

# Tips for a successful Go 2 Meeting / Webinar:

**Step 1)** Log into the meeting/webinar by one of the following methods:

Click the link off the website, use the link provided to you in an email invitation, or by going to [www.gotomeeting.com](http://www.gotomeeting.com) or [www.gotowebinar.com](http://www.gotowebinar.com) (and click Join a Meeting / Webinar in top right hand corner of page) Then enter the 9 digit access code provided to you.

**Step 2)** Once logged in, you will see an interface similar to the one pictured at the right. For the **BEST** audio, you will want to click the bubble under the “Audio” tab for “Phone Call.” By default the system will always have it set to “Computer audio,” so you’ll need to change this each time you attend a meeting.

**Step 3)** Now that you have selected “Phone Call,” pick up your land line or cell phone, and dial the number provided. When prompted enter the access code, and finally enter in **YOUR UNIQUE TO YOU** Audio PIN. Once all that information has been entered, you will have successfully joined the meeting/webinar using your telephone/cell phone, and should be able to hear and speak (so long as you entered the PIN provided), and you can follow along on your computer still, to see any shared screens, or other documents that may be available.

**The Next Best Audio Option is using a Headset with build in Microphone on your computer:**

Follow step 1 above to join the meeting/webinar. Once logged in, GoToMeeting / Webinar will set your audio to “Computer Audio” by default. Simply make sure you have your headset with microphone plugged in, and click the “Sound Check” link to the right to test your microphone and Headphones to ensure they are configured properly.

***Should you have any technical issues, please contact Kris Kleinschmidt at 503-820-2280***

