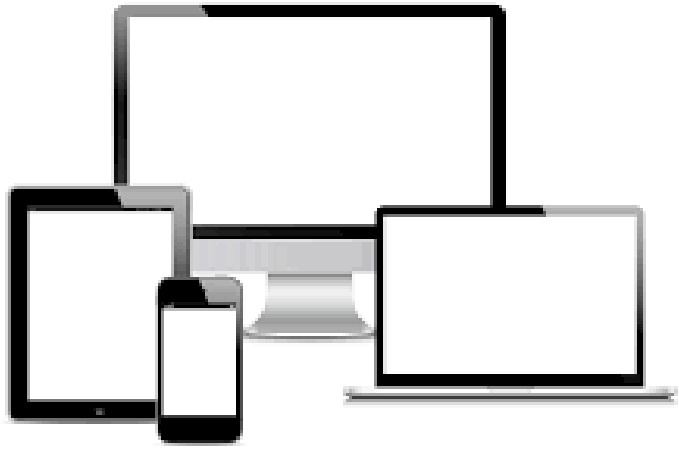
How to join gotomeeting using your computer, laptop tablet or smartphone

GoToMeeting



IMPORTANT INFORMATION FOR ATTENDEES!

- You must register to speak prior to the completion of the **APPLICANTS presentation**.
- Instructions for registering to speak were provided on our website and will be provided on screen during the meeting.
- You may also send comments via email to kcpc@pdskc.org

You must use an internet/wifi device to participate in the meeting.

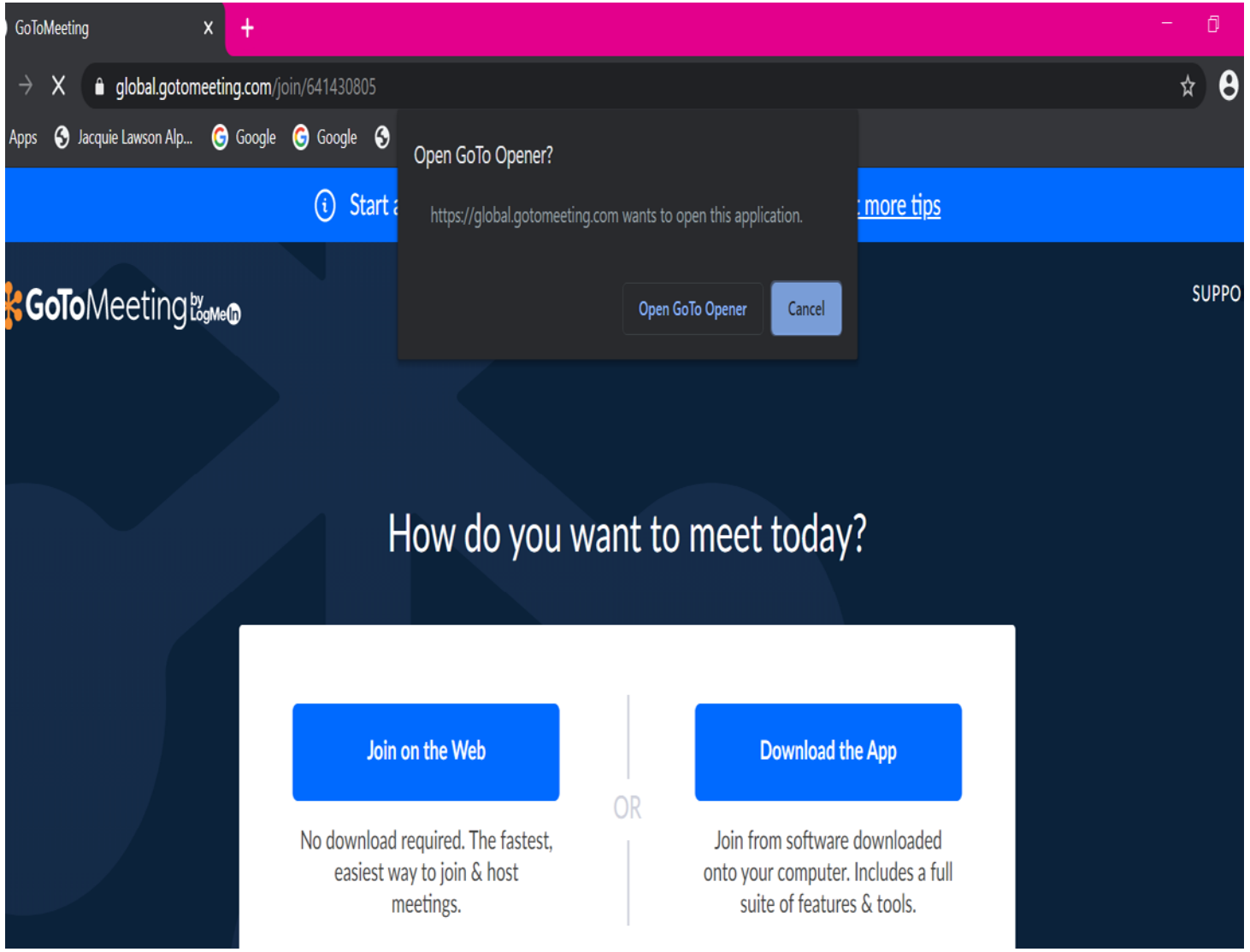
Attendees using the CALL-IN number will only be able to LISTEN.

If you do NOT have internet/wifi you may call staff at 859-392-7048 for additional participation instructions.

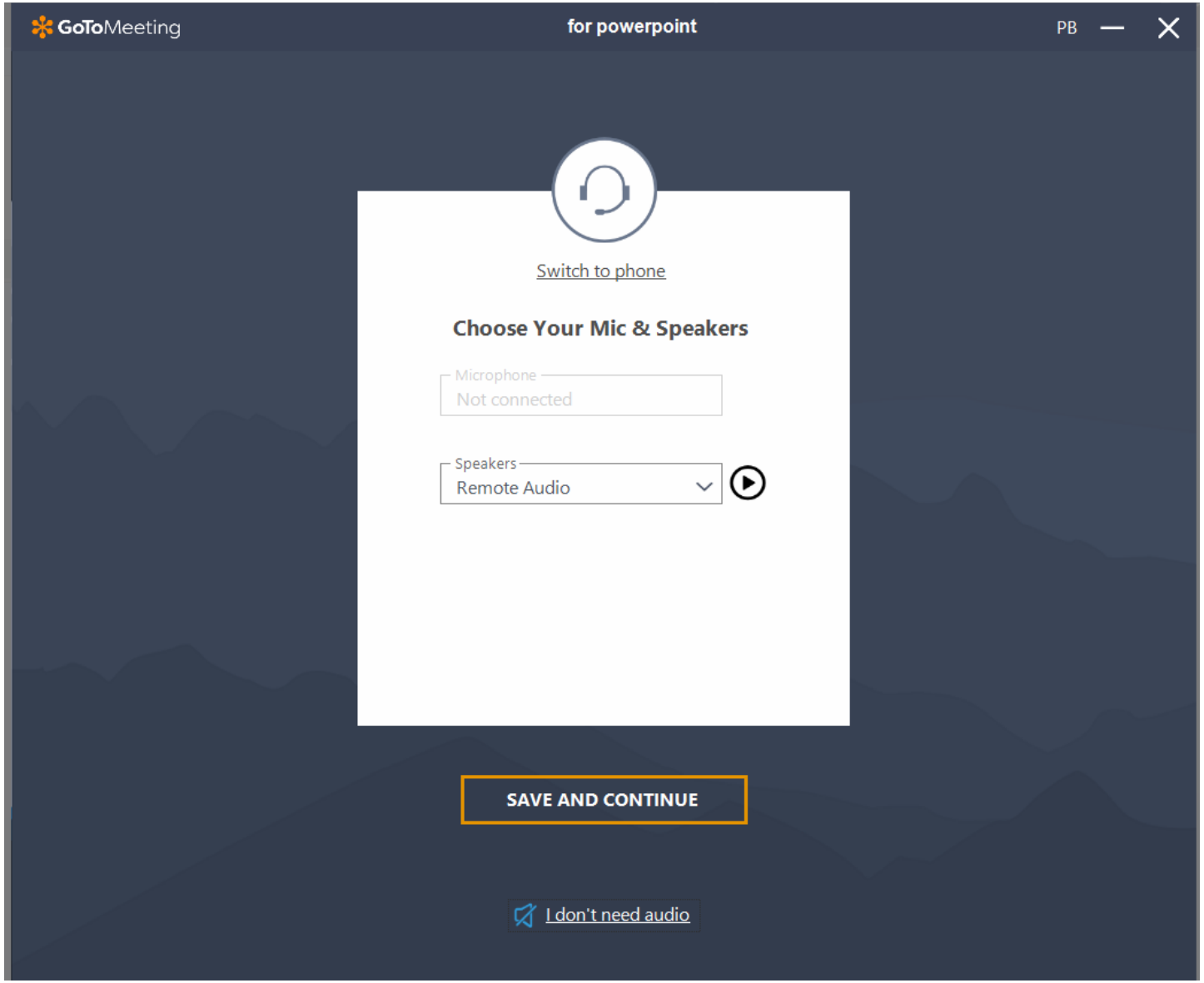
The following instructions are shown for all users joining via the internet/wifi.

Please keep in mind that the display and controls on tablets and smartphones may vary based on individual models used.

- Click on the provided meeting link to begin.
- You can either join directly from your browser or download the gotomeeting app.
- The app is safe and free.
- Use the GoTo Opener if you have already downloaded and used the gotomeeting app for past sessions.

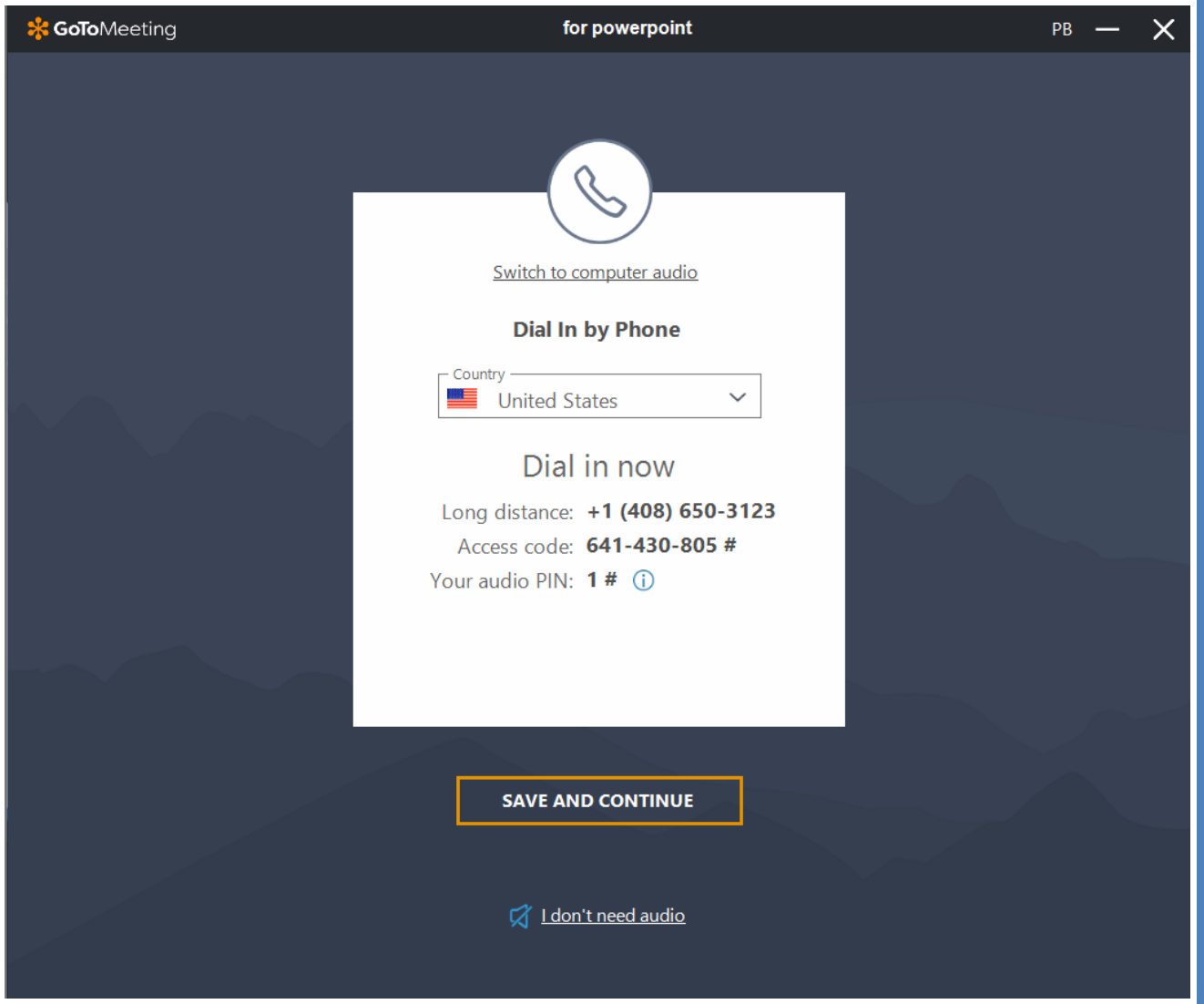


- Next choose your Mic & Speakers
- The dropdown in each selection bar will show you what hardware you have available.
- If you do NOT have a microphone and/or speakers – select ‘Switch to phone’ option.

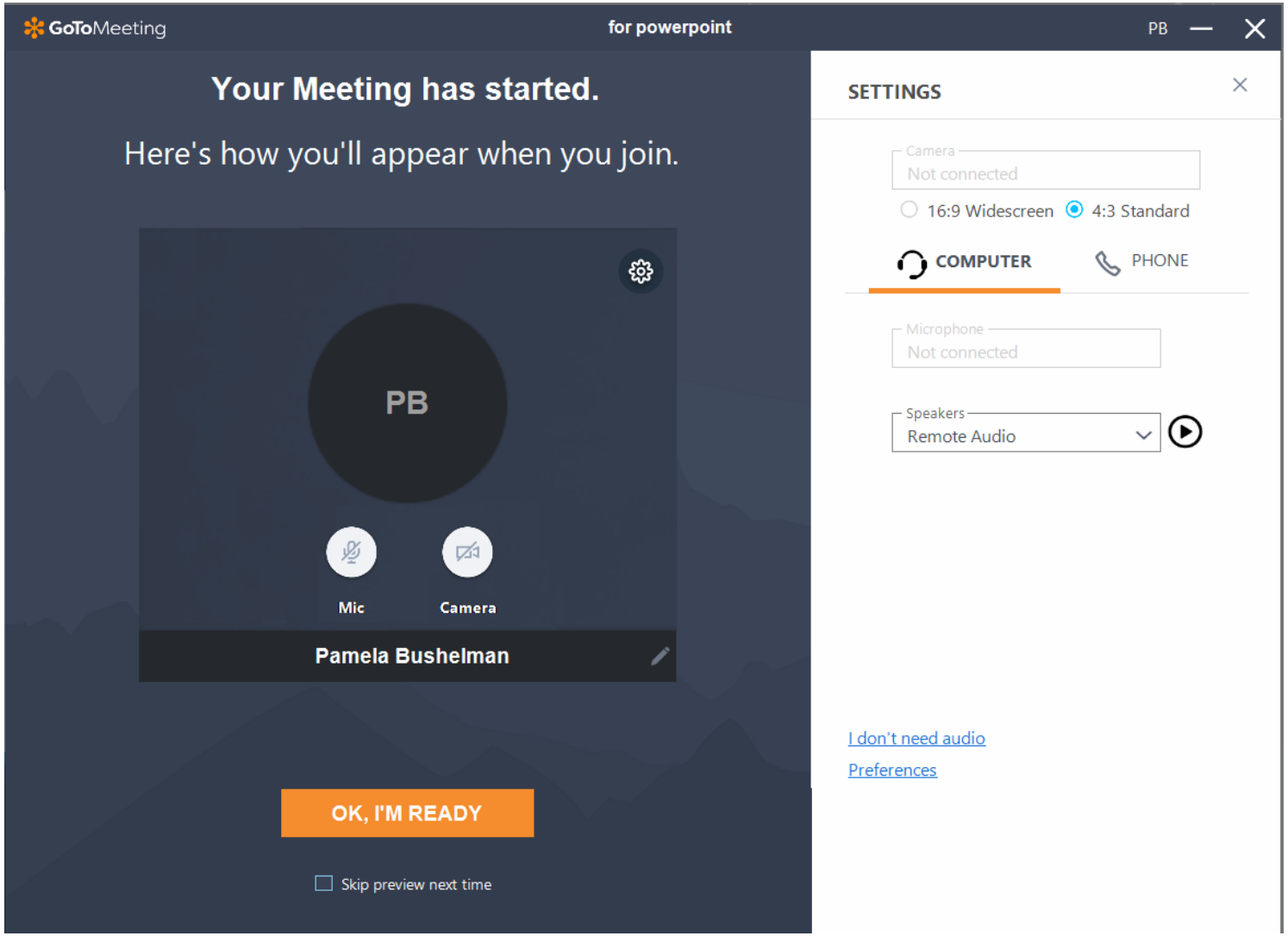


PHONE AUDIO INSTRUCTIONS

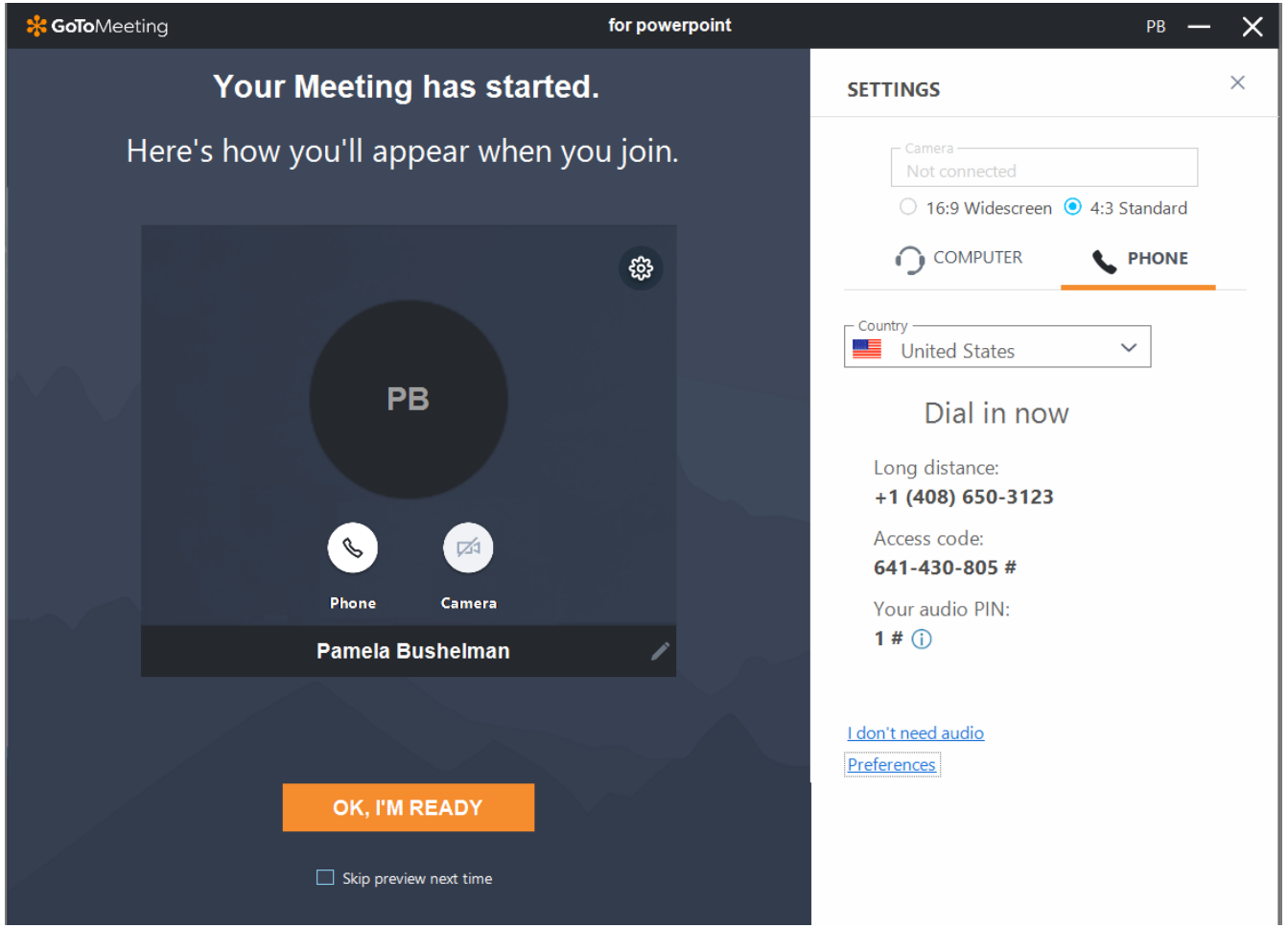
- Dial in using the
  - Phone Number
  - Access Code
  - Audio Pin #
- Be sure to MUTE your computer speakers if you have them to prevent audio feedback.
- You will now be using your computer to VIEW and LISTENING/SPEAKING using your phone.



- From this screen you can turn on your mic and camera (if you have one) and see how you will appear in the meeting.
- You can also switch to Join by Phone from this screen.
- Click ‘OK, I’m Ready’ to finish joining the meeting.

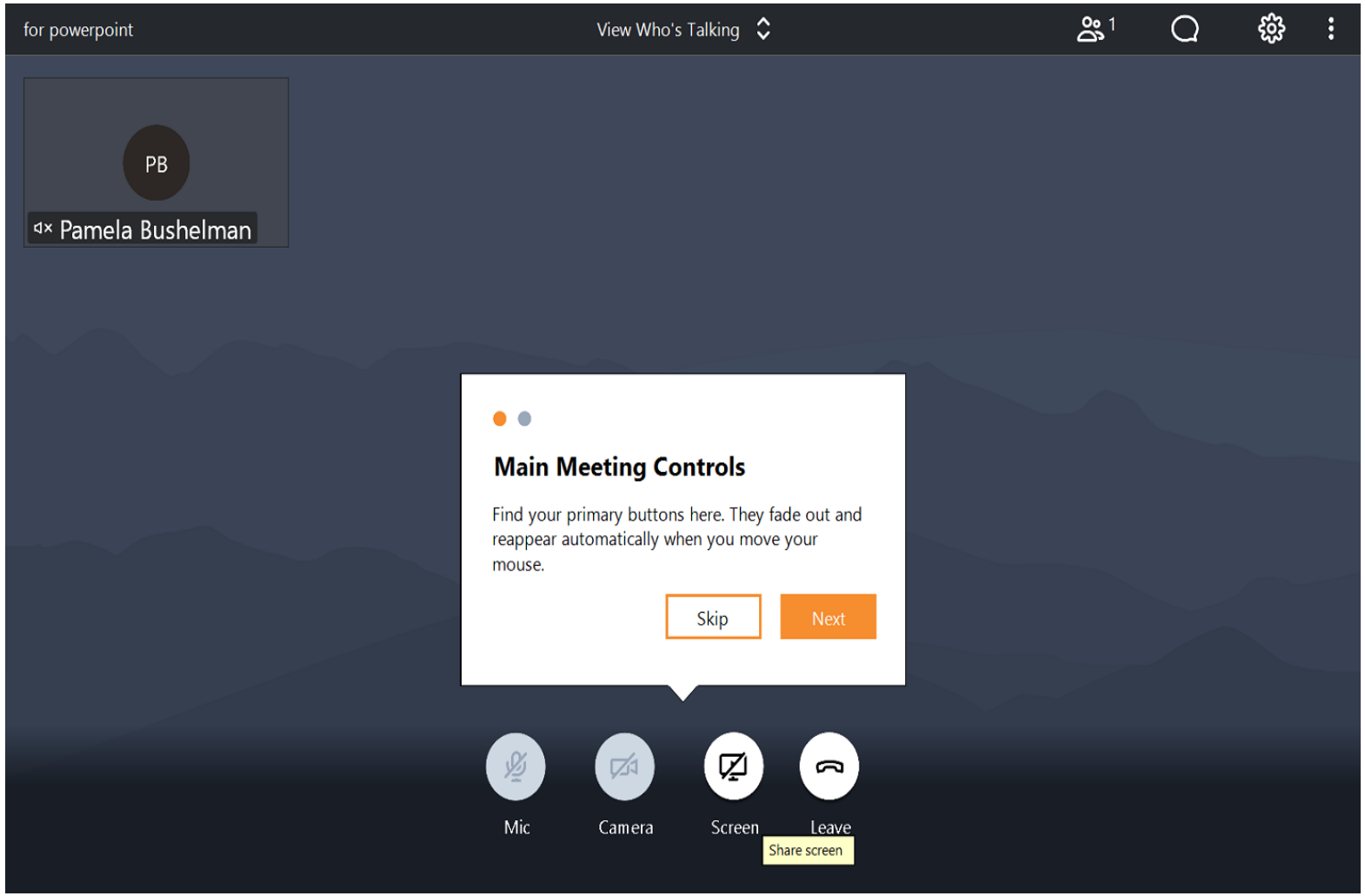


- If you select Join by Phone from this screen:
  - Dial the phone number provided
  - Enter the Access Code and #
  - Enter your Audio Pin and #
- Be sure to MUTE your computer speakers if they are on to avoid audio feedback

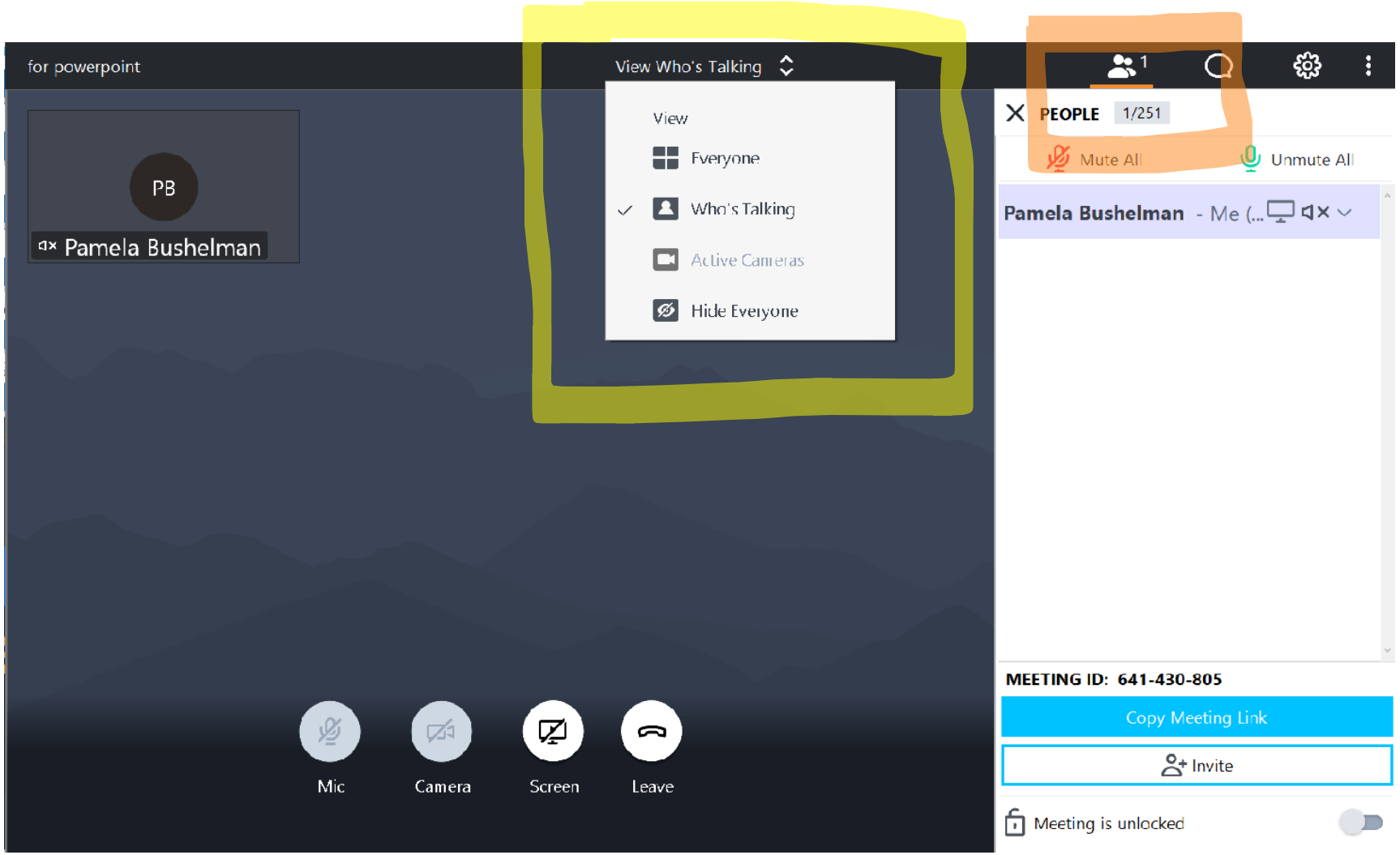


Use the buttons at the bottom of your screen to:

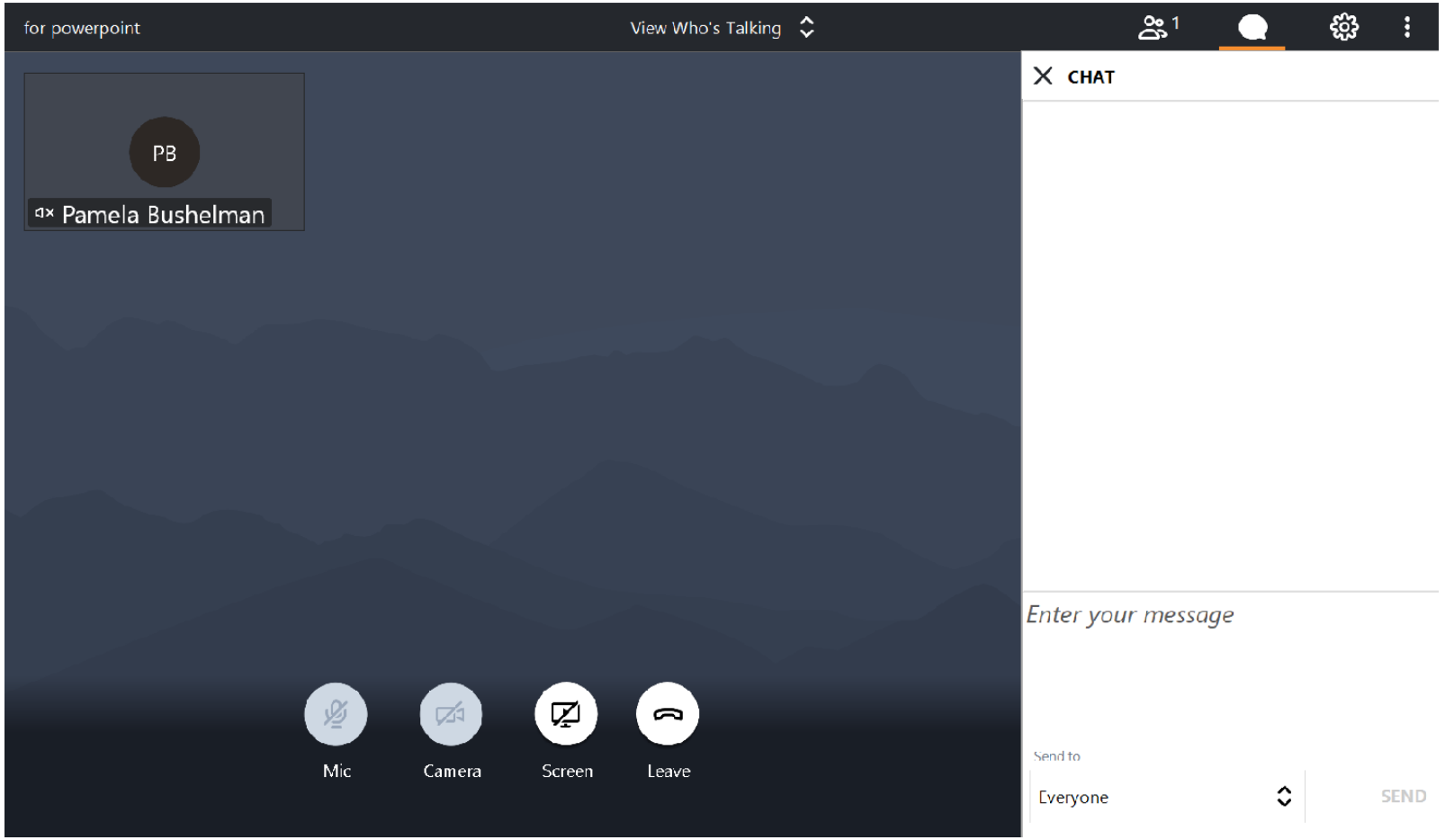
- Mute/Unmute your microphone
- Turn Camera on/off (if you have one)
- Share your screen *You must be given presenter privileges by the organizer to share
- Leave the meeting



You can use the dropdown at the top center of the screen to select which cameras you view during the meeting. You can also view who is in the meeting.

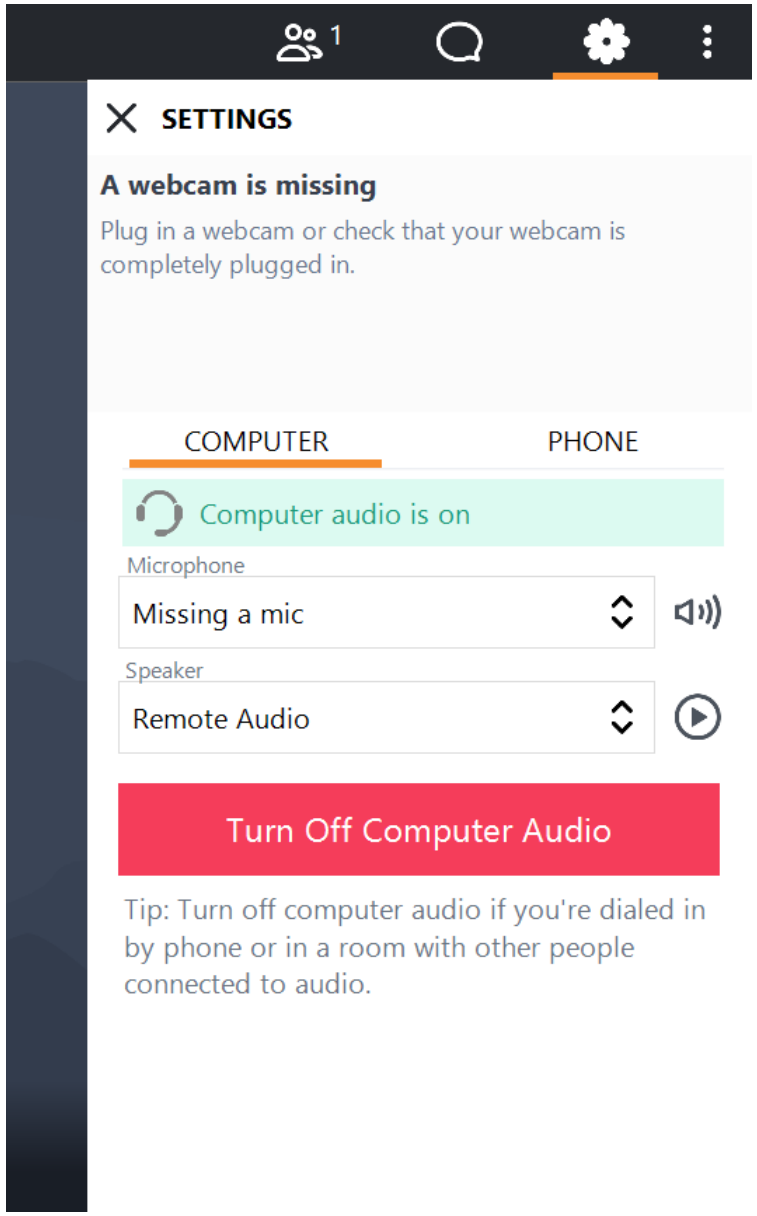


Please use the CHAT feature for technical and connection issues ONLY. You can send a chat message to EVERYBODY or select an individual from the dropdown at the bottom of the chat window.



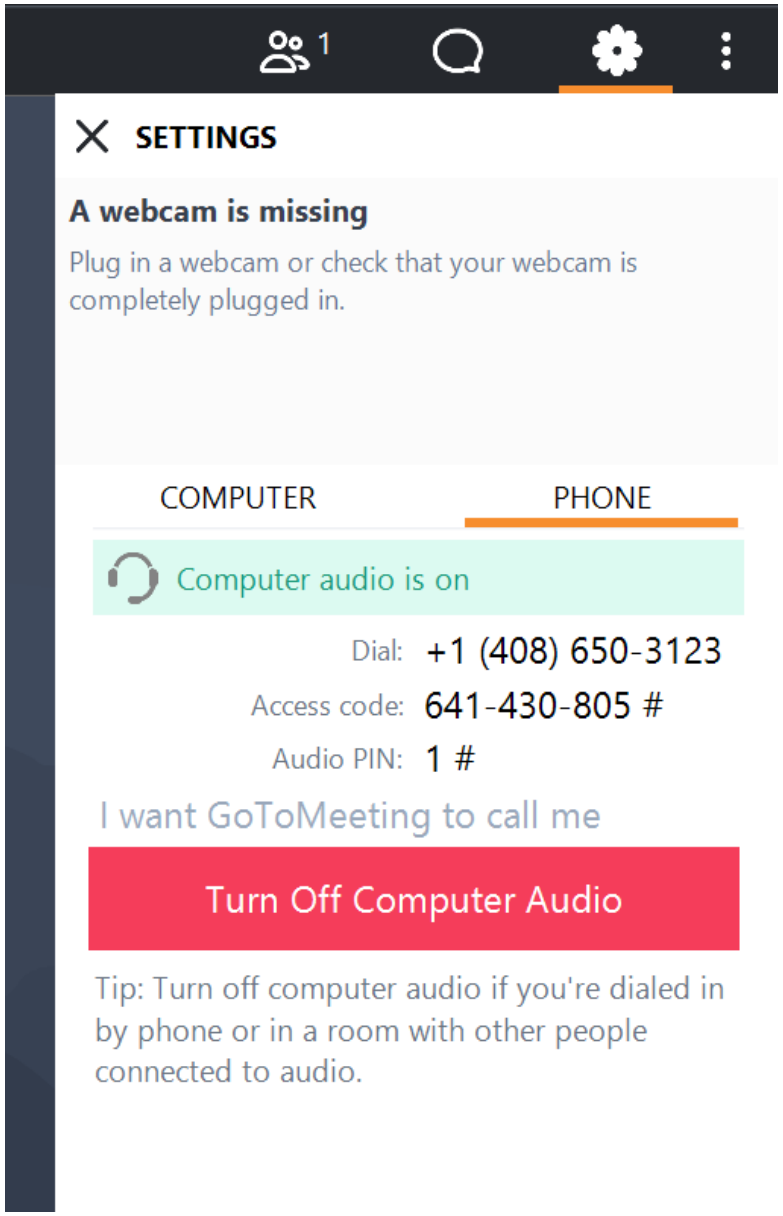
IMPORTANT!

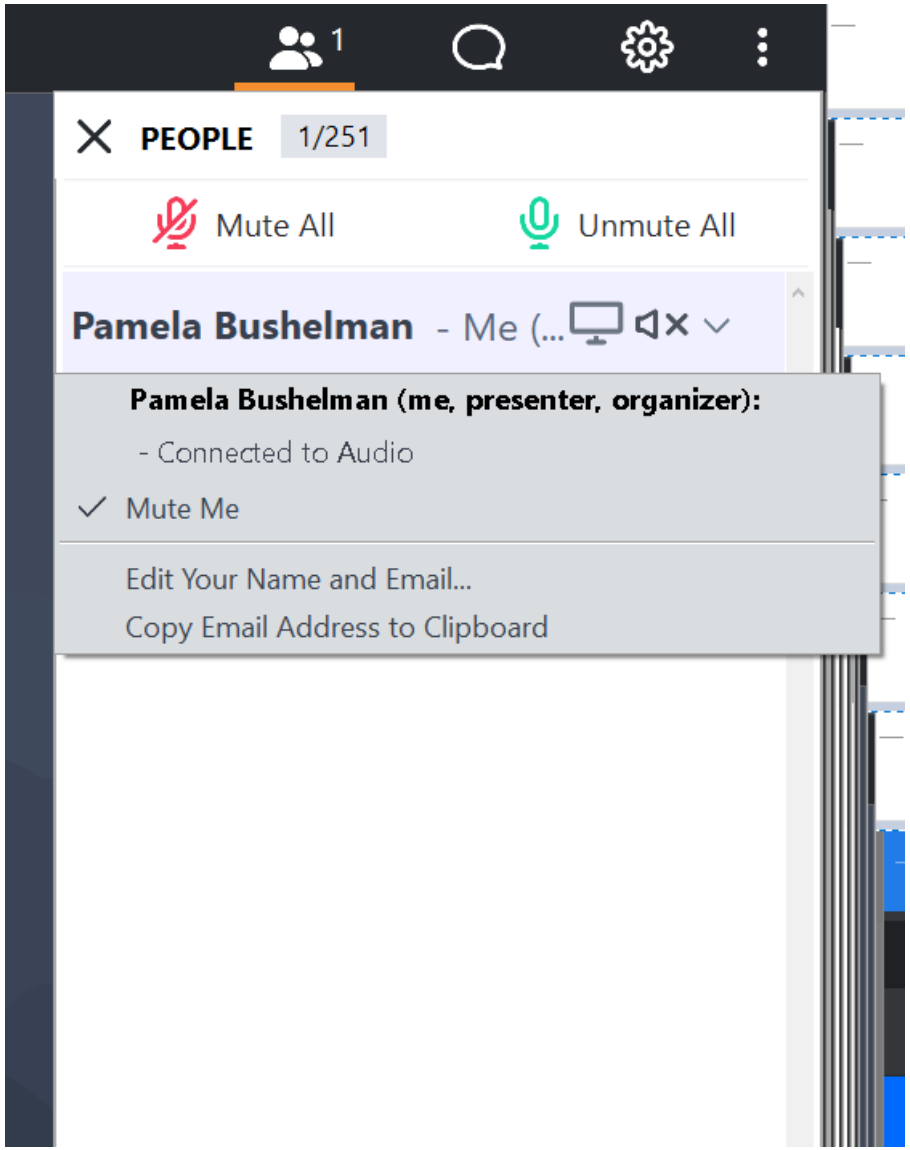
- Questions or Comments on any issue will NOT be addressed in the chat window.
- You must register to speak prior to the completion of the APPLICANTS presentation.
- Instructions for registering to speak were provided on our website and will be provided on screen during the meeting.



The SETTINGS icon allows you to check camera (if available) and microphone settings.

You can also find the Join By Phone option here.





From the dropdown arrow next to your name you can find controls to:

- Mute/Unmute your microphone
- Edit your name & email address
- Copy an email address

Thank you for viewing the instructions.

If you still have questions, please feel free to contact Pamela Bushelman via email at kcpc@pdskc.org