

Join Online Training with the GotoMeeting Application- From Your Personal Computer or Laptop

There are several ways you can join the online training using the GotoMeeting application. You can join the online training using the GotoMeeting application from your Laptop/Personal Computer or from your Smartphone or Tab. This guide will walk you through the step by step processes of installing GotoMeeting application on your Personal Computer or Laptop and joining the online training.

1. Click on the GotoMeeting training link sent to you by Therap expert via email or any other platform.



Google Calendar <calendar-notification@google.com>

to me ▾

Therap Online Training with Demo Special School

When Thu May 28, 2020 12:53pm – 1:53pm Bangladesh Standard Time

Calendar [\[redacted\]](#)

Who (Guest list has been hidden at organizer's request)

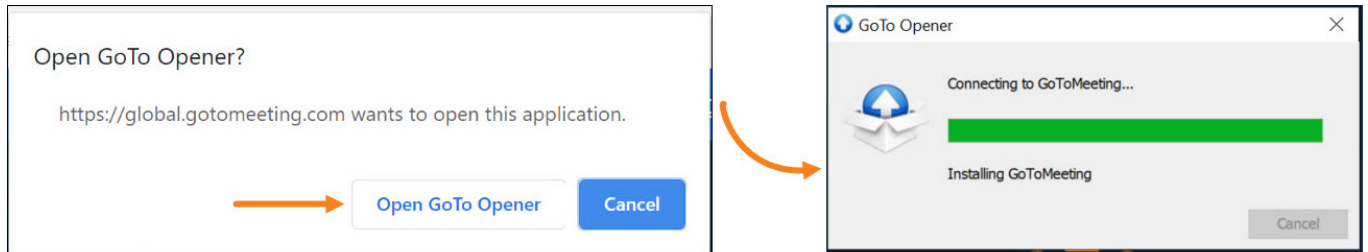
Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/975433949>

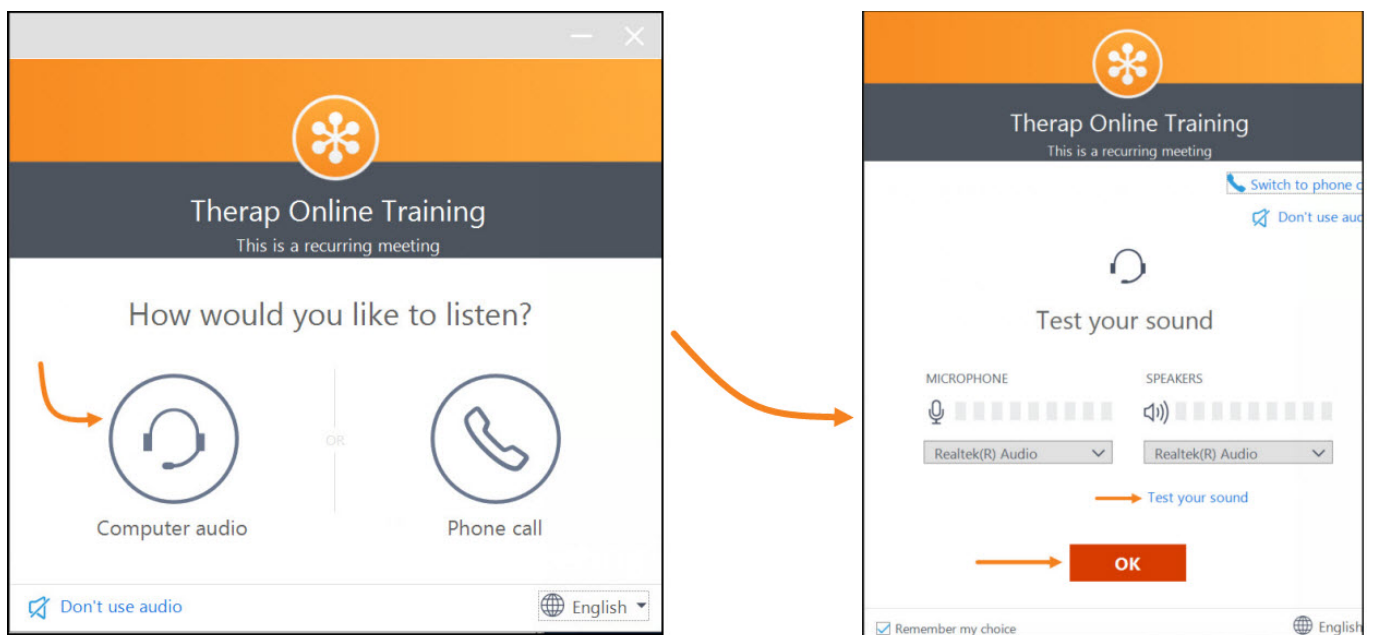


2. You will see a pop up window. Click on the **Open GoTo Opener** button. It will

start installing **GotoMeeting** application in your Laptop/Personal Computer.



3. Choose **Computer audio** as your audio option. You can test your sound by clicking on **Test your sound** option. Click **OK** to go to the next step.



4. The GotoMeeting application will ask you to enter your name and email (optional). Enter your name and email and click on **OK** button to join the online training.

Therap Online Training

Orga
Audio
United
Access
Audio

Enter Your Name and Email

Enter your name and email address as you would like them to appear in the meeting organizer's attendee list.

▼ Attendees

- John Smith
- Sue Miller (me)

Your name will appear here.

Name

Email

Remember name and email

5. After joining the online training your GotoMeeting screen may look like the screen below.

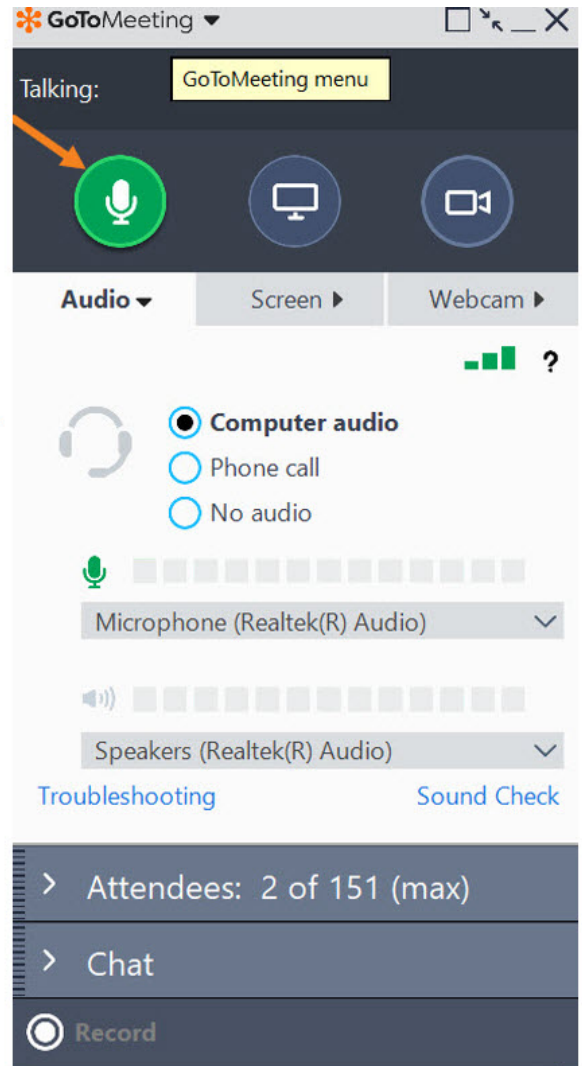
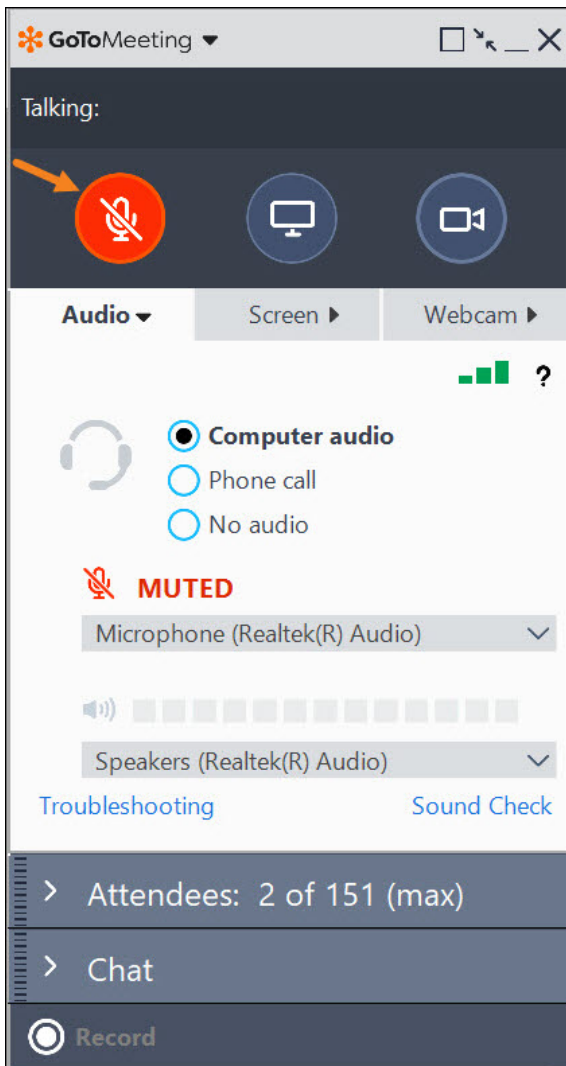
The screenshot displays a GoToMeeting window with the following content:

- GoToMeeting Viewer** window title.
- Buttons for **Webcams** and **Screenshot**.
- Meeting title: **Therap Online Training**
- Organizer: **John Smith**
- Audio instruction: **Audio: Use your microphone and speakers (VoIP) or call in using your telephone.**
- Contact information:
 - United States: +1 (224) 901-3412
 - Access Code: 971-450-949
 - Audio PIN: 278

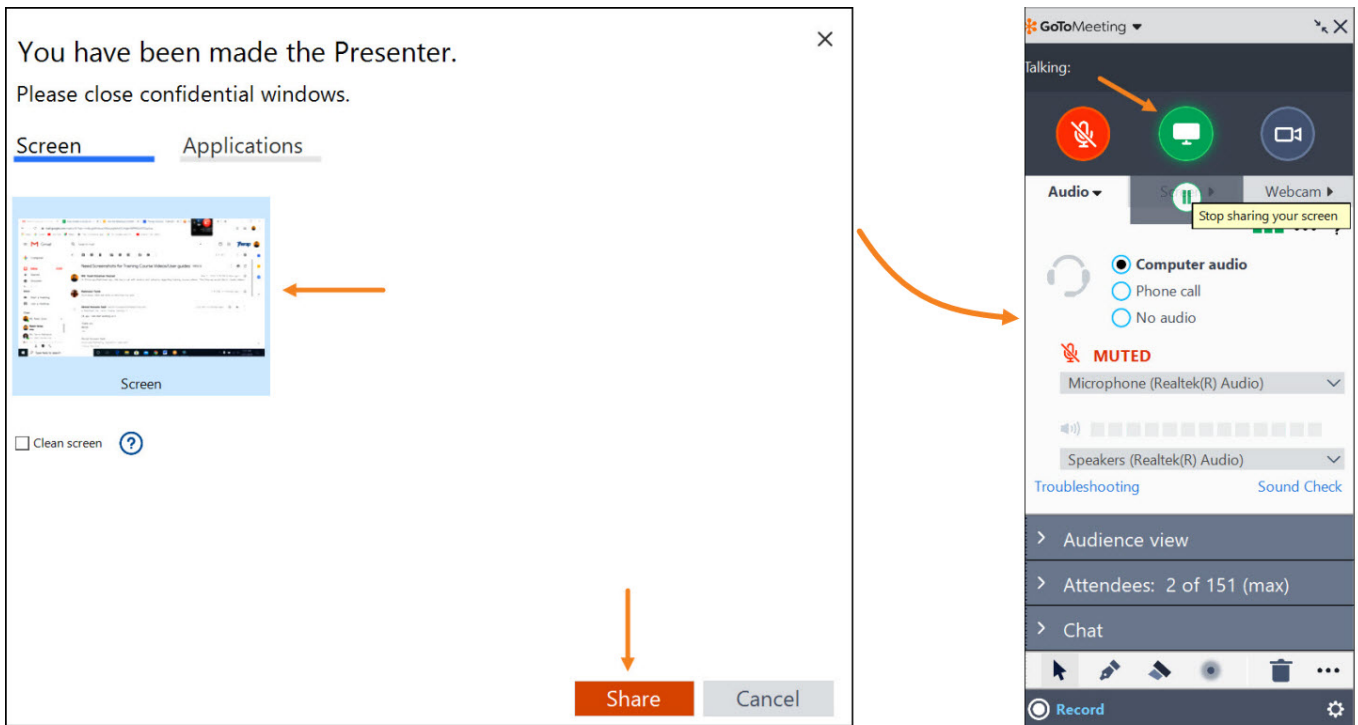
The right-hand side of the window shows the **GoToMeeting** control panel:

- Notification: **Discover the New GoToMeeting** (It's faster, simpler & more reliable than ever. See what's new)
- Buttons for **Audio**, **Screen**, and **Webcam**.
- Audio settings:
 - Selected: **Computer audio**
 - Options: **Phone call**, **No audio**
 - Status: **MUTED** (indicated by a red microphone icon)
 - Microphone selection: **External Microphone (Realtek(R) Aud...)**
 - Speaker selection: **Headphones (Realtek(R) Audio)**
 - Links: **Troubleshooting**, **Sound Check**
- Attendees: **2 of 151 (max)**
- Chat button
- Record** button
- Meeting ID: **971-450-949**

6. **Mute/Unmute Audio:** If you would like to talk to the Therap expert in the training, click on the **red audio icon** to unmute audio and It will turn green. You can now talk to Therap expert. To mute your audio click on the **green audio icon**.



7. Screen Sharing: You will be able to share your screen in the GotoMeeting application only if your Therap expert makes you the presenter. Click on the **Screen** window and then click on the **Share** button to share your screen in the training. To stop presenting/sharing your screen click on the **green screen icon** as indicated in the screenshot below.



8. If you would like to chat with the Therap expert or other attendees in the training click on the chat panel and type your message in **Enter your message** field and then click on **Send** button to send the message to the Therap expert or other attendees in the training.

GoToMeeting

Talking:

Audio ▾ Screen ▸ Webcam ▸

Computer audio (selected)
Phone call
No audio

MUTED

Microphone (Realtek(R) Audio)

Speakers (Realtek(R) Audio)

Troubleshooting Sound Check

> Audience view

> Attendees: 2 of 151 (max)

Chat

Enter your message

To: Everyone Send

9. To leave the training you may click on the **Leave** icon at the top right and then click on **Leave Meeting** to leave the online training.

