

GotoMeeting user guide for Eureka-2015

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1. Introduction

GoToMeeting is a web-hosted service to hold online meeting, desktop sharing, and video conferencing software that enables the user to meet with other computer users via the Internet in real time. With GotoMeeting is possible to hold unlimited online meetings with up to 25 attendees; collaborate face to face with video conferencing and allows the attendees to join from a Mac, PC, iPad, iPhone or Android device.

In Eureka workshop, the virtual conferences will use GotoMeeting as the following figure:



2. System requirements

To attend an online meeting, the following is required:

For PC-based participants:

- Internet Explorer 7.0, Mozilla Firefox 4.0, Google Chrome 5.0 (JavaScript enabled) or the latest version of each web browser
- Windows 8, 7, Vista, XP or 2003 Server
- Cable modem, DSL, or better Internet connection
- Dual-core 2.4GHz CPU or faster with 2GB of RAM (recommended)

For Mac-based participants:

- Safari 3.0, Firefox 4.0, Google Chrome 5.0 (JavaScript enabled) or the latest version of each web browser
- Mac OS X 10.6 – Snow Leopard or newer
- Intel processor (1GB of RAM or better recommended)
- Cable modem, DSL, or better Internet connection

For Attendees with GoToMeeting app for iPad, iPhone or Android

- Free GoToMeeting app from the App Store or Google Play
- WiFi connection recommended for VoIP audio

For Attendees with GoToMeeting app for Windows RT tablet

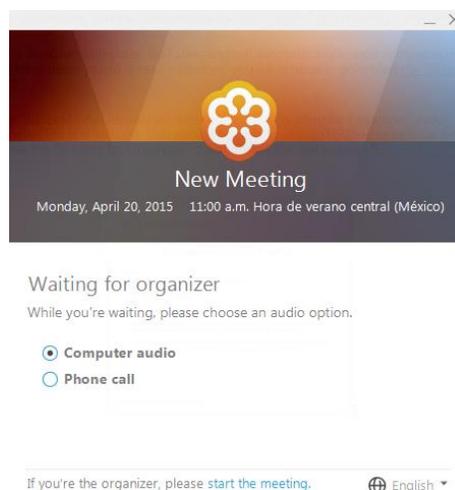
- Free GoToMeeting app from the Windows Store
- x86, x64 or ARM processor
- WiFi connection recommended to use VoIP

3. Test your connection before your session

You can test your connection before your session starts by joining a test session to check that your computer has everything required.

Join the test session

1. To test your connection, join the test session via <https://global.gotomeeting.com/join/127103325>
2. If you're on a Windows computer, GoToMeeting will automatically launch into session. If you're on a Mac and have never joined a session before, you'll first need to download [the Citrix Online Launcher file](#).
3. If you see a "Successfully Connected" message on the "Waiting for Organizer" dialog, you've successfully joined the test session. You should be able to join GoToMeeting session from this computer. Close the "Waiting for Organizer" dialog to exit the test session.



If you're unable to join the session, you may not have all the necessary software or your internet connection is slow.

4. Joining a meeting

Joining a meeting is easy and just takes a few seconds:

- Go to <http://www.joingotomeeting.com>
- Type or paste in the Meeting ID provided by the meeting organizer.
- Click Yes or Always (or Trust on a Mac) if prompted to accept the download.
- If requested, enter the meeting password provided by your meeting organizer. You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer window will appear.

You can also initiate the process of joining a meeting by clicking the link sent to you in an email by doing the following steps:

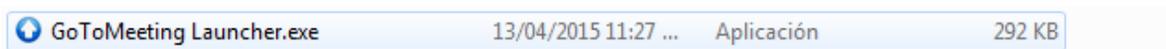
1. Open the email where you received the invitation Meeting ID.
2. Click on the invitation link.

<https://global.gotomeeting.com/join/127103325>(e.g.)

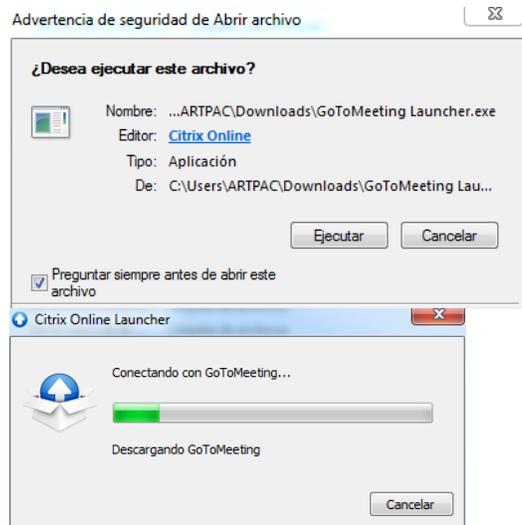
in the Web browser will appear the GotoMeeting Website.



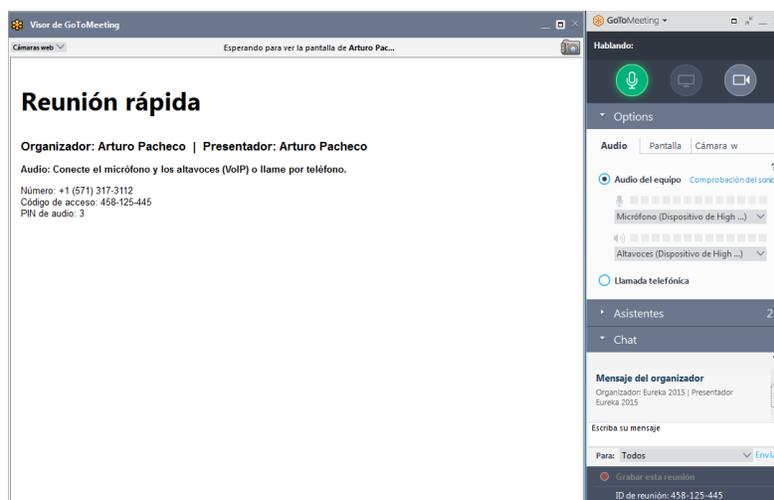
3.- Download **GoToMeeting Launcher.exe** and run.



Click **Run/Execute** (or Trust on a Mac) if prompted to accept the download.

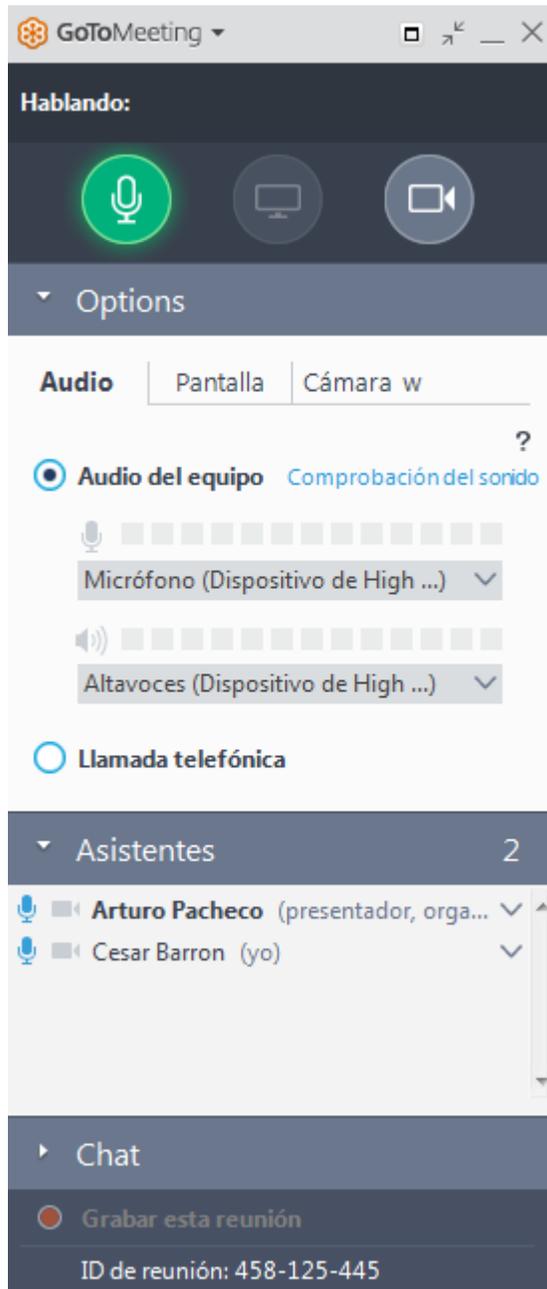


If requested, enter the meeting password provided by your meeting *Organizer*. You will be entered into the meeting and the Attendee Control Panel and GoToMeeting Viewer window will appear (if the meeting was initialized by the *Organizer*), otherwise you have to wait for the meeting.



5. Using GotoMeeting

This section is a brief description of **GotoMeeting Control Panel**.



Sections:

Screen (Pantalla)

Section where you can share full screen or a particular application when you have the role of presenter.

List of Attendees (Lista de Asistentes)

Section where you can watch people who are attending the meeting. A participant can see the attendees in the meeting if the *Organizer* allows it.

Audio

Section which defines how you can communicate with other meeting attendees. It is recommended to activate the microphone and speakers. A participant can only comment through the microphone if the *Organizer* allows it.

Webcam

Section to enable or disable the webcam. A participant can only activate the webcam if the *Organizer* allows it.

Chat

Section where participants can send and receive messages. A participant can only use the chat if the *Organizer* allows it.

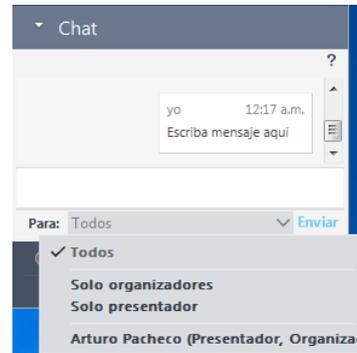
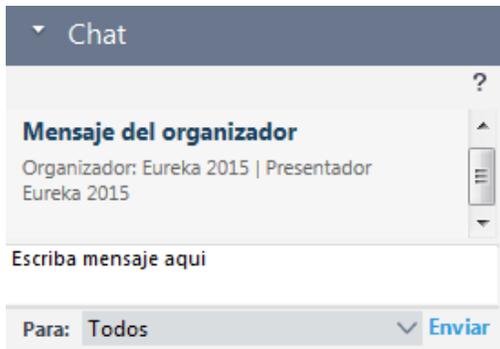
Example of a List of Attendees



To share the webcam, click on the **Share your Webcam** button (Compartir cámara web)



To use the Chat, type the desired message in the textbox, define whom going to receive the message and click **Send** (Enviar) button.



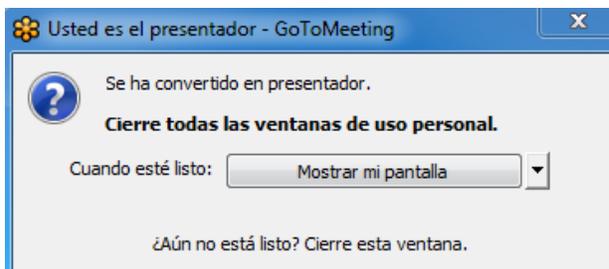
6. Participating in Eureka-2015

Once you access a meeting scheduled in GotoMeeting, two windows will appear: Attendee Control Panel and GoToMeeting Viewer window. Note: you will receive an email with the date and time scheduled for your presentation.

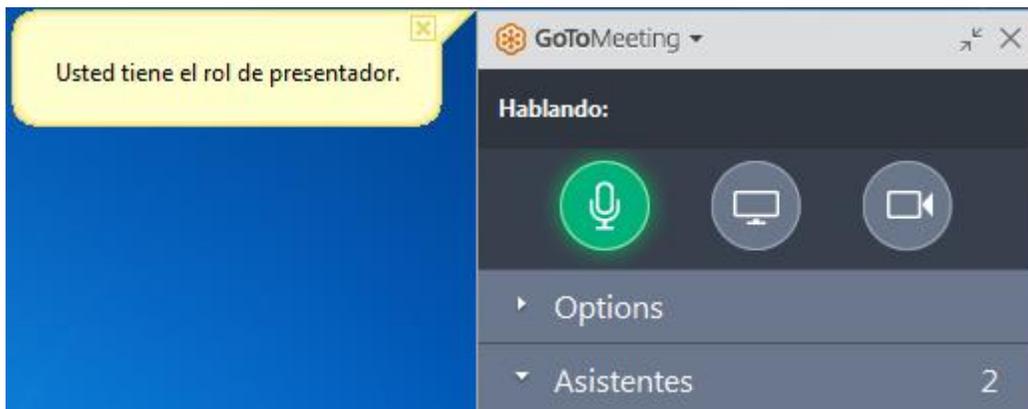
In a meeting you can be *Attendee* or the *Presenter*, this depends by the *Organizer* of the meeting; in Eureka Workshop you will be a *Presenter*.



When the *Organizer* gives you the role of *Presenter*, a window like the following will appear on your screen:



and in the Control Panel window will appear a yellow balloon with a notification that the *Attendee* is now the **Presenter** of the meeting (You have the role of presenter – Usted tiene el rol de presentador).

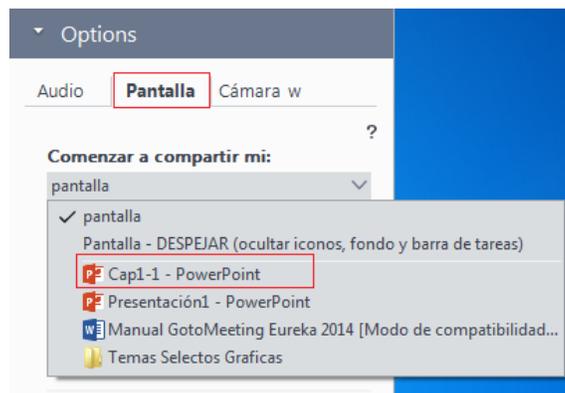


We recommend you having ready the presentation for Eureka-2015. Please close every running application different than **GoToMeeting** and **your presentation** file.

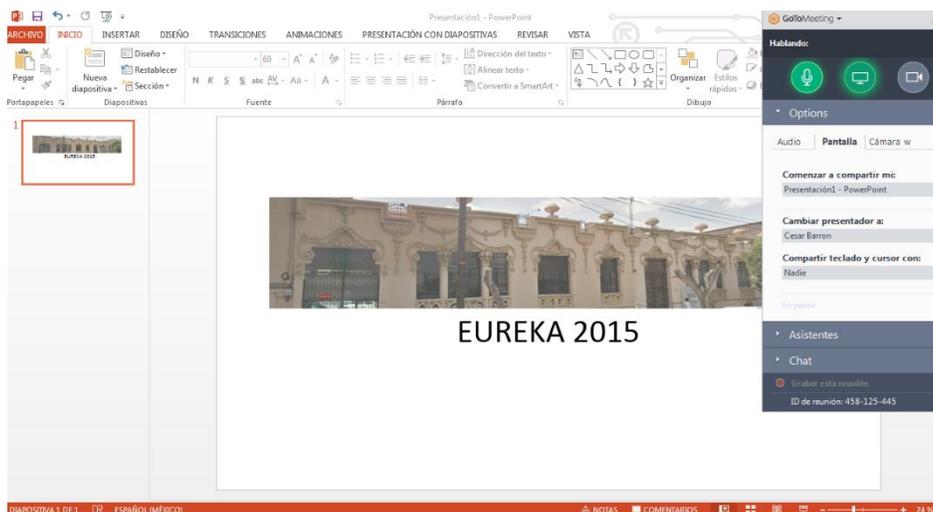
Select your presentation first by click on the **down-Arrow** button, and then click again in your presentation.



Another way to select your presentation is by clicking on the **Option/Screen/Start sharing my:** list.



After that, you will see a blue box around the shared presentation. This presentation will be presented in Eureka-2015 immediately.

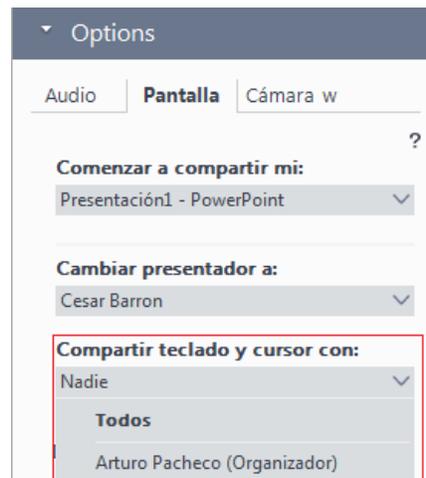


If you need to change to another application, click on the **Option/Screen/Start sharing my:** list and select it.

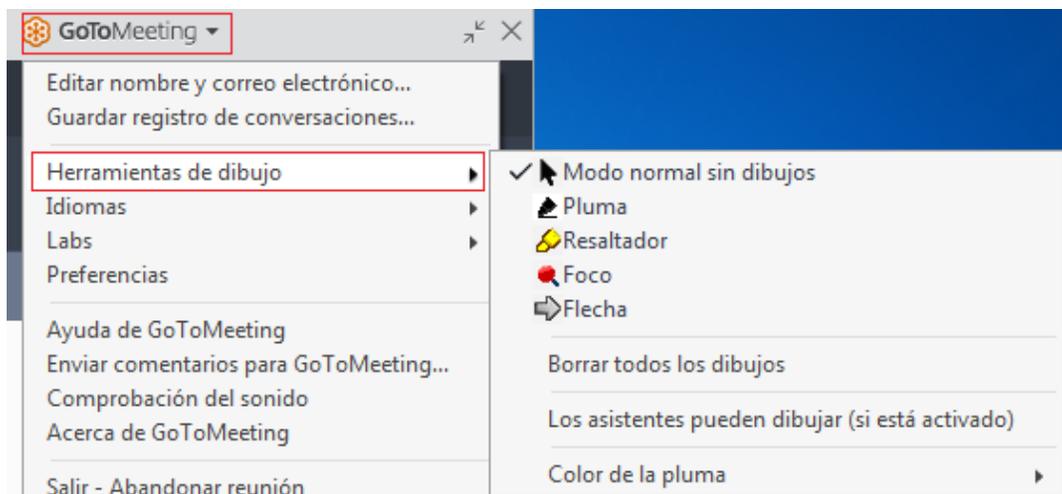
At any time you can stop showing the presentation by clicking the **Share your screen** button.



With the **Share keyboard and mouse with:** (Compartir teclado y cursor con:) list, the *Presenter* gives control of both devices to other participants in the meeting. In this case, **we do not use it.**

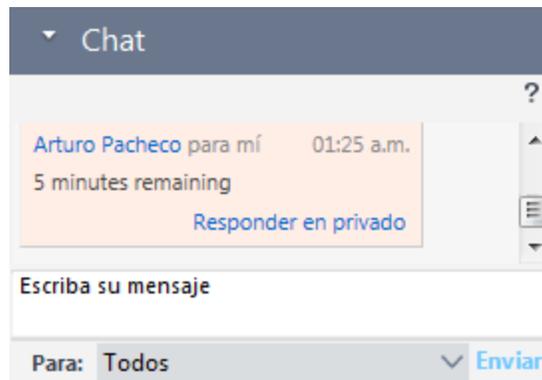


If you want to highlight or indicate any relevant element during the presentation, you can use the **Drawing tools** (Herramientas de dibujo).



Important

Please, pay attention when the Eureka *Organizer* sends you notifications about your remain time, instructions and/or questions from the *Attendees* by **Chat** or **Voice**.



7. Exit of GoToMeeting

When your presentation is finished, including Answers and Questions (if apply), the *Organizer* will stop the connection. But if you want to leave the Presentation, just close the window or click on the **GoToMeeting** logo and choose **Exit - Leave Meeting** (Salir – Abandonar reunión). In both cases it is necessary to confirm the abandonment of the meeting.

