

Live Presentation: WCC

# GoToMeeting

PRESENTED BY  
ELIZABETH ANN NOFS



# GoToMeeting

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## Getting Started

- Hello, GoToMeeting
- Create an Account
  
- Create a Meeting



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Presented March 2020  
Elizabeth Ann Nofs

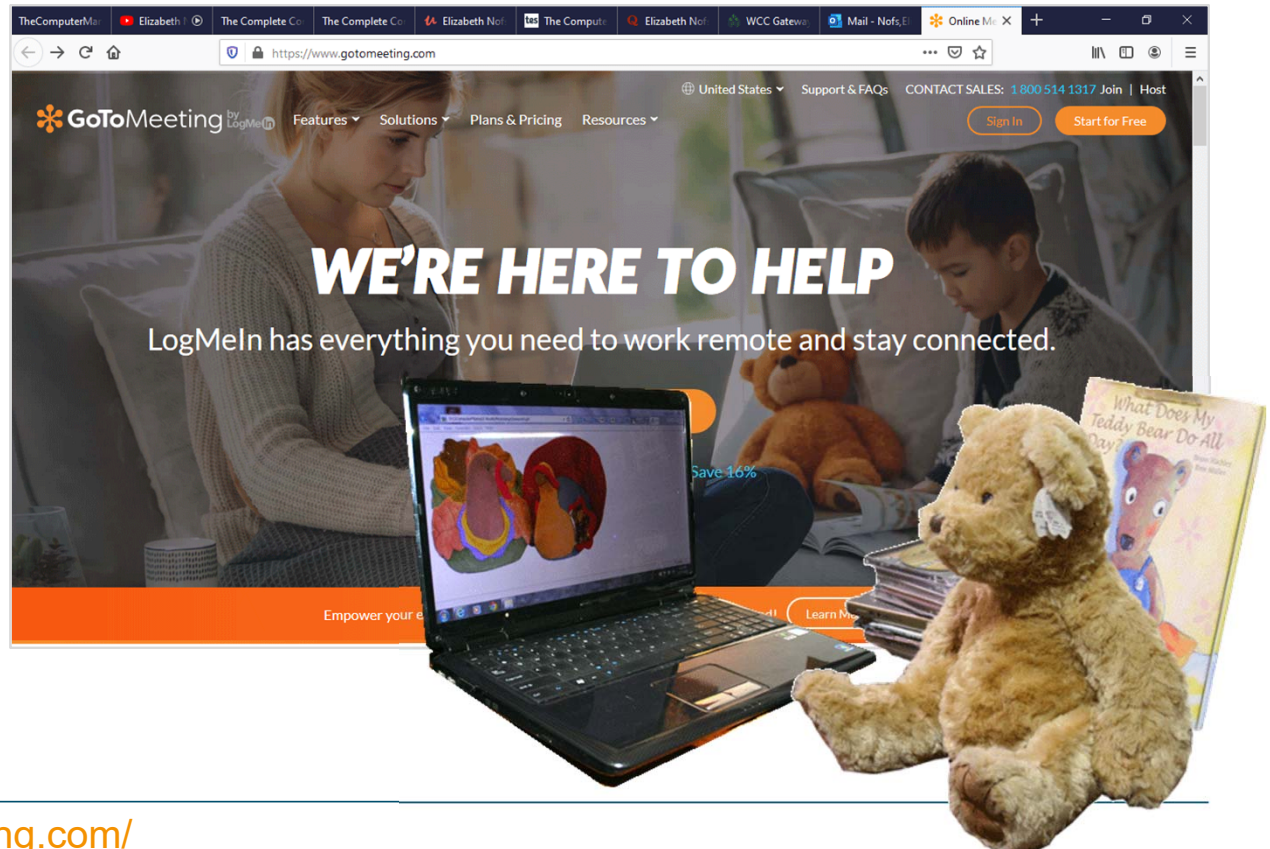
# GoToMeeting by LogMeIn

## Web-Hosted Conferences

### Host Webinars

- Schedule a Meeting
- Schedule Rooms for several sessions
- Invitation Links
  - No Login Needed
  - Links can be emailed or posted on a website

## GoToMeeting



Reference: <https://www.gotomeeting.com/>

# Before You Begin

## Create an Account

Enter the following:

- First and Last Name
- Business Email
- Password

## Sign Into GoToMeeting

Confirm that you can sign into your account

### GoToMeeting Sign In Screen

The screenshot displays the GoToMeeting sign-in interface within a web browser. The browser's address bar contains the URL: <https://authentication.logmeininc.com/login?service=https%3A%2F%2Fauthentication.logmeininc.com%2Foauth%3A%2Flogin>. The page header includes the GoToMeeting logo and the text "Sign in for enofs@wccnet.edu Not you?". The main content area features a password input field with a masked password ".....". Below the password field are the links "Forgot password?" and "Sign in". At the bottom, there is a checkbox for "Keep me signed in" and a "Support" link.

Reference: <https://www.gotomeeting.com/>



# What Are Meetings?

## Meeting Options

GoToMeeting can schedule:

- Rooms
- One-Time

## Upcoming Meetings

Meetings that you scheduled will be listed by date and time. When you click on a meeting, the meeting details will be displayed on the right.



The image shows a screenshot of the GoToMeeting Hub website. The browser tabs at the top include 'WCC Gateway for Faculty and...', 'Mail - Nofs,Elizabeth - Outlook', and 'GoToMeeting Hub'. The URL is 'https://global.gotomeeting.com/#/meetings/upcoming-meetings'. The page features a dark sidebar on the left with 'MEETINGS' and 'SETTINGS' icons. The main content area is divided into two sections. The top section, titled 'My Personal Meeting Room' (gotomeet.me/Nofs-Elizabeth), shows a meeting scheduled for 10:00 AM on Monday, titled 'CCAT Yr5 Budget' (60 min, ID: 255-512-837). Below this is a 'Create Meeting' button and tabs for 'Rooms', 'One-Time', and 'History'. The bottom section, also titled 'My Personal Meeting Room', shows a similar meeting entry for 'Today' at 10:00 AM. A dark vertical overlay on the right side of the screenshot contains 'MEETINGS' and 'SETTINGS' icons.

How to Navigate the GoToMeeting Website: <https://youtu.be/4Uu29i4FwIU>

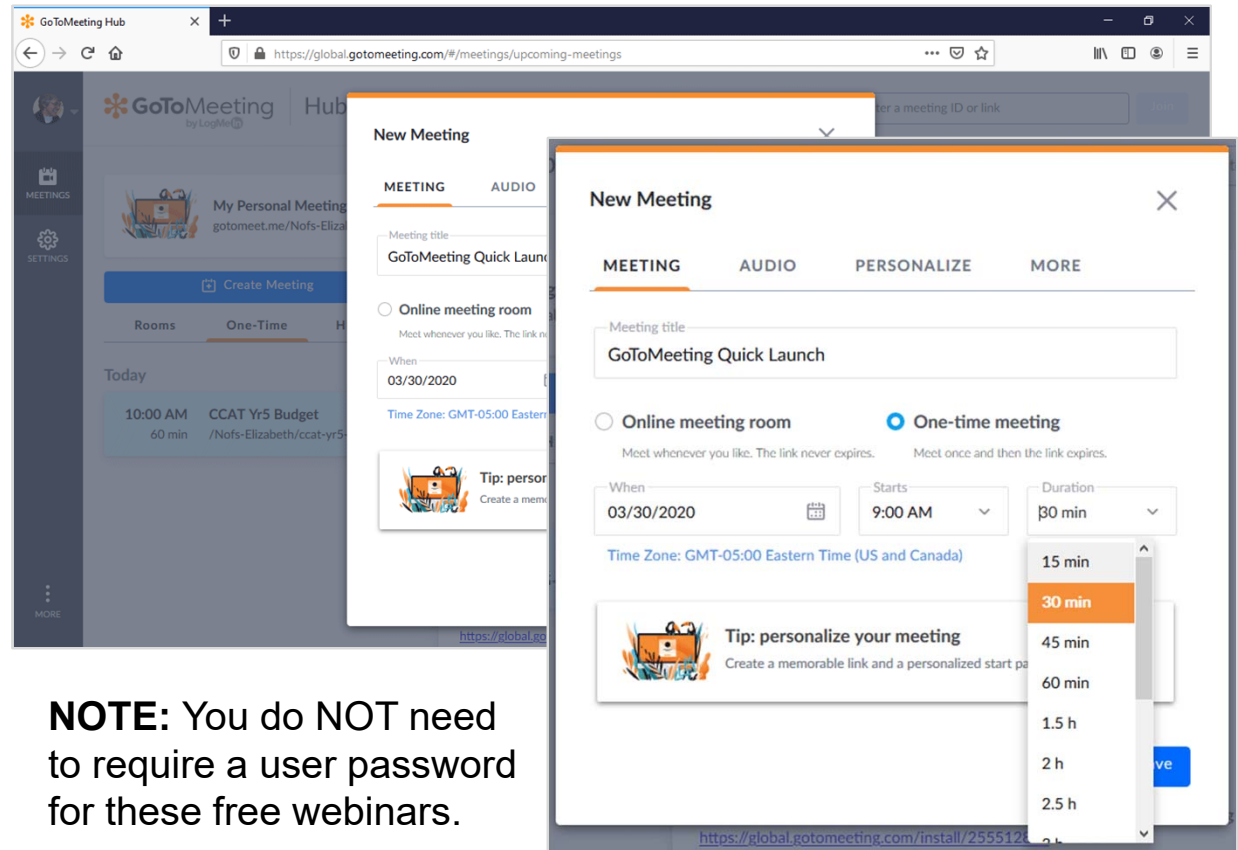
# Create a New Meeting

## One Time Meeting

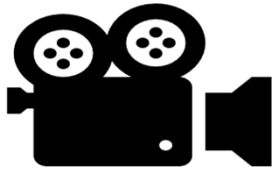
Enter the following:

- Meeting Title
- Date (Date picker)
- Start Time
- Duration

Click **Save**.



**NOTE:** You do NOT need to require a user password for these free webinars.



GoToMeeting Organizer Training - Part 1 - Scheduling: <https://youtu.be/sWhG88WQCEc>

# Meeting Details

## Review the Meeting Details

The Meeting displays the Title, date and time.

There is a START button, which we will practice.

## Edit the Meeting Details

You can update or edit the meeting invitation.

You can also delete a meeting invitation.

The screenshot shows the GoToMeeting Hub interface. The main content area displays a list of meetings under the 'One-Time' tab. The selected meeting is 'CCAT Yr5 Budget' with a duration of 60 minutes and ID 255-512-837. The meeting is scheduled for 10:00 AM on Monday, March 30, 2020. The interface includes a 'Start' button, 'Copy Invitation', 'Edit', and 'Delete' options. A 'Meeting Created' notification is visible in the top right corner.

**Meeting Created**  
To share your meeting, copy the info below and paste it into an email or message.  
OK

**10:00 AM CCAT Yr5 Budget**  
60 min ID: 255-512-837

**Start** **Copy Invitation** **Edit** **Delete**

CCAT Yr5 Budget  
Mon, Mar 30, 2020 10:00 AM - 11:00 AM (EDT)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://www.gotomeet.me/Nofs-Elizabeth/ccat-yr5-budget>

**You can also dial in using your phone.**  
United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 255-512-837

**Join from a video-conferencing room or system.**  
Dial in or type: 67.217.95.2 or inroomlink.goto.com

Reference: <https://www.gotomeeting.com/>

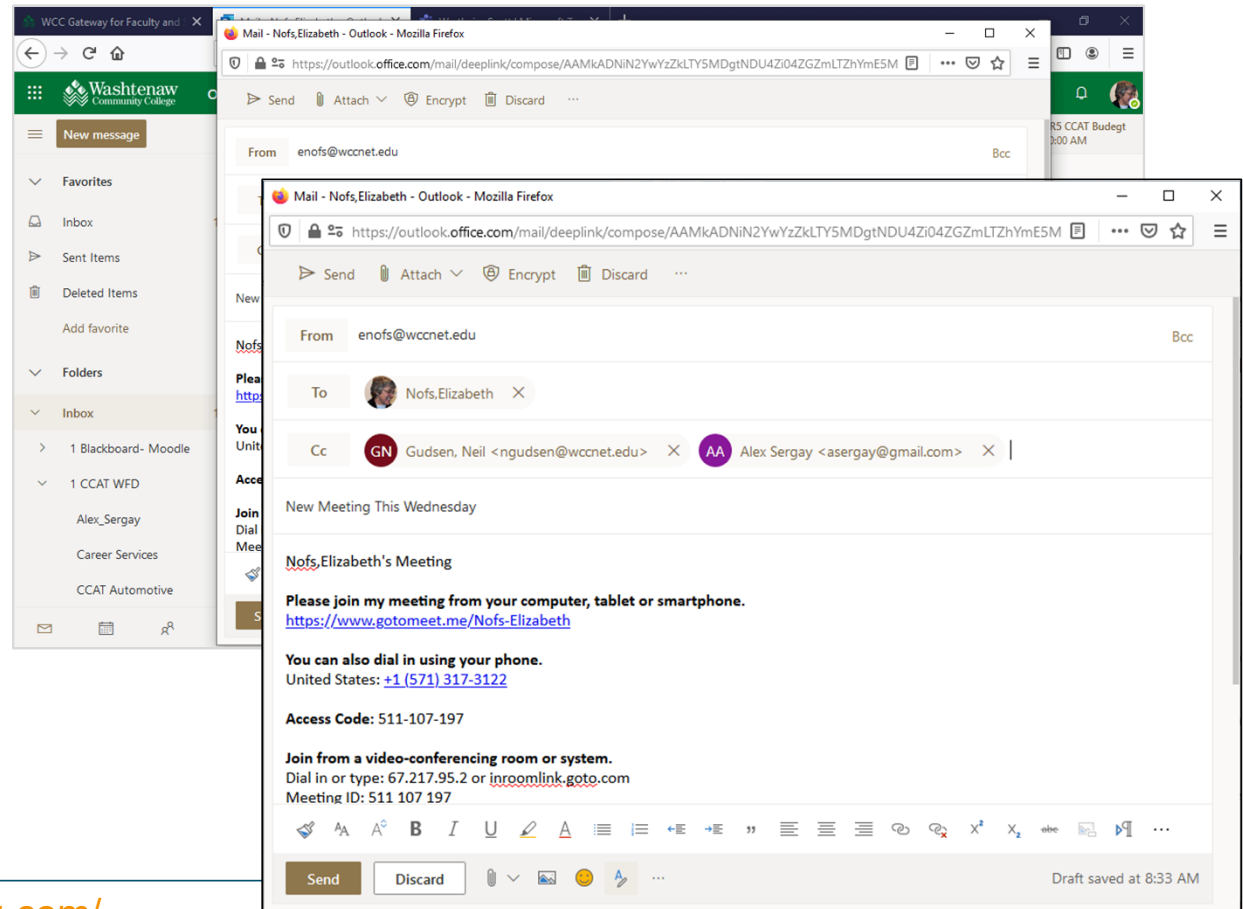
# Sharing Options

## Invitation to Join

The Meeting Details that you copied from GoToMeeting website can be pasted into an email, such as Outlook.

You can also post the link to a weblog, however this may not work as well.

The Meeting details includes how to join by web browser, phone, or through a business conference service.



Reference: <https://www.gotomeeting.com/>

## Setting the Scene

- Create a Practice Meeting
- Review the Video and Audio
- Best Practices



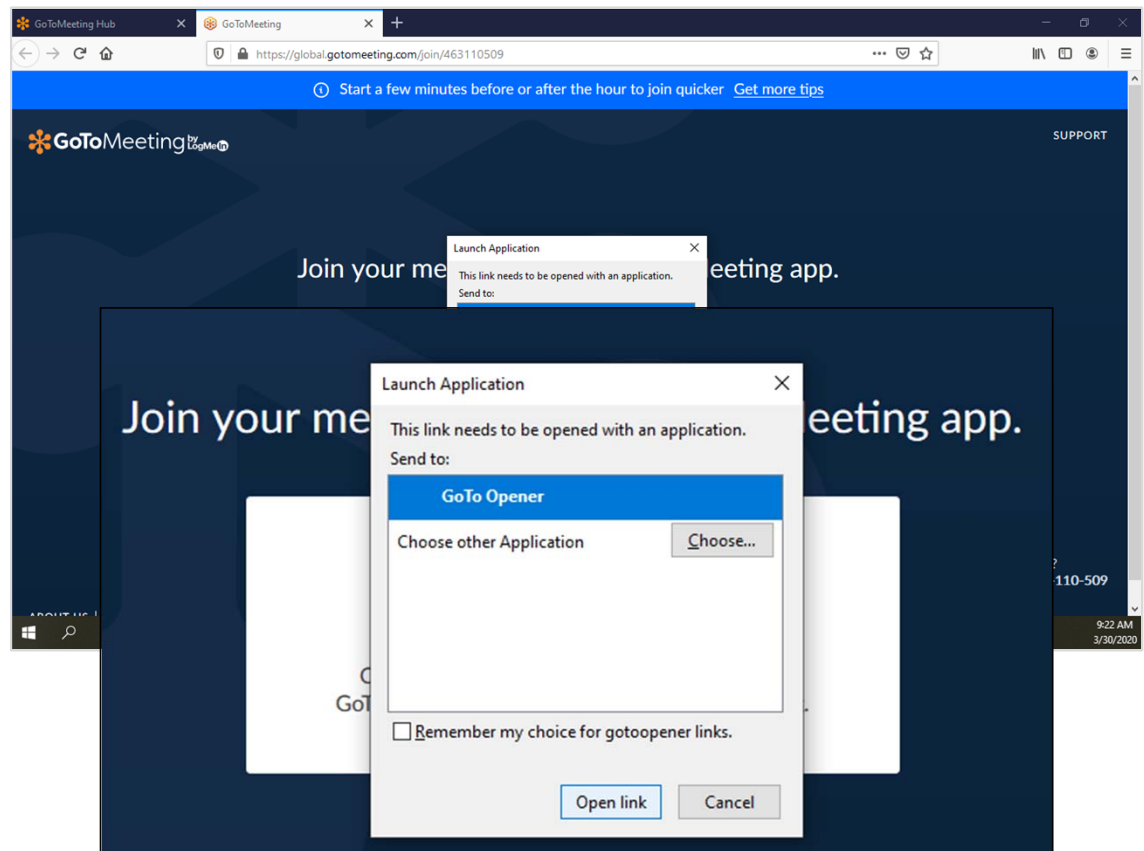


# Join the Meeting

## Join the Meeting

The GoToMeeting Host should join the meeting at least 10 minutes prior to the start time.

If this is your first time joining a meeting, you and all attendees will be prompted to download the GoToMeeting helper app.



# Host a Meeting

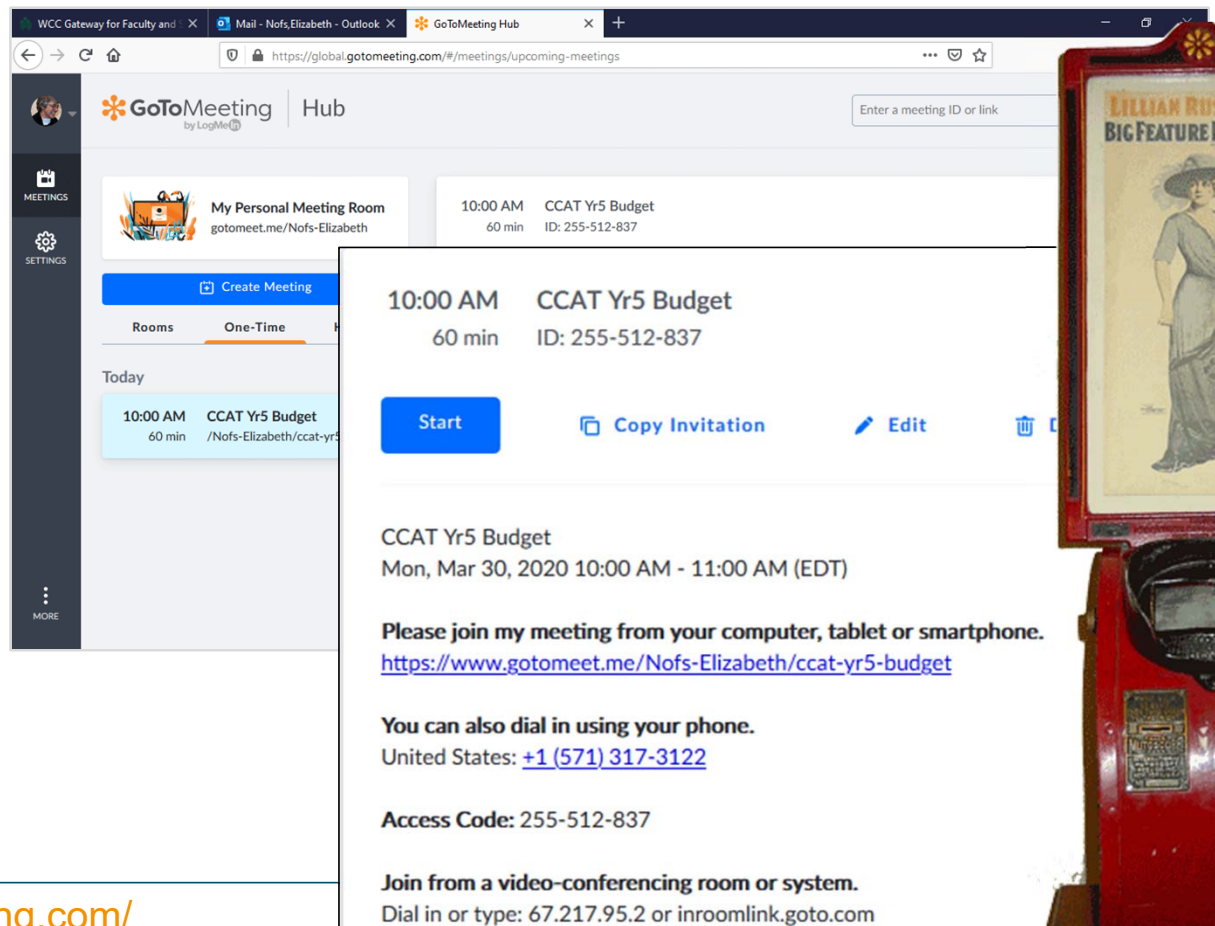
## Create a Sample Meeting

A practice meeting is a good opportunity to set the scene for the broadcast.

The purpose of the meeting is to review the camera and sound settings to get the best broadcast possible.

Please start the sample meeting to practice the following steps.

Reference: <https://www.gotomeeting.com/>



WCC Gateway for Faculty and X Mail - Nofs,Elizabeth - Outlook X GoToMeeting Hub X

https://global.gotomeeting.com/#/meetings/upcoming-meetings

GoToMeeting Hub

Enter a meeting ID or link

My Personal Meeting Room  
gotomeet.me/Nofs-Elizabeth

10:00 AM CCAT Yr5 Budget  
60 min ID: 255-512-837

Create Meeting

Rooms One-Time

Today

10:00 AM CCAT Yr5 Budget  
60 min /Nofs-Elizabeth/ccat-yr5

10:00 AM CCAT Yr5 Budget  
60 min ID: 255-512-837

Start Copy Invitation Edit

CCAT Yr5 Budget  
Mon, Mar 30, 2020 10:00 AM - 11:00 AM (EDT)

Please join my meeting from your computer, tablet or smartphone.  
<https://www.gotomeet.me/Nofs-Elizabeth/ccat-yr5-budget>

You can also dial in using your phone.  
United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 255-512-837

Join from a video-conferencing room or system.  
Dial in or type: 67.217.95.2 or inroomlink.goto.com



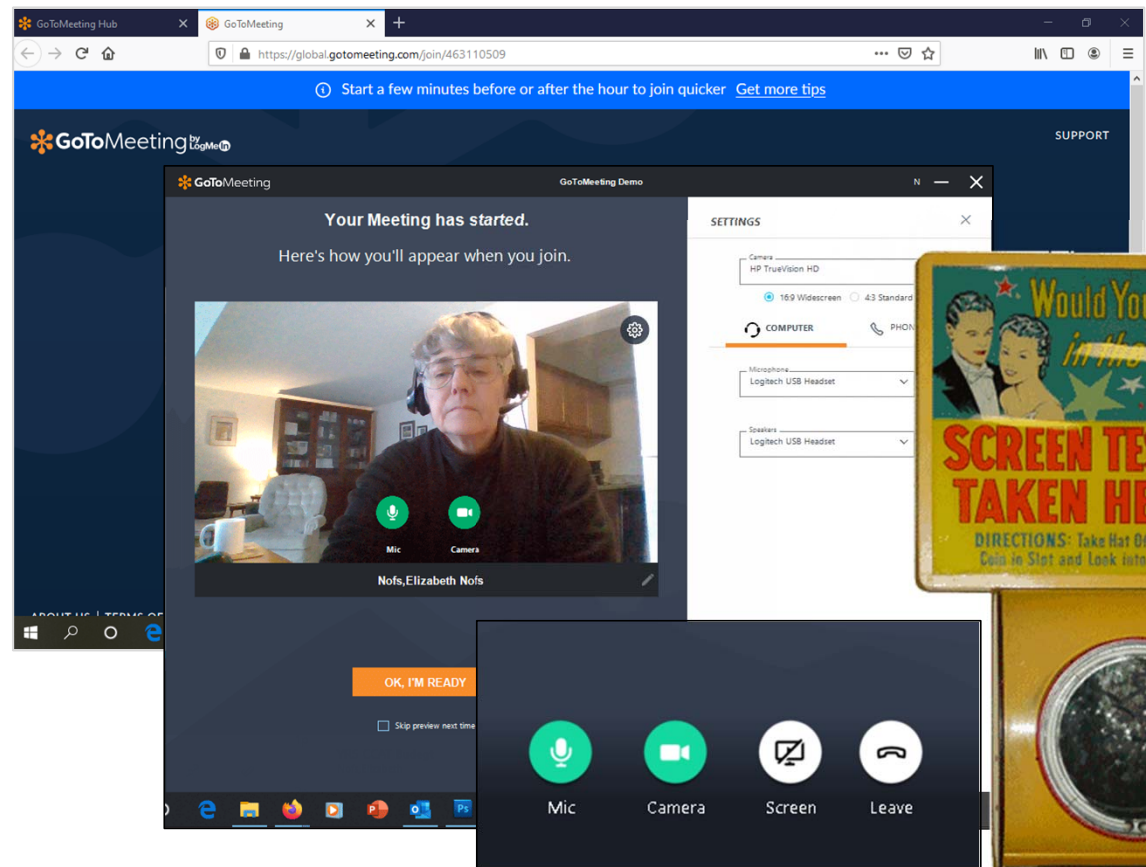
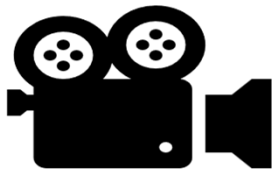
# Do a Screen Test

## Preview the Live Stream

Before you begin an online meeting, you can preview the camera and sound.

The live stream will preview when you turn on the camera.

Its a good time to look behind you and see if are ready for guests. Clean up any private business and political images.



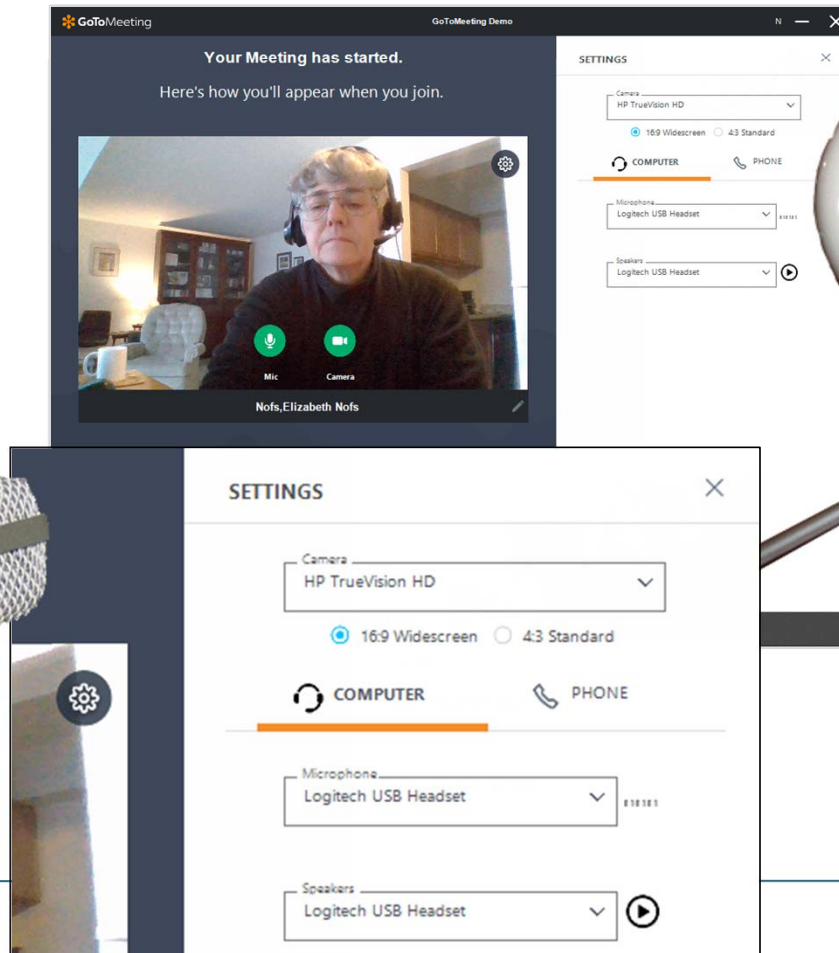
GoToMeeting - Organizer Training - Part 2 - Hosting: <https://youtu.be/OtgL1IIP2AY>

# How Does it Sound?

## Choose the Right Mic

If you click on the **Settings** gear button in the upper right corner) the pane will open.

Here you can pick a different microphone, say a headset instead of the laptop mic.



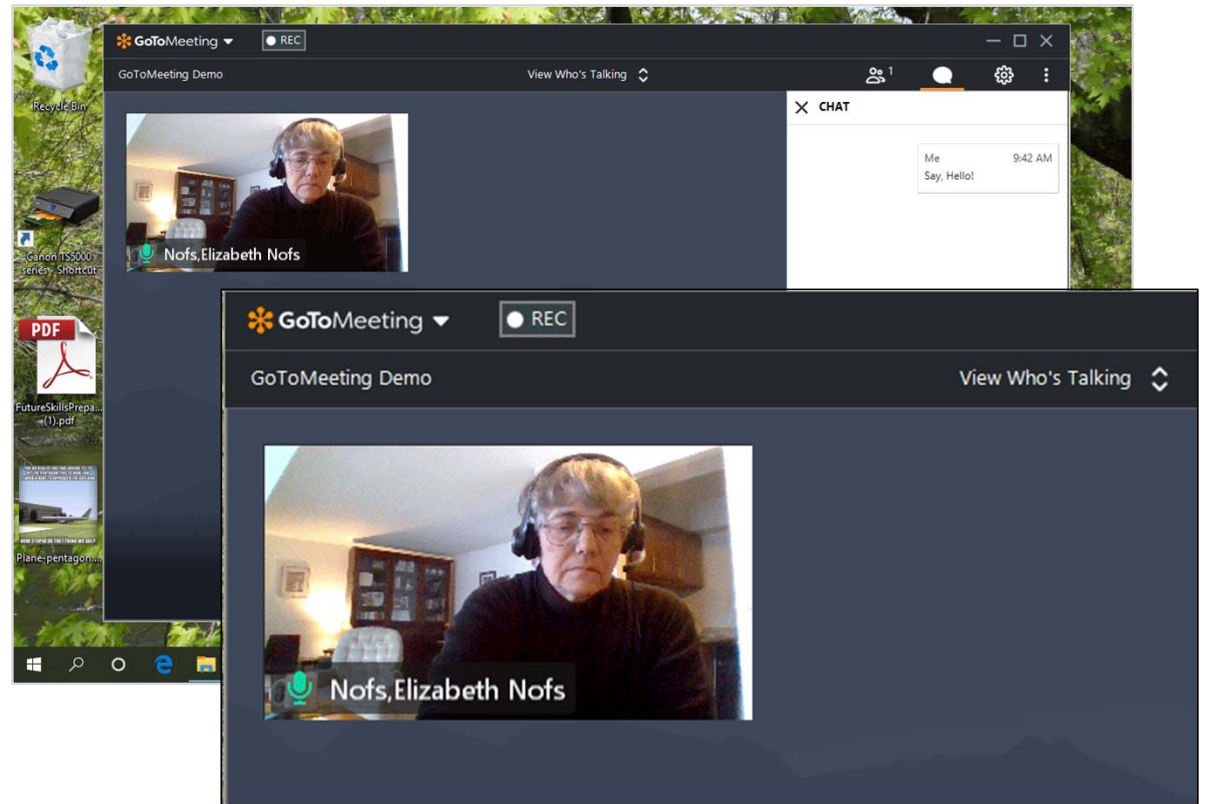
# Start the Meeting

## The Meeting Room

The Meeting Room shows an icon or video feed for each attendee.

The person speaking has a green mic. It's a good clue for identifying who is talking.

All attendees can show or hide the thumbnail screens.



Getting Started with the New GoToMeeting: <https://youtu.be/HKJ-Ei4z8k8>

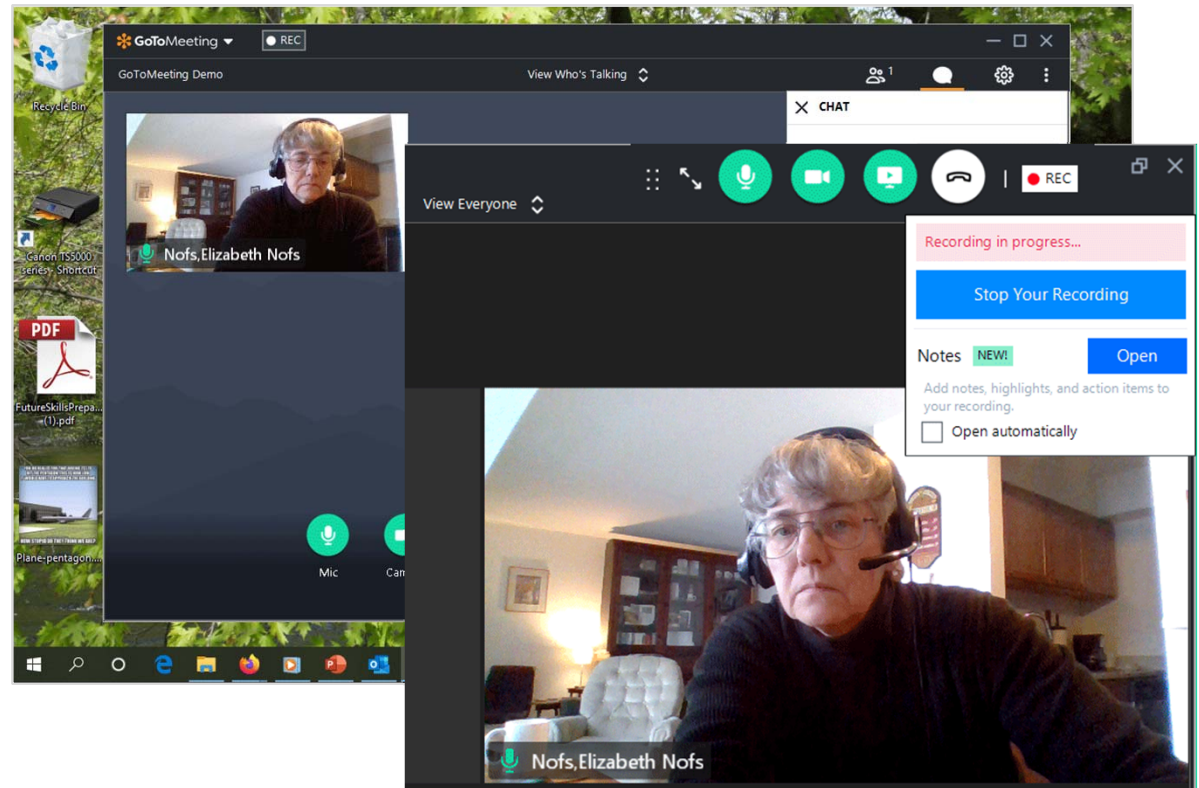
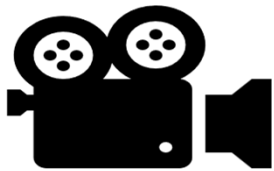


# Record a Meeting

## Record a Meeting

When everyone has signed in and said, hello, you can record your meeting.

When you click **Record**, the meeting attendees will be notified that the meeting is being recorded. There is an audible announcement and an onscreen banner.



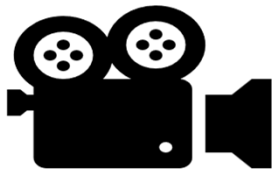
How to Record a Meeting on GoToMeeting: <https://youtu.be/loCYVUekg1c>

# Share Your Screen

You can set up PowerPoint presentations and websites prior to your meeting.

When you are ready, you can use the Meeting Tools to Share your screen. You will be asked to select which window you want to show on screen.

**Note:** Close all private email and business documents before sharing your screen!



A screenshot of a GoToMeeting interface. The main window displays a slide titled "GoToMeeting Setting the Scene" with a bulleted list: "Create a Practice Meeting", "Review the Video and Audio", and "Best Practices". A white teddy bear is positioned on the right side of the slide. At the bottom of the slide, it says "Presented March 2020 Elizabeth Ann Nofs". Overlaid on the right side of the screen is the GoToMeeting control panel, which includes a "People" list showing "Nofs, Elizabeth Nofs" and "Glen Glick", a "Mute All" button, an "Unmute All" button, and a "REC" (Recording) indicator. A smaller window in the background shows the "Setting the Scene" menu options: "Create a Practice Meeting", "Review the Video and Audio", and "Best Practices".

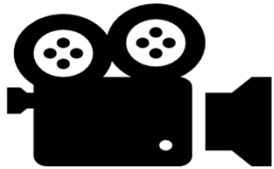
How to Screen Share on Browser with GoToMeeting Web App: <https://youtu.be/6noUJjsUgIM>

## Share the Sound

**Note:** By default, the host has the mic turned on. The rest of the attendees have their sound turned off.

For example, Glen Glick is cannot speak during the meeting. His mic is muted (x).

You can decide if some, or all of your attendees, can contribute to the discussion.



A screenshot of the GoToMeeting web application interface. The main window displays a screen share titled "Setting the Scene" with a teddy bear and a laptop. A "Recording in progress..." notification is visible in the top right corner. The "PEOPLE" panel at the bottom shows two participants: "Nofs, Elizabeth Nofs" (muted) and "Glen Glick" (muted with a red 'x' over the microphone icon). The interface includes standard meeting controls like mute, video, and chat.

How to Screen Share on Browser with GoToMeeting Web App: <https://youtu.be/6noUJjsUgIM>

GoToMeeting

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## Create a Show

- PowerPoint and YouTube Videos
- PowerPoint and Excel
- Create Videos with Camtasia



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Presented March 2020  
Elizabeth Ann Nofs



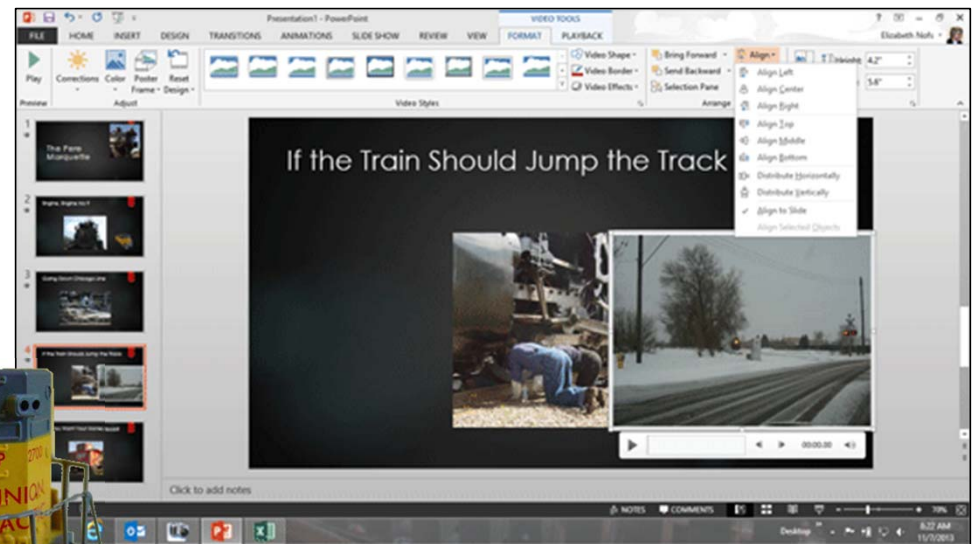
Powered Up PowerPoint®

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# Links and YouTube Videos

Microsoft® PowerPoint® and Multimedia

- YouTube Video
- Linking and Embedding



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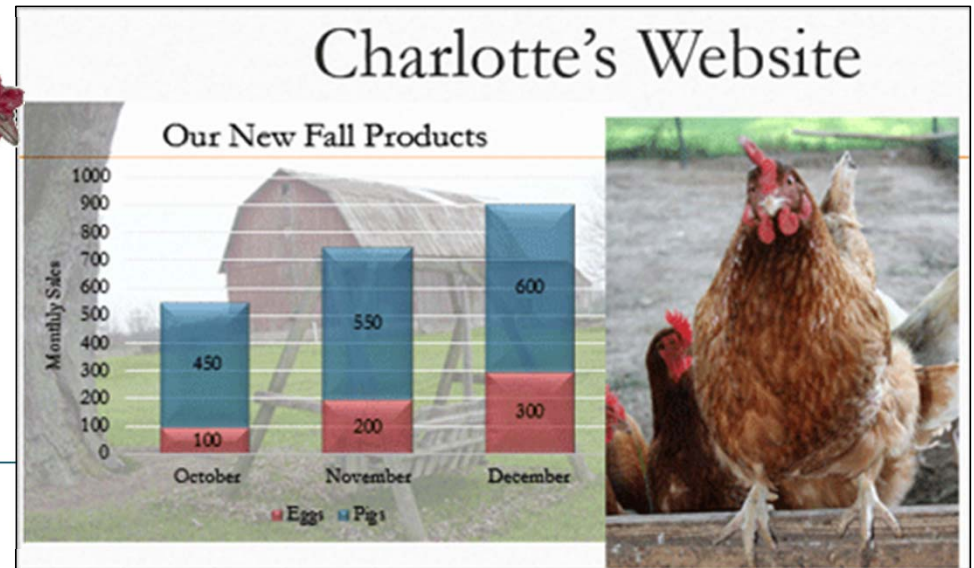
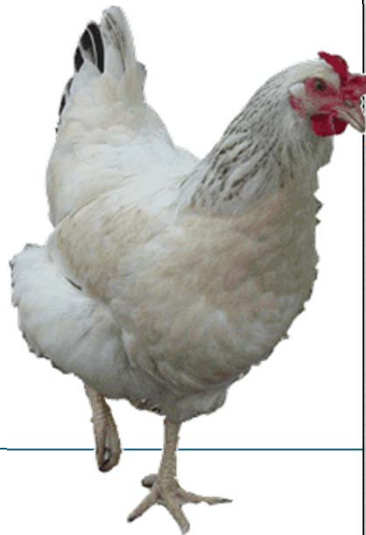
Presented March 2020  
Elizabeth Ann Nofs



# Show the Data Visually

Integrating Microsoft® PowerPoint® and Excel

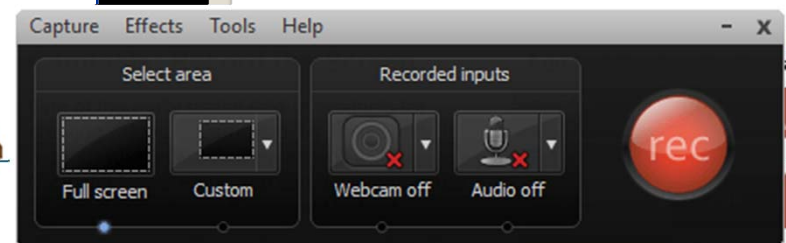
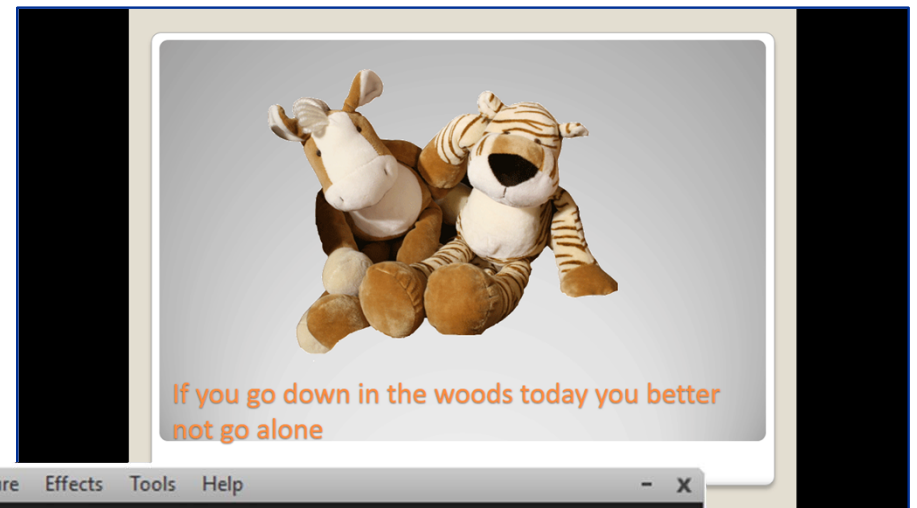
- Insert and modify Charts
- Using the Data



# Create Videos with Camtasia

Microsoft® PowerPoint® and Camtasia

- Design the presentation
- Export to Camtasia
- Edit in Camtasia



WCC WORKFORCE DEVELOPMENT:  
A COMPLETE TRAINING SOLUTION

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