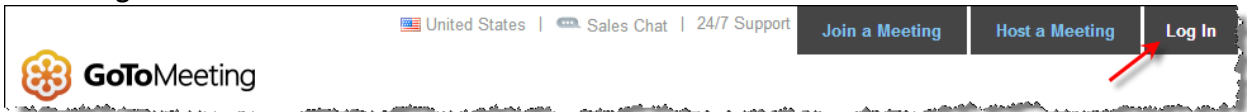


GoToMeeting at SSW: Scheduling a meeting

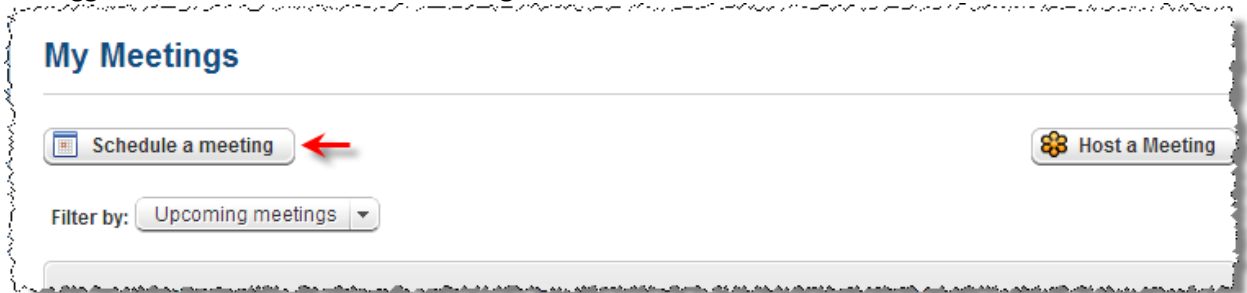
1. Point a web browser to <http://gotomeeting.com>
2. Click the **Log In** button



3. In the **Secure Login box**, enter the following information and click the **Log In** button:
 - a. **Email Address:** gotomeeting@ssw.rutgers.edu
 - b. **Password:** [Standard default temporary SSW password*]

A screenshot of the 'Secure Login' form. It has two input fields: 'Email Address' with the value 'gotomeeting@ssw.rutgers.edu' and 'Password' with a masked password '*****'. There is a 'Forgot your password?' link below the password field. At the bottom, there is a 'Log In' button with a red arrow pointing to it.

4. Once logged in, click the **Schedule a meeting** button



5. On the resulting page, enter the following information. When finished, click the **Schedule** button at the bottom of the page.
 - a. **Title***, **Start Date****, **Start Time**, **End Time**

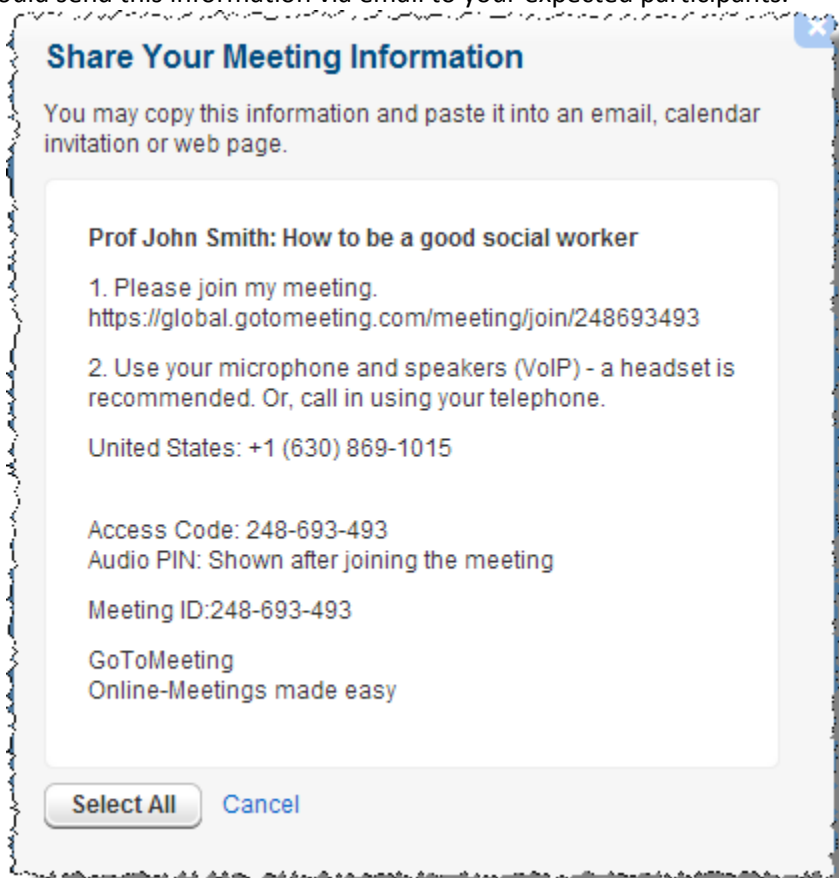
A screenshot of the meeting scheduling form. It has several fields: 'Title' with the value 'Prof John Smith: How to be a good social worker', 'Occurs' set to 'Once', 'Start Date' with the value '02/10/2014', 'Start Time' with the value '03:00 PM', 'End Time' with the value '05:00 PM', and 'Meeting Time Zone' set to '(GMT-05:00) Eastern Time (US and Canada)'. Red arrows point to the title, start date, start time, and end time fields.

*For security reasons, we do not send passwords over email. Contact SSW IT by phone

**Be specific: include course title, meeting topic, or some other *specific* info to help organizers distinguish your meeting from others

***If there is an existing meeting scheduled during the time you'd like to meet, contact SSW IT for specific instructions. Please be courteous: Do not delete or modify other meetings

6. Once your meeting has been scheduled, you'll see the specific information you need to provide to your meeting attendees. You should send this information via email to your expected participants.



The image shows a screenshot of a 'Share Your Meeting Information' dialog box. The dialog has a title bar with a close button (X) in the top right corner. Below the title, there is a short instruction: 'You may copy this information and paste it into an email, calendar invitation or web page.' The main content area contains the following text: 'Prof John Smith: How to be a good social worker', followed by two numbered instructions: '1. Please join my meeting. https://global.gotomeeting.com/meeting/join/248693493' and '2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.' Below these instructions are the phone numbers: 'United States: +1 (630) 869-1015', 'Access Code: 248-693-493', and 'Audio PIN: Shown after joining the meeting'. The Meeting ID is listed as '248-693-493'. At the bottom of the dialog, there are two buttons: 'Select All' and 'Cancel'. The GoToMeeting logo and tagline 'Online-Meetings made easy' are also visible at the bottom.

Share Your Meeting Information

You may copy this information and paste it into an email, calendar invitation or web page.

Prof John Smith: How to be a good social worker

1. Please join my meeting.
<https://global.gotomeeting.com/meeting/join/248693493>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

United States: +1 (630) 869-1015

Access Code: 248-693-493
Audio PIN: Shown after joining the meeting

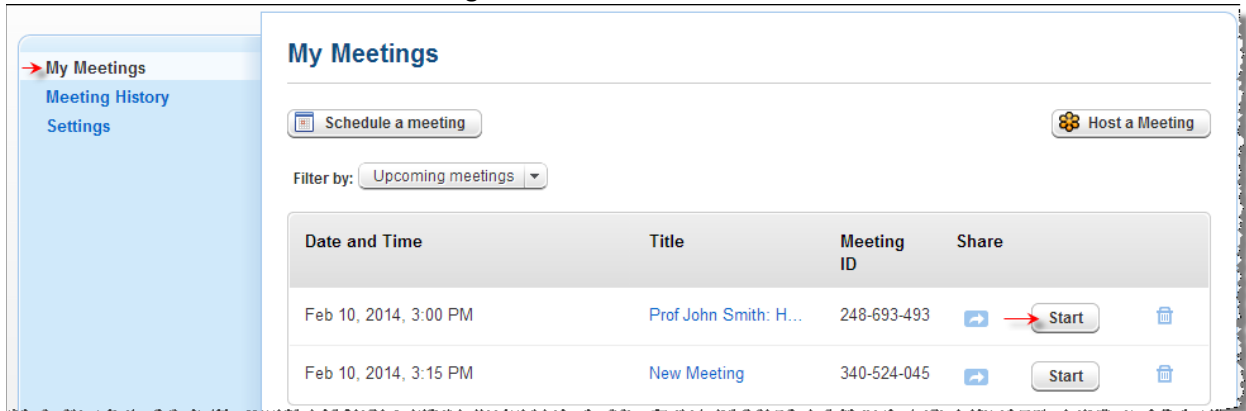
Meeting ID:248-693-493

GoToMeeting
Online-Meetings made easy

Select All Cancel

GoToMeeting at SSW: Starting a meeting

1. Log into GoToMeeting (follow steps 1-3 above)
2. From the **My Meetings** Section, click the **Start** button for your meeting, and follow any subsequent instructions to download and install the GoToMeeting software



Helpful hints for meeting organizers: Running the meeting

- Before you start your meeting: restart your computer
- Before you start your meeting: close any open programs that you do not expect to utilize during the meeting
- Use a wired Ethernet connection (instead of wireless) if it is available. In most cases, a wired connection is faster and more stable than wireless
- Use a headset with an attached microphone as opposed to your laptop or desktop computer's built-in microphone. If you do not have a headset available, calling in via telephone works very well
- Test your meeting in advance
 - Before emailing the meeting information to your participants, consider sending it to yourself and confirm that the links work properly. If there are any problems, you'll have time to fix them, and you'll avoid confusing the rest of the meeting participants by sending multiple messages.
 - As the meeting organizer, you can (and absolutely should) sign into your meeting in advance, and familiarize yourself with the interface and the controls. You might wish to have a computer-savvy colleague, friend or student participate in this test.
- This documentation is designed to address the basics. More thorough information is available for meeting organizers and meeting participants at: http://support.citrixonline.com/en_US/Meeting

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