

Biocomposites GoToMeeting Cheat Sheet

GoToMeeting can be used for webinar/video conferencing capabilities. It allows for HD video, conferencing, screen sharing for presenting, the capability to participate using a mobile device, audio (through microphone or call in number) and recording if needed. GoToMeeting will allow you to conduct virtual training and internal meetings.

Access Information

GoToMeeting can be accessed by visiting www.gotomeeting.com.

West Coast Access Information - email address: hmw@biocomposites.com, password: Bi0c0mp0sites (the o's in Biocomposites are Zeros)

East Coast Access Information – email address: dcl@biocomposites.com, password: Bi0c0mp0sites (The o's in Biocomposites are Zeros)

*Please disregard any pop-ups regarding updating your account's time zone.

Scheduling a Meeting

- Log into GoToMeeting with access information provided above
- View the “Meetings” section (on left) to ensure that your desired meeting date and time does not overlap an existing meeting
- Click on “Create Meeting” to set up a meeting in advance
- Type a meeting name in the “Meeting title” line (It is important to list your name or region in this section)
- Please ensure that the meeting time zone is correct for your area – it may need to be changed for each meeting
- Schedule your date and time
- For audio, Select either the “VoIP” built-in-audio function to utilize your computer microphone or select “Use my own conference call service”
- If you select “Use my own conference call service”, please note the conference numbers for each region below:

East Coast

- Call in number: 1-800-747-5150
- Participant Passcode: 2359541
- Chair/Host Passcode: 2018

West Coast

- Call in number: 1-800-747-5150
- Participant Passcode: 4858316
- Chair/Host Passcode: 2019

- Click “Save”. Then select the “Copy Invitation” button to copy this information to your clipboard
- Open your personal Outlook calendar, click on “New Appointment”, and paste the information copied into the body section of the calendar invite
- Fill in the subject line
- Change the date and time to match the date and time of your GoToMeeting invitation
- Invite who you would like to attend by entering their email addresses and send
- You can also copy/paste the invitation details into the body of an email to the attendees as well

Hosting a Meeting

- To host your meeting, log back in to GoToMeeting
- Your meeting will show up in the “Meetings” section on the left-hand side
- Select **your meeting** from the menu, and click on the start button
- If a pop up opens that states “External Protocol Request” click on “Launch Application”
- Ensure that you call in as the chair or use your computer microphone for audio
- A window will pop up noting that your meeting has started with a preview of how you’ll appear when you join the meeting. You also have the option to share your camera. When ready to start, select “OK, I’m Ready”
- You may share your screen by selecting the “Screen” icon along the bottom of the GoToMeeting window. If sharing you screen, select the “Screen” icon and select which screen you’d like to share with your attendees, then press “Share”
- You can also see the list of attendees
- You can change the presenter to an attendee and allow them to show their screen as well (if needed)
- End the meeting when you are finished

Attending a Meeting

- Click on the list supplied in your GoToMeeting invitation
- If a pop up opens that states “External Protocol Request” click on “Launch Application”
- You will automatically be an attendee of the meeting
- Please ensure to use the call in information included, if provided