

GoTo Meeting - attendee guidance

GoTo Meeting is a webinar based solution.

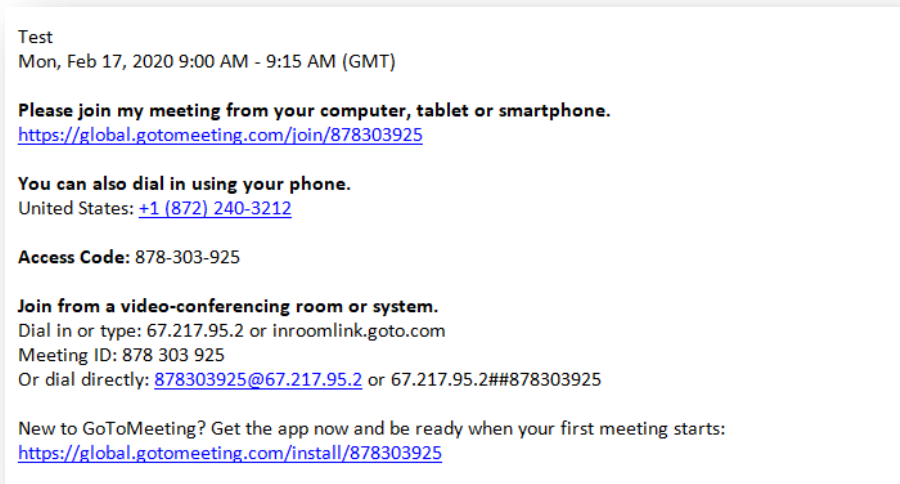
This guide will explain how to join a meeting and the different tools that GoTo Meeting provides.

Joining a meeting via your laptop or desktop PC

The first time you follow this guide it is advised that you start 5 minutes before the start of the meeting in order to join on time.

You may receive an invite via Outlook to join the meeting if you have contacted the meeting administrator, or have a joining link from our public website.

Click on the web address provided under ***Please join my meeting from your computer, tablet or smartphone*** (the illustration below is a test meeting created for the purpose of this guide).

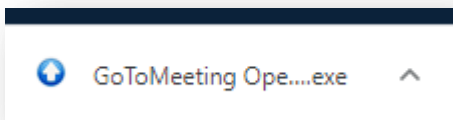


Your default browser will now open and take you to the GoTo Meeting website instructing you to download the GoTo Meeting app. Click on ***Download the app***



Once the app has downloaded, click on the file if you're using Google Chrome and select **Run** if you're using Internet Explorer as shown below.

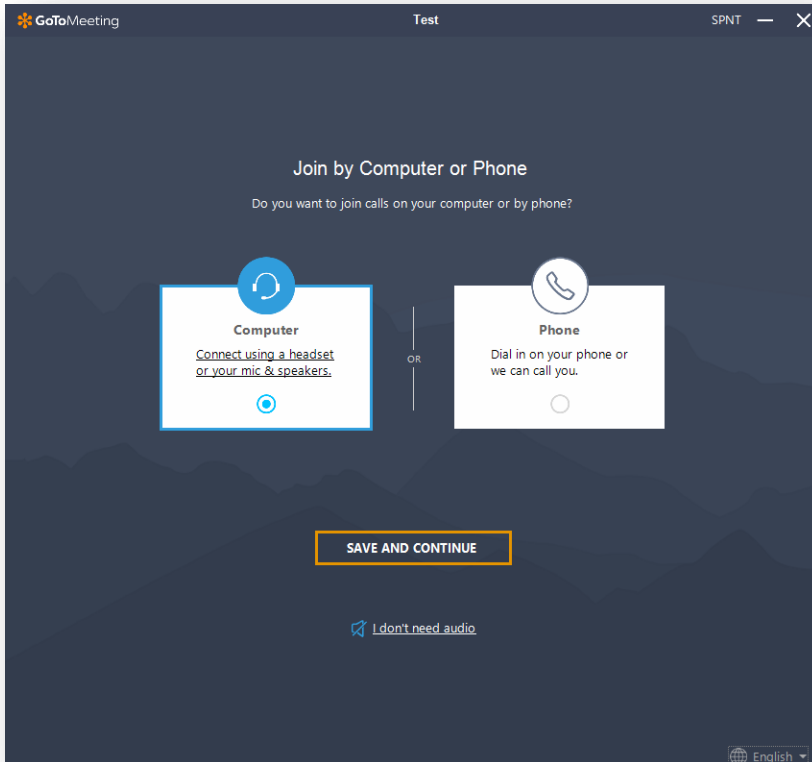
Chrome:



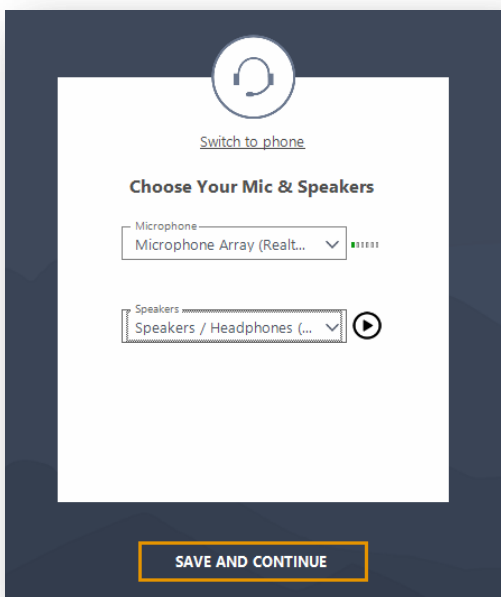
Internet Explorer:



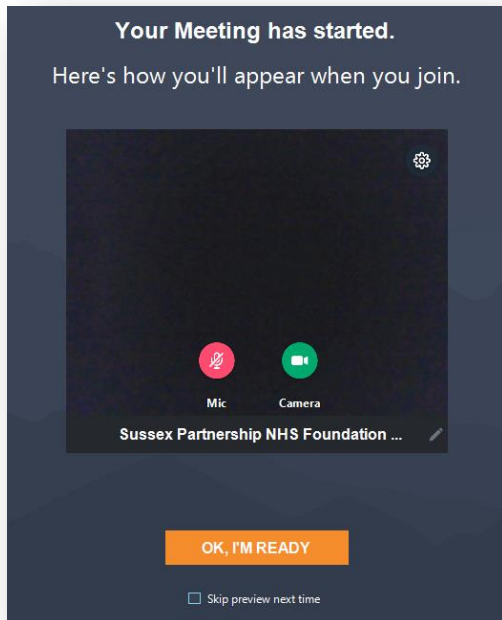
The GoTo Meeting software will open automatically once the download has completed. By default, **Computer** will be selected. Press **SAVE AND CONTINUE** to proceed.



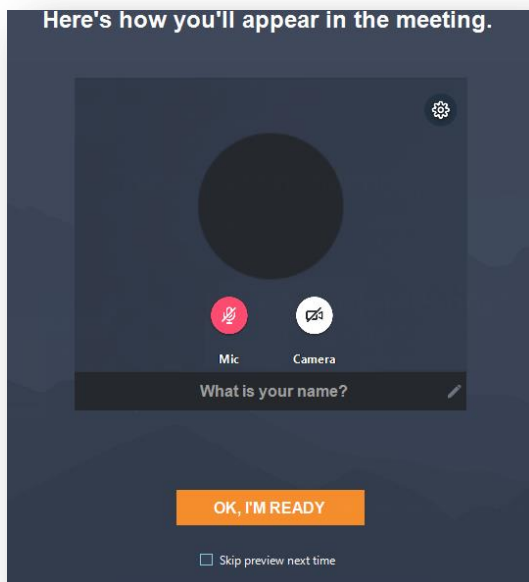
Next you will be asked to select your microphone and speakers. We ask that your microphone is turned off for the duration of the meeting to avoid unintentional background noise. Questions should be submitted in advance of the meeting. The guidance on submitting questions can be found here: <https://www.sussexpartnership.nhs.uk/council-governors-meetings>



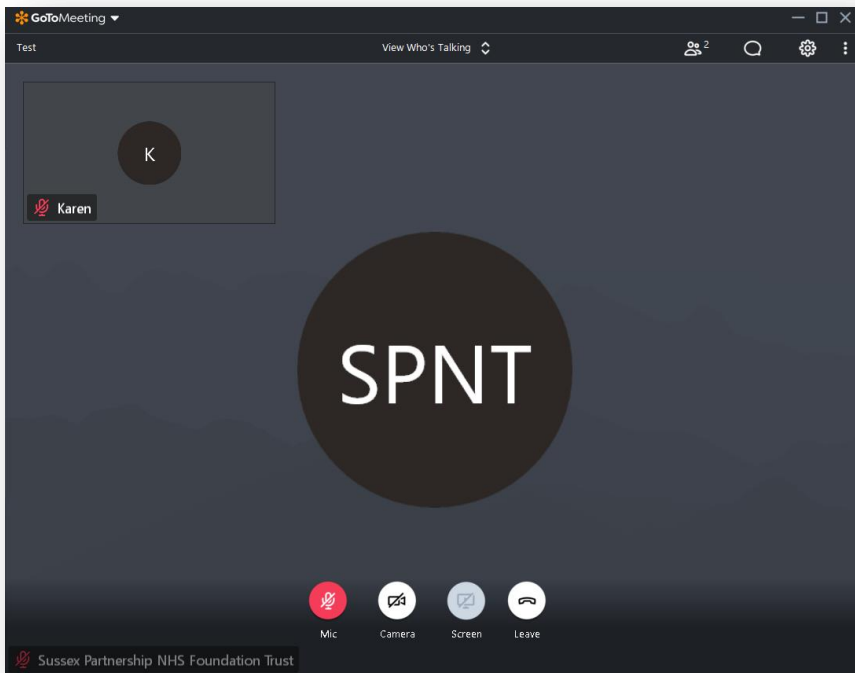
You will now see how you appear for your meeting. You can turn the camera off by pressing the green camera icon and you can turn your microphone off by pressing the red microphone icon. It is important to note that the creator of the meeting will have the power to mute all and turn off everyone's camera. Please also note, there is a limit of 25 cameras at one time, and therefore it may not be possible to active your camera.



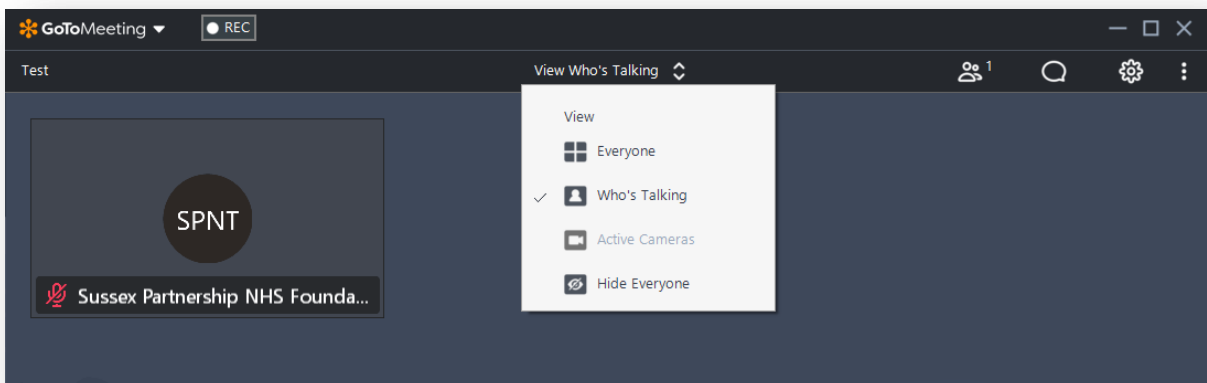
At this stage, you can also enter your name before selecting **OK, I'M READY**



You have now entered the meeting. You can mute as well as turn your camera off using the icons at the bottom of the screen.



At the top of the screen, you can filter who you can see on the call as well as access the chat section and see a list of attendees.



To end the call, simply press the **Leave** icon at the bottom of the window.

Joining a meeting via your smartphone

The first time you follow this guide it is advised that you start 5 minutes before the start of the meeting in order to join on time.

You may receive an invite via Outlook to join the meeting if you have contacted the meeting administrator, or have a joining link from our public website.

Download the app to your smartphone:



Enter the meeting ID - you will find this in the Outlook meeting invitation or joining instructions, for example 474 779 005.

Enter your name.

Your microphone and camera will automatically be switched off. We ask that your microphone is turned off for the duration of the meeting to avoid unintentional background noise. Questions should be submitted in advance of the meeting. The guidance on submitting questions can be found here:

<https://www.sussexpartnership.nhs.uk/council-governors-meetings>

To scroll between the presenter and any slides available swipe the screen left/right.

To end the call, simply hang up and confirm you want to leave the meeting.