GOTOMEETING

Run your next meeting or conference call using GoToMeeting, a collaboration tool to help run your organization remotely.

Features:

- Screen Sharing
- Conference Calling
- Video Conferencing
- Mobile Conferencing
- Meeting Recording & Transcription
- Conference Room Equipment

Setting Up Your GoToMeeting:

Step 1. Download GoToMeeting on your device and log in:

- Create a GoToMeeting account to sign in.
- Click on the "MyMeetings" page.
- Note: GoToMeeting offers a 14 day free trial so you can try their program before deciding to purchase!

Step 2. Schedule your GoToMeeting:

- On the "My Meetings" page, click the "Schedule" button and select "Schedule a Meeting."
- Select and schedule desired meeting date, time, and select recurring or one time.
- Note: If you have attendees in different time zones, set up a time that can work for everyone attending.

Step 3. Setting up your audio:

- Click on the audio tab to use of your computer's built in microphone and speaker audio.

Step 4. Giving permissions to other presenters on your meeting:

- Click on the "Co-organizers" tab to give another team member host permissions. This will allow them to direct and control the call from their own computer.

Step 5. Inviting people to join your GoToMeeting:

- Use the "My Meetings" page to invite team members and other attendees. You may go back and invite more attendees at any time during the meeting.
- Note: Optional plug-ins also allow for scheduling of meetings directly through Outlook or Google Calendar.

Step 6. Starting and running your GoToMeeting:

- To begin a scheduled meeting, go to your meeting history, find the correct meeting, and click "Start."
- Once your meeting has started, you will be presented with various control panels and buttons on your screen.
- Un-mute yourself by clicking on the microphone button at the bottom of your screen.
- Allow yourself to be seen by participants by clicking on the camera button at the bottom of your screen.
- To have participants see your computer screen, click on the screen button at the bottom of your screen.
- To record your meeting, click the "REC" button on the top left of your screen.
- The upper right "people" icon allows you to see who's in your meeting, and mute or unmute everyone.
- The message icon allows you to send messages during your meeting to the entire group or selected individuals.
- To end your meeting, click the "leave" button at the bottom of your screen.

GoToMeeting Pricing:

Professional Plan:

- $12 per organizer per month.
- Allows up to 150 participants during meetings.
- Plan includes all features listed on this one-pager.*

Business Plan:

- $16 per organizer, per month.
- Allows up to 250 participants during meetings.
- Offers more extensive features and meeting tools than professional plan.

GoToWebinar Pricing:

Lite:

- $49 per organizer per month, when billed annually.
- Allows up to 100 participants during webinars.
- GoToMeeting included in all webinar pricings.*

Standard:

- $99 per organizer per month, when billed annually.
- Allows up to 250 participants during webinars.
- Offers more audio and video options.

Pro:

- $199 per organizer per month, when billed annually.
- Allows up to 500 participants during webinars.
- Offers more audio and video options.

Enterprise:

- $399 per organizer per month, when billed annually.
- Allows up to 3,000 participants during broadcast-style webcast events.
- Allows up to 1,000 participants during a standard webinar event.

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