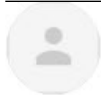


Join Online Training with the GotoMeeting Application- From Your Personal Computer or Laptop

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 [Therap Online Training with Demo Special School](#)

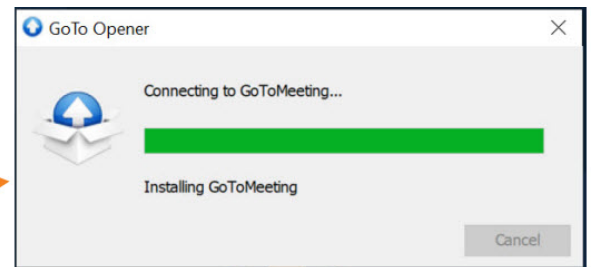
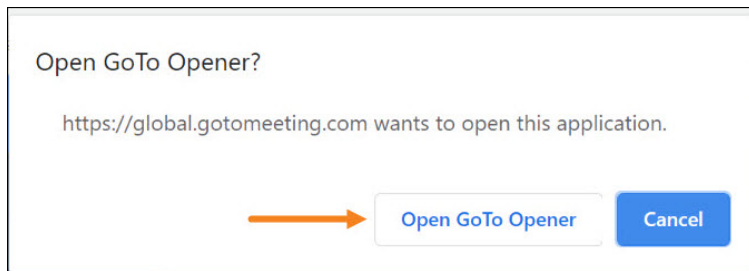
Who (Guest list has been hidden at organizer's request)

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

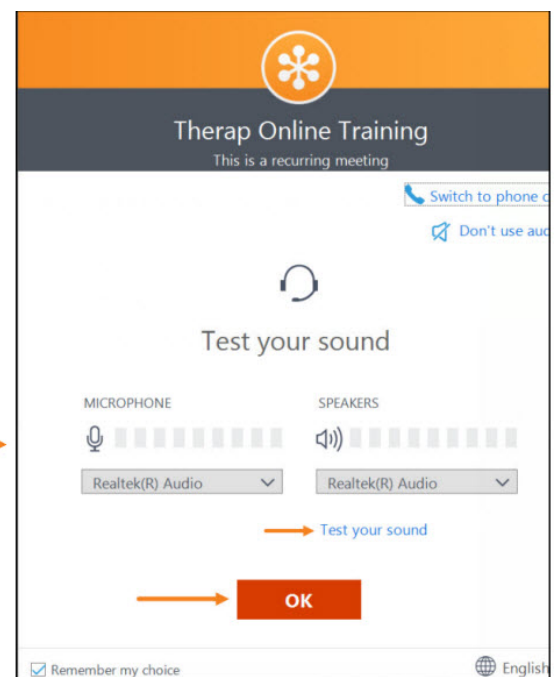
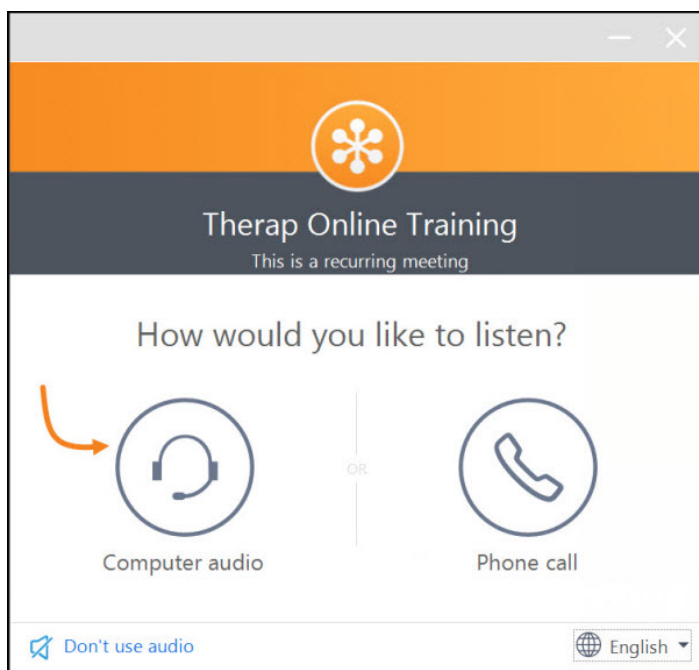
<https://global.gotomeeting.com/join/875430989>



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

▼ Attendees

John Smith

Sue Miller (me)

Your name will appear here.

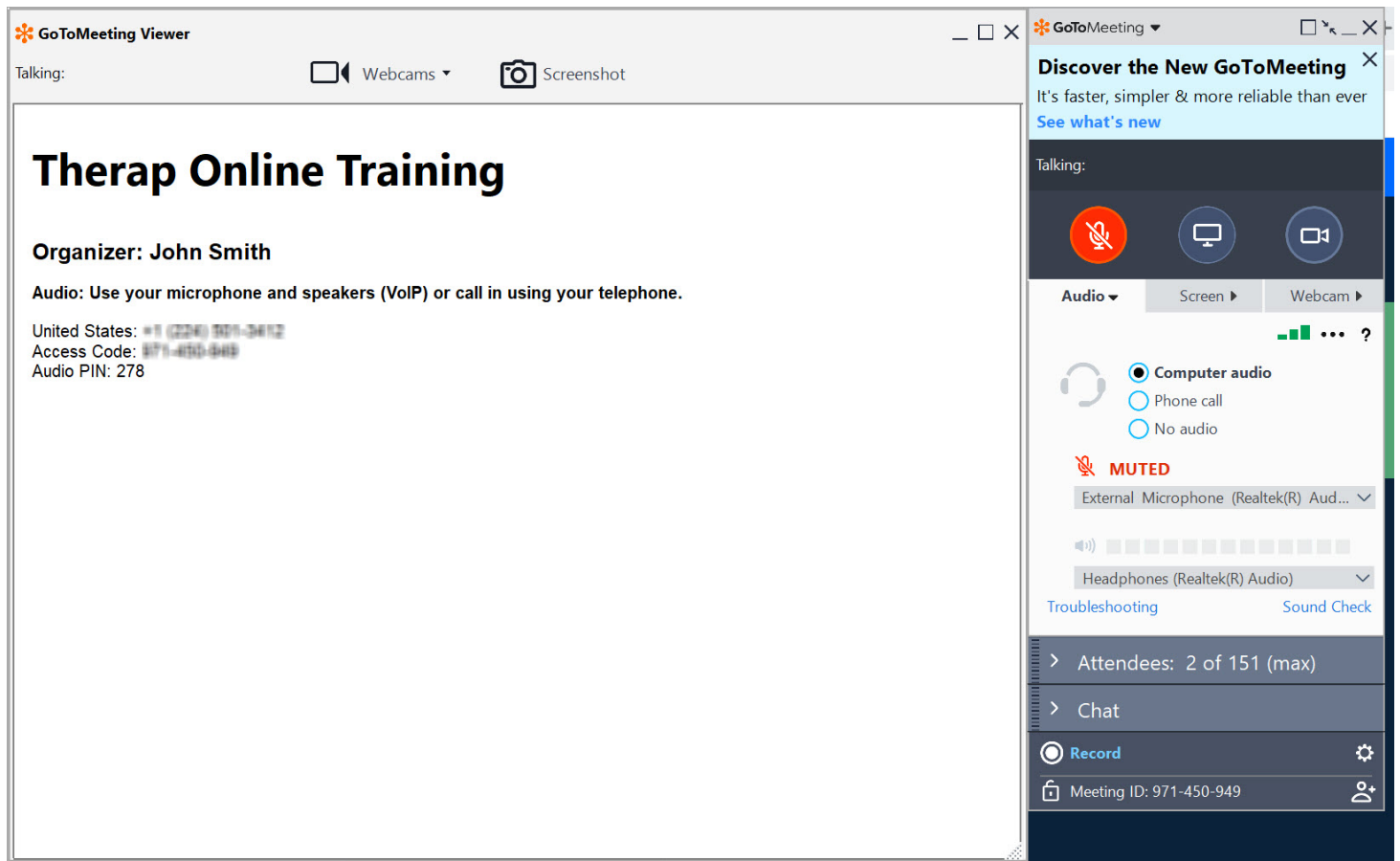
Enter your name and email address as you would like them to appear in the meeting organizer's attendee list.

Name

Email

☒ Remember name and email

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



GoToMeeting Viewer

Talking: [Webcams] [Screenshot]

Therap Online Training

Organizer: John Smith

Audio: Use your microphone and speakers (VoIP) or call in using your telephone.

United States: +1 (224) 501-3412
 Access Code: 971-450-949
 Audio PIN: 278

GoToMeeting

Discover the New GoToMeeting
 It's faster, simpler & more reliable than ever
[See what's new](#)

Talking:

Audio [Screen] [Webcam]

Computer audio
 Phone call
 No audio

MUTED

External Microphone (Realtek(R) Aud...
 Headphones (Realtek(R) Audio)

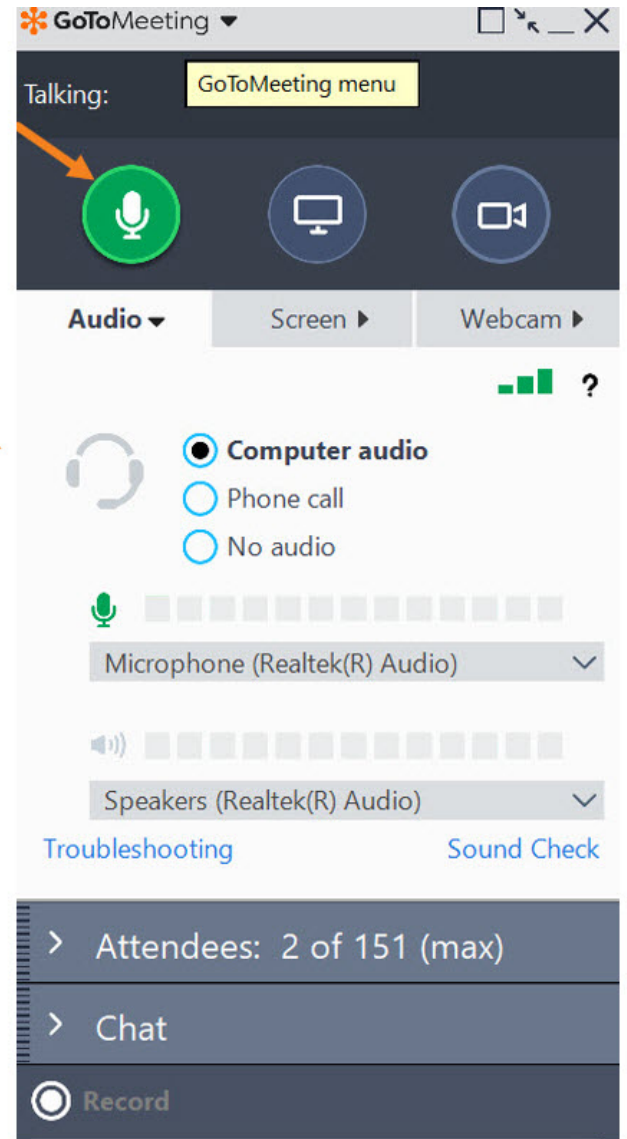
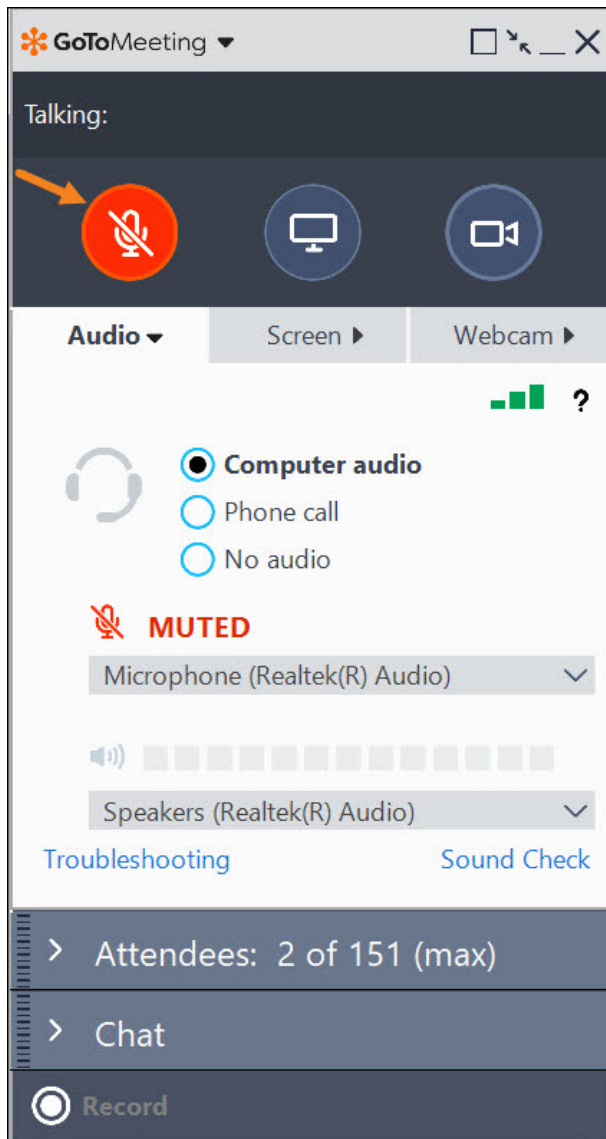
Troubleshooting Sound Check

> Attendees: 2 of 151 (max)
 > Chat

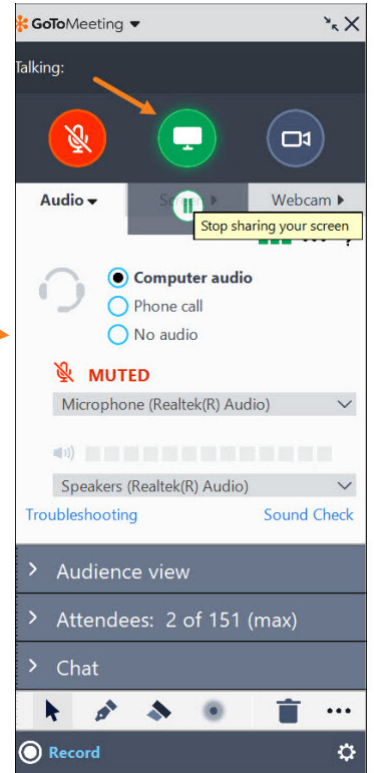
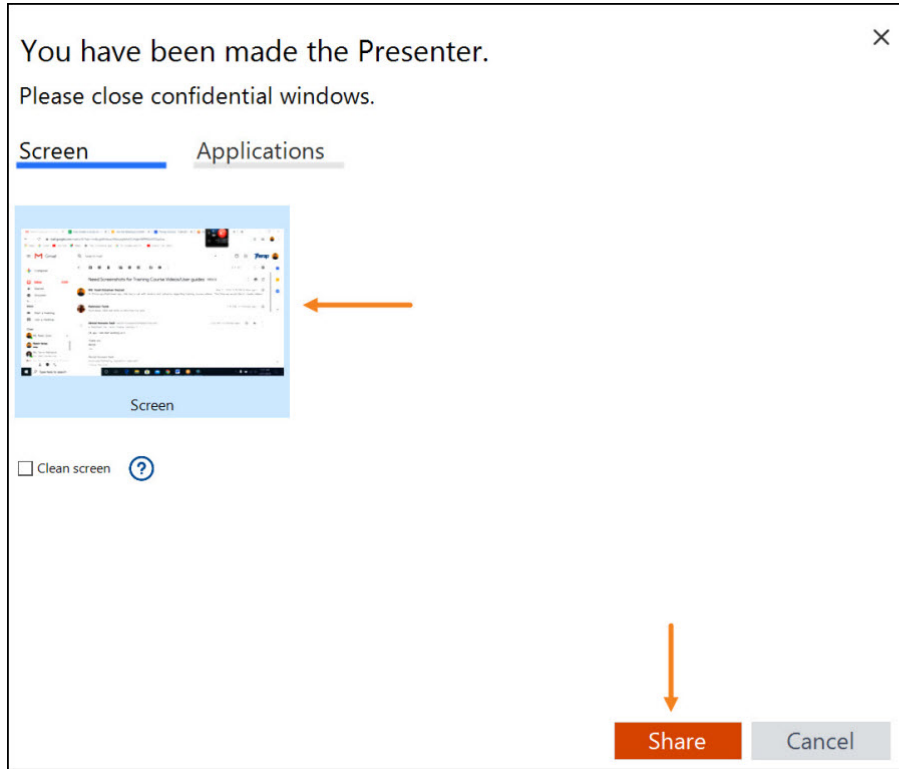
Record

Meeting ID: 971-450-949

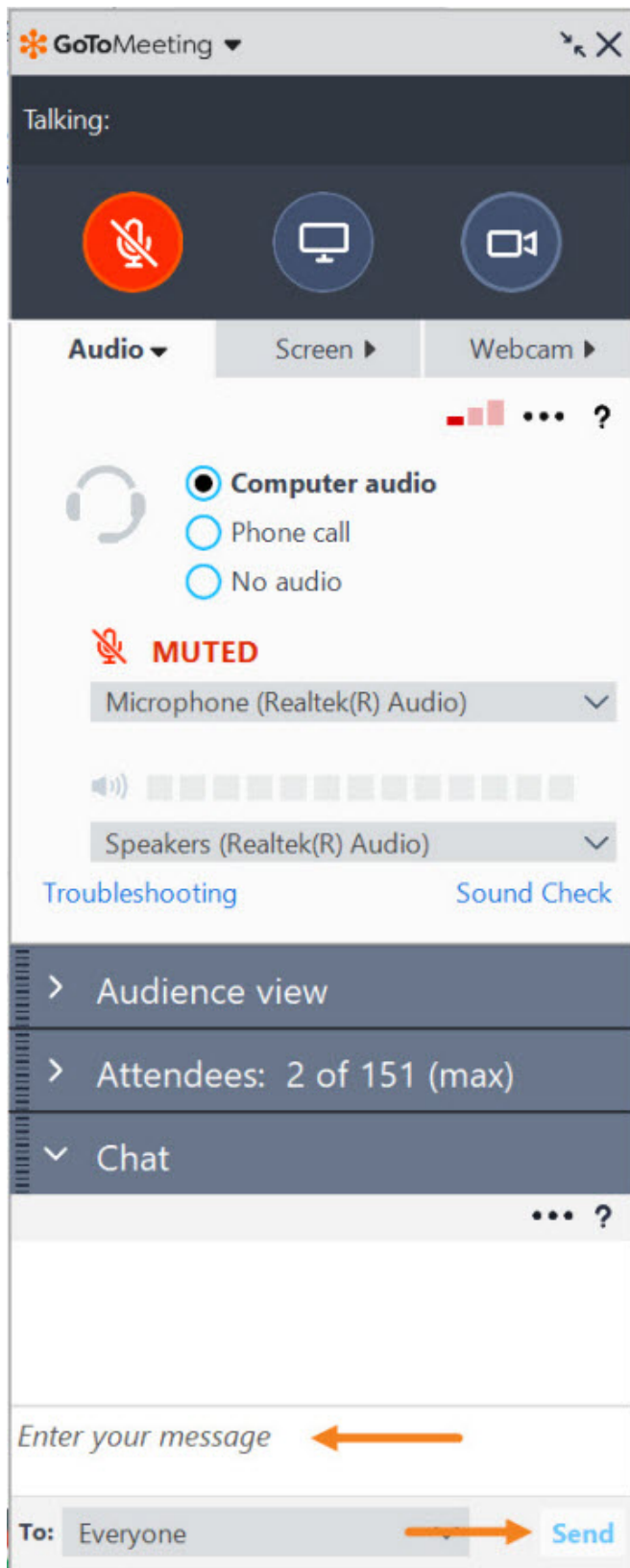
6. **Mute/Unmute Audio:** If you would like to talk to the Therap expert in the training, click on the **red audio icon** to unmute audio and It will turn green. You can now talk to Therap expert. To mute your audio click on the **green audio icon**.



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.



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.

