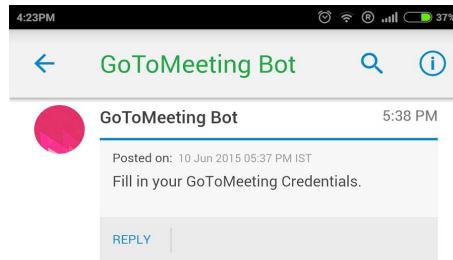


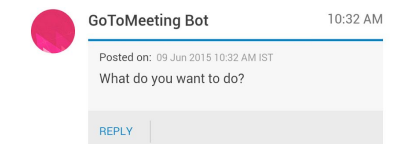
Usage Manual

GoToMeeting enables online meeting, desktop sharing and video conferencing with Team mates in real time. To enable GoToMeeting integration user need to make sure to register himself on GoToMeeting and install their desktop application/mobile app beforehand.

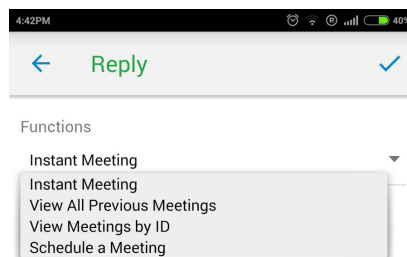
To enable GoToMeeting integration for a Teamchat group write keyword “meeting” in your group. The GoToMeeting Bot will send a private message to the user asking for his login credentials. Entering correct credentials leads to successful authentication.



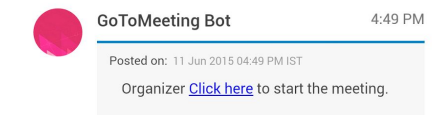
To start a meeting via Teamchat enter the keyword “meeting” , a chatlet is posted as shown below.



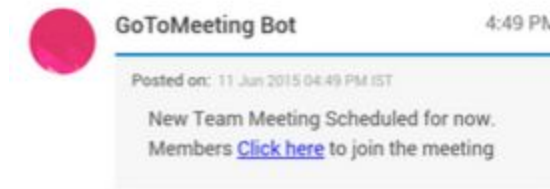
Clicking on the reply buttons pops up a window where you can perform certain functions like create an instant meeting, schedule a meeting, etc.



Instant Meeting posts a new chatlet containing the link of the video conferencing room instantly. Only organizer/admin or a user with GoToMeeting account can start a meeting, on the contrary any member of the Teamchat group can join the meeting simply by clicking on the link.



Organiser receives a personal message from GoToMeeting Bot along with the link to start the meeting. Once he has started the meeting Team member can join the meeting by clicking on the link posted in their group.



Schedule meeting is similar to instant meeting but is used to schedule a meeting later in the day. The remainder for the meeting is posted 2hrs before the start of the meeting and the link for the meeting is posted 10mins before the start of the meeting.

