name if you connected with mic and speakers. Cadets are however required to follow their lessons/lectures and raise their doubts / queries only after the teachers has concluded his lesson. Ample time will be provided for all addressing the issues of the cadets.

9. **Interact**. The code of interaction are elucidated below:-
- (a) You MUST mute yourself when you're not speaking. The host can also mute you or all attendees.
 - (b) The easiest way to share your webcam is to click the "camera" button on the grab tab. Or you can click the Share My Webcam button on the Control Panel.
 - (c) Pause and resume your webcam by using the icons in the top-right corner of your webcam feed.
 - (d) If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees.
 - (e) The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab.
10. **Start Up Preferences** The Start Up category lets you determine how you start GoToMeeting.
- (a) **Automatically after I log in to Windows** - This option starts GoToMeeting automatically after you log in to your PC.
 - (b) **Manually** - This option sets GoToMeeting to start only when you launch the application from your Programs menu.
 - (c) **Remember me on this computer** - This checkbox enables automatic login to GoToMeeting.
 - (d) **Show me desktop notifications** - Desktop Notifications is a free GoToMeeting feature designed to deliver simple and effortless access to complimentary Citrix Online software upgrades, information, news and discounts individual users may be eligible for.
11. **Attendee Role Overview** All cadets attending the Online Lecture are designated as Attendees. All that is needed to join a meeting is the meeting ID and, if required, the meeting password. Attendees do not need to subscribe to GoToMeeting; they meet at no cost to them as guests of the organizer.
12. **Join a Meeting from an email invitation instant message**
- (a) Open the email, appointment or instant message that contains the meeting invitation.
 - (b) Click the link provided in the email to join the meeting.
 - (c) If prompted, click Yes, Grant or Trust to accept the download.
 - (d) If requested, enter the meeting password provided by your meeting organizer.
 - (e) When prompted, type in your name and optionally, your email address. Upon clicking OK in the Name and Email dialog, you will be entered into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window will appear.
13. **To join a meeting from the GoToMeeting website**
- (a) Open an Internet browser and go to www.gotomeeting.com Note: Attendees can also join meetings from www.joingotomeeting.com.
 - (b) Click the Join Meeting button.
 - (c) If prompted, click Yes, Grant or Trust to accept the download.
 - (d) On the Join a Meeting window, enter the meeting ID you received from your meeting organizer.

- (e) If requested, enter the meeting password provided by your meeting organizer.
- (f) When prompted, type in your name and optionally, your email address. Upon clicking OK in the Name and Email dialog, you will be entered into the meeting. The Attendee Control Panel and the GoToMeeting Viewer window will appear.

14. **To join a meeting from your desktop**

- (a) If you are an organizer and GoToMeeting is already installed on your computer, you can right-click the daisy icon in the system tray or double-click the GoToMeeting icon on a Mac and select Join a Meeting.
- (b) On the Join a meeting window, enter the meeting ID you received from your meeting organizer.
- (c) If requested, enter the meeting password provided by your meeting organizer.
- (d) When prompted, type in your name and optionally, 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.